



# Mark Attendance

## CA CloudDesk



## Overview

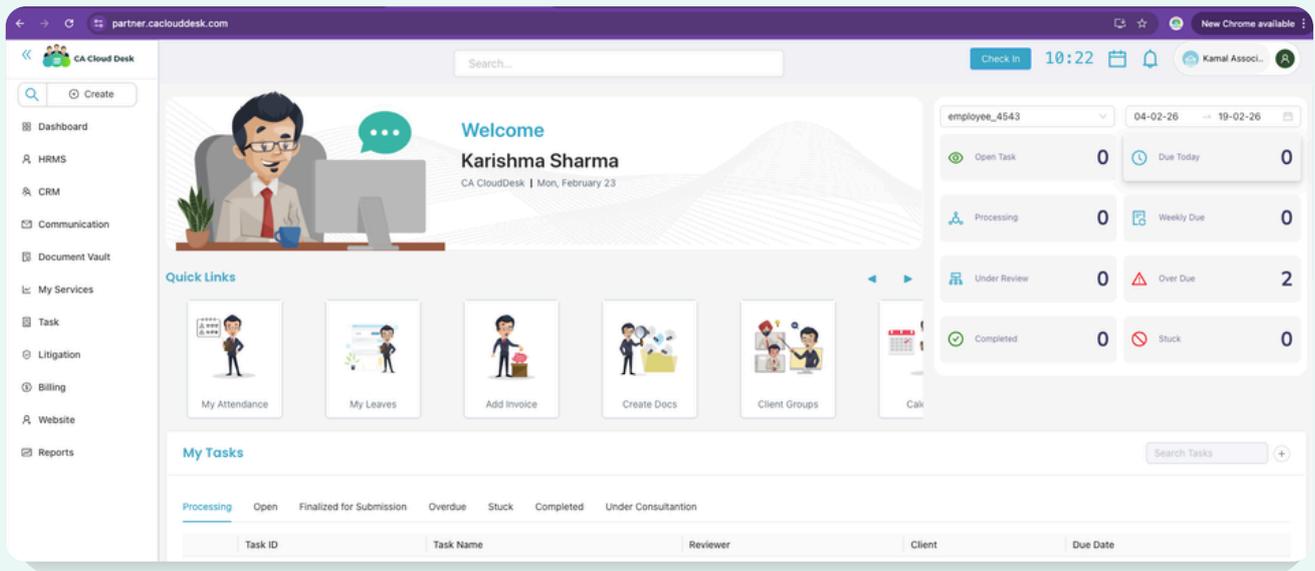
### Method 1: Mark attendance from desktop (web portal)

The My Attendance module lets you record daily attendance in two ways:

- **Desktop** - Use the Check In button on the Dashboard; at end of day use Check Out.
- **Mobile app** - Use Mark Attendance with face capture and optional remarks.

### Step 1 : Login

Log in to CA Cloud Desk. You will land on the Dashboard.



### Step 2: Click "Check In"

On the top right corner, click the Check In button. Confirm when asked. The system records current time, login date, and user details.



### Step 3: Attendance recorded

After Check In, attendance is marked successfully. You will see a success message and the button will change to Check Out. At the end of the day, click Check Out to complete the working session.

### Method 2: Mark attendance from mobile app

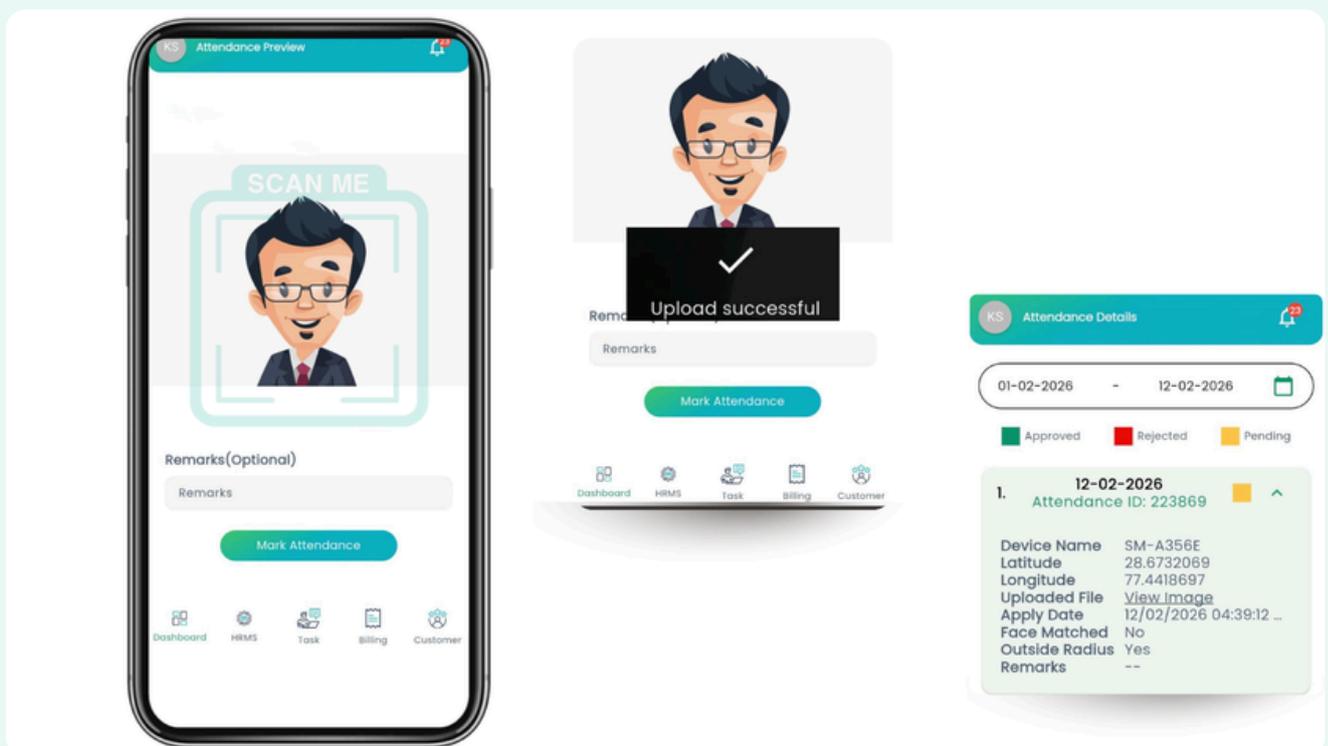
You can mark attendance through the CA Cloud Desk mobile app using face capture.

### Step 1 :Login to the mobile app

Open the CA Cloud Desk app, log in with your credentials, and go to the Dashboard.

### Step 2 :Tap “Mark Attendance”

Tap Mark Attendance. The camera screen opens - position your face inside the frame. The system captures the image.



### Step 3: Add remarks (optional)

Enter remarks if needed, for example: Work From Client Location, Field Visit, or Late Entry Reason.



### Step 4: Submit attendance

Tap Mark Attendance to submit. You will see ✓ Upload Successful. Attendance is then recorded.

### Attendance details captured

The system stores the following for each attendance entry:

- Attendance ID
- Apply Date & Time
- Device Name
- Latitude & Longitude
- Uploaded Image (mobile)
- Face Matched status
- Outside Radius status
- Remarks

