

# EPORDO Internet Cloud Online Time Attendance

- 7\*24 hours online monitor&Graded management
- Centralized management [Anytime Anywhere](#)
- Real-Time Data transfer from device to software
- Employees Chatting Function inside software
- Weekly attendance report & Employee Location Tracking
- 3D Features inside software

## Chapter One- Brief Introduction

**EPORDO** internet attendance is an innovation of office employee time attendance solution, It is new technology for both hardware and software, in the hope of providing more convenient, effective, and real-time intelligent management systems for all companies!

**\*Free Installation :** EPORDO Internet Attendance system is an interactive web-based time attendance system which is hosting on internet cloud server, You can manage all your devices in the world including different locations, different cities,, different countries;only need internet connection for hardware, you can enter and operate this system anytime anywhere on any PC, tablet PC, smart phone etc without any installation

- No need install software, simple and convenient for users
- Without any installation issues for any Operation System
- No need professional tech, EPORDO provide all support

**\*Every boss/Admin** can login to check all staffs attendance data from their own PC or Mobile remotely! no locations limitation; any city. any country is ok!

- Information arrival Globally- Intelligent management
- To have an impromptu trip-since you have EPORDO management system
- Select EPORDO , Happy work, Easy work ...

**\*Every Employee** can check their own attendance data/report from PC or Mobile directly! Then no need print report in paper

- It can Save costs for your company
- Environmentally and friendly
- More convenient for employees to ask for leave online

**\*one account** can manage many machines and user can check how many machines online and offline status and valid days!

**\*Applications:** all companies/office/factory, especially for Multinational companies, chain stores, , , which has many branches word widely or the whole country! it is an innovative attendance system-the future trend of time attendance system! come to join us , let's create best attendance solution for all customers!

## WHY USE EPORDO INTERNET ATTENDANCE SYSTEM???

It **saves Human resource cost**, there is **no need to have engineer** to do installation and maintenance, No Need Install Software, also can avoid some problems which require the tech engineer have some professional experience on network setting, because this system is easy to operate, it saves device investment and running cost, **no need to buy a server or PC** to run the system, and **no power consumption**, and **no need buy some special network device** or service for connecting the device, for example router, and fixed IP etc. it can **save time cost**, this is a 24hours online system, employee and manager can login anytime, it help you to do things without any delay. and it's **paperless system which is more environmental !!!**

### Chapter Two- System Composition

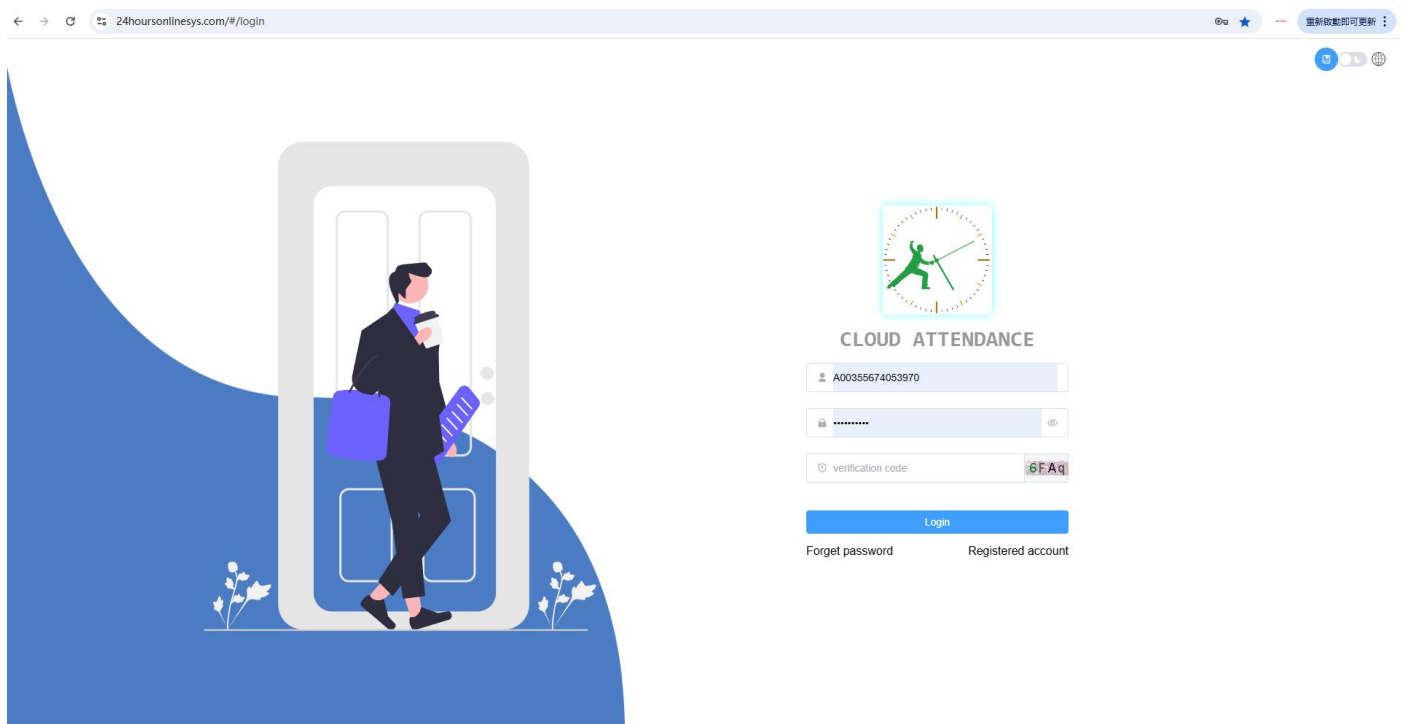
EPORDO Cloud Attendance hardware: Power on device and connect network cable (after receive our cloud device), please set all necessary information inside this software manual firstly - set software well firstly - then find your name/enroll id from hardware to do face/fingerprint registration!!!! **please do not input name and enroll id from hardware !!!!!!! this is important!!!!!!!!!!**)

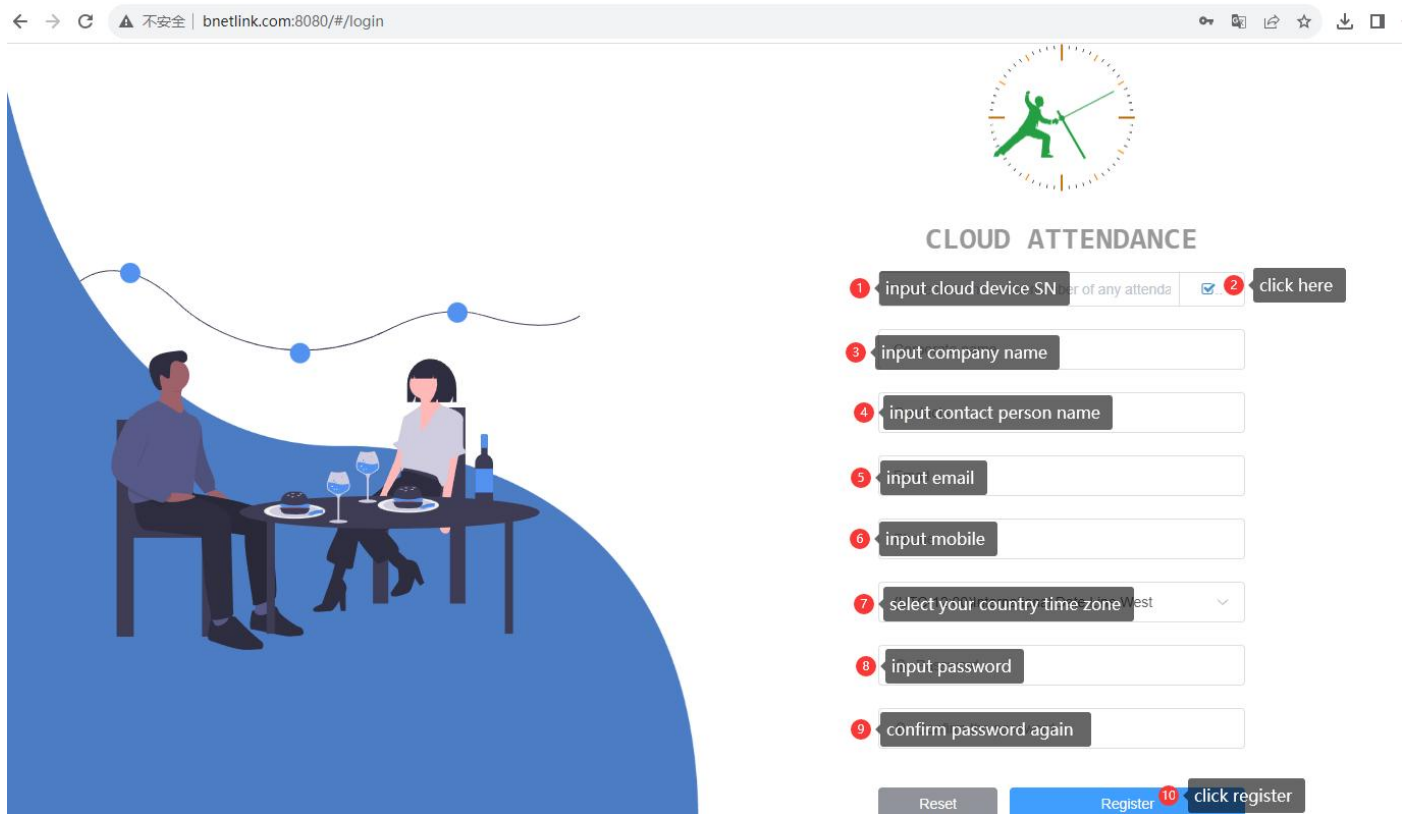
EPORDO Cloud Attendance Software: Only need to Register and login your account

**Management Link:** <https://24hoursonlinesys.com/#/login>

### Chapter Three- System Operation

1. Create and Login your own account: 10 steps in below photo (Click: Registered account in below photo)

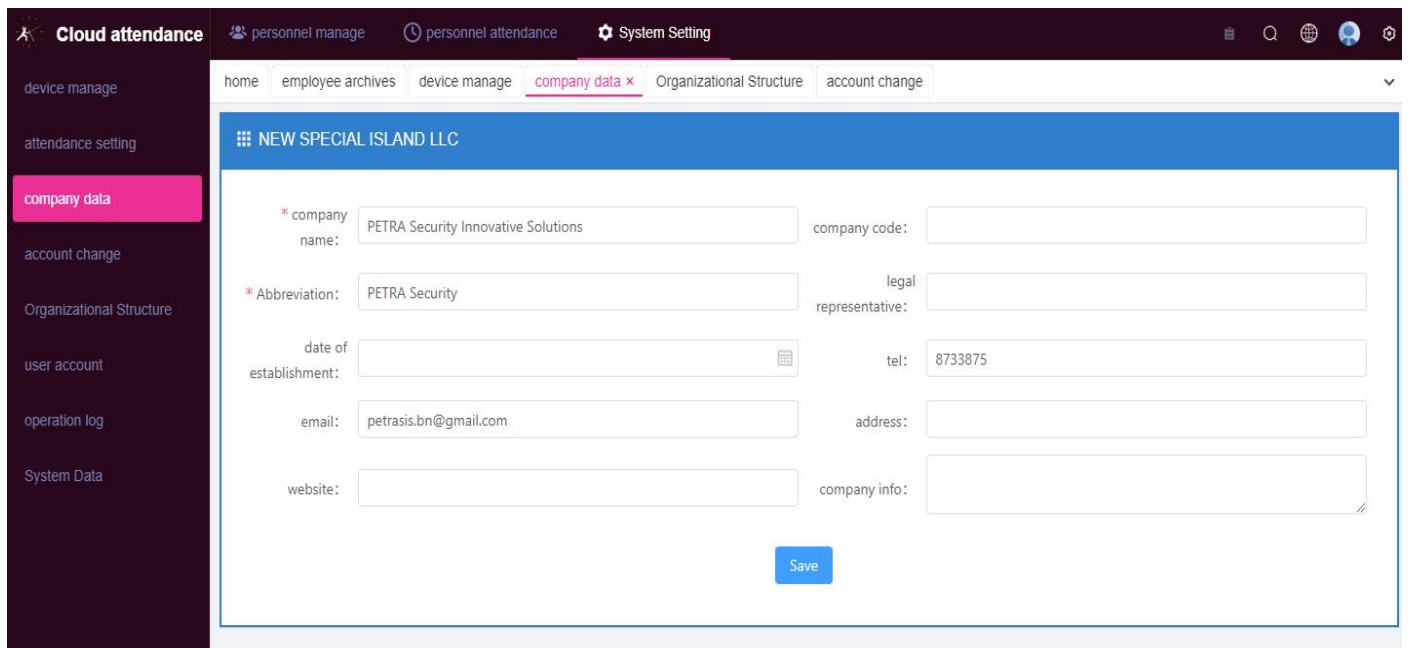




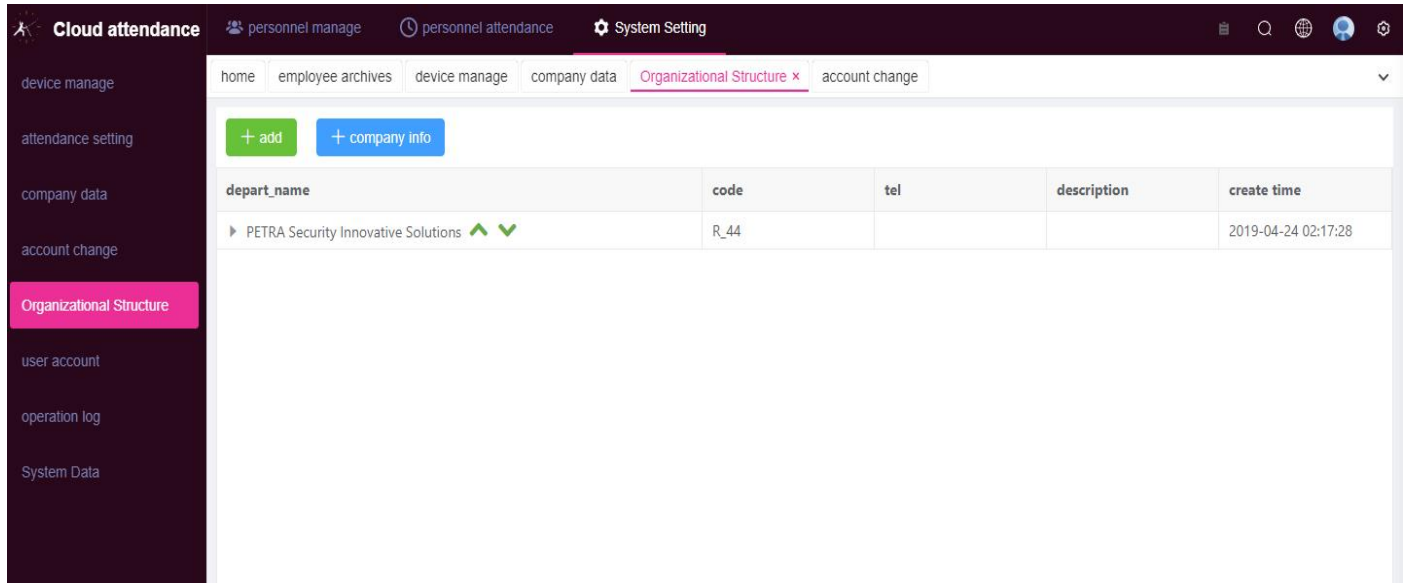
Note: There is cloud device SN sticked back of device cover; after registration , then you can login the software; **your user account : A+ the mobile number you input during registration**

## 2. System setting:

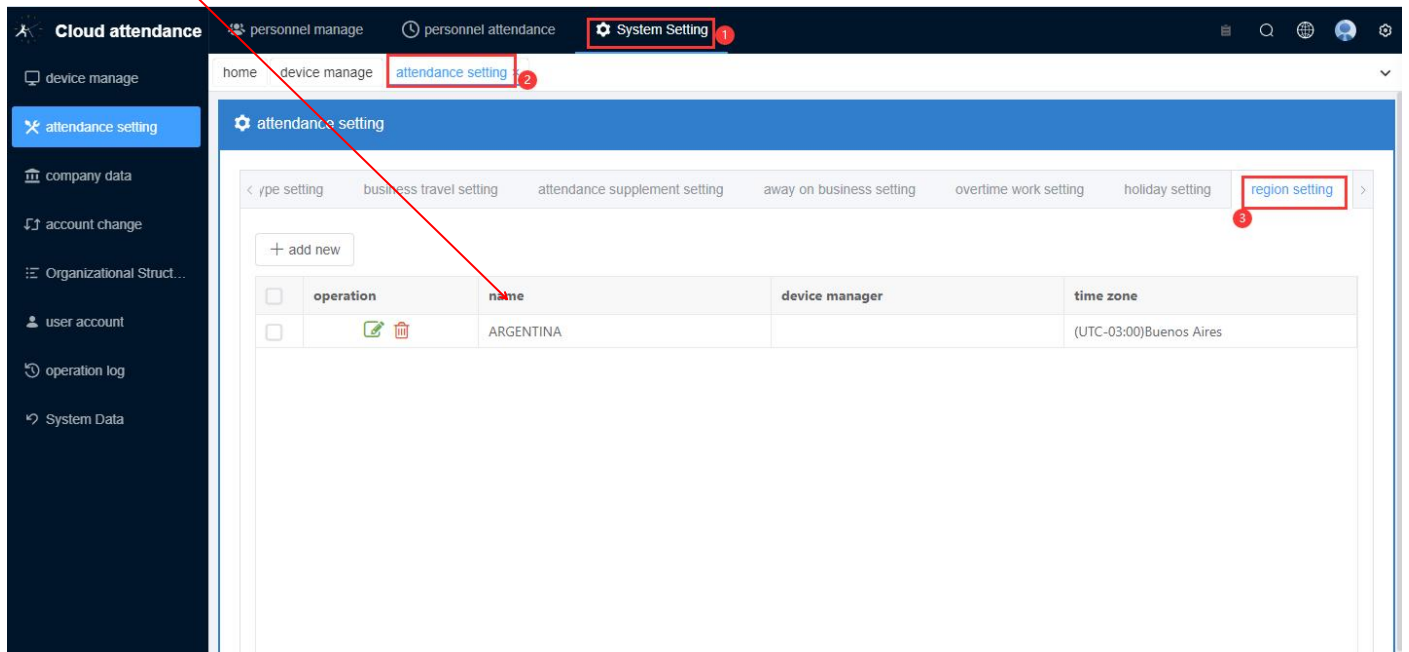
**\*Company data- Input Company name and Abbreviation and click button”Save”**



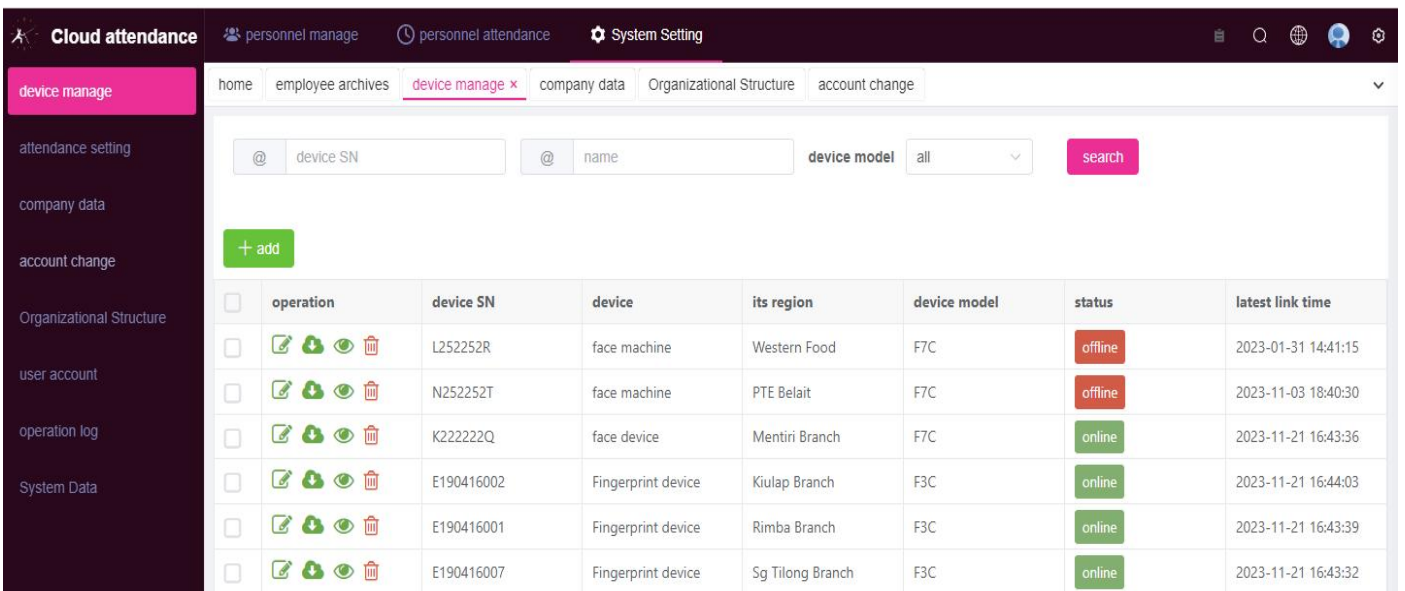
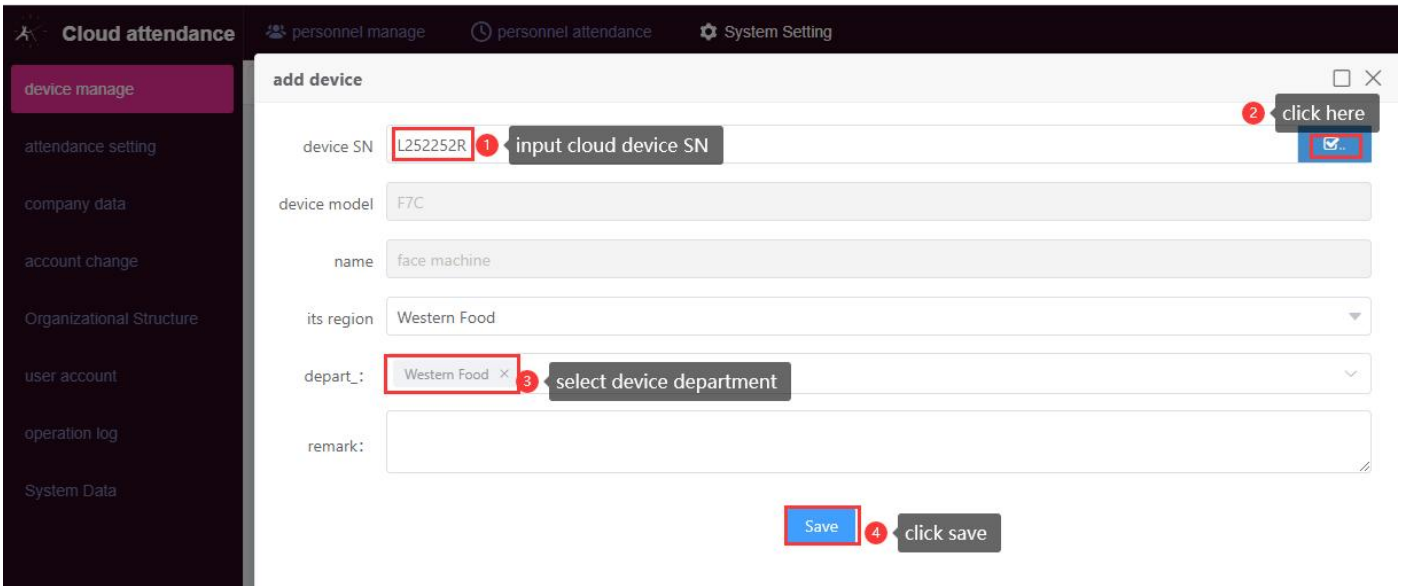
**\*Organizational Structure- Set Company Department(this is necessary) click add to add more departments ,,,**



**\*Attendance Setting - Region setting (this is necessary) select your time zone and be sure to name it**

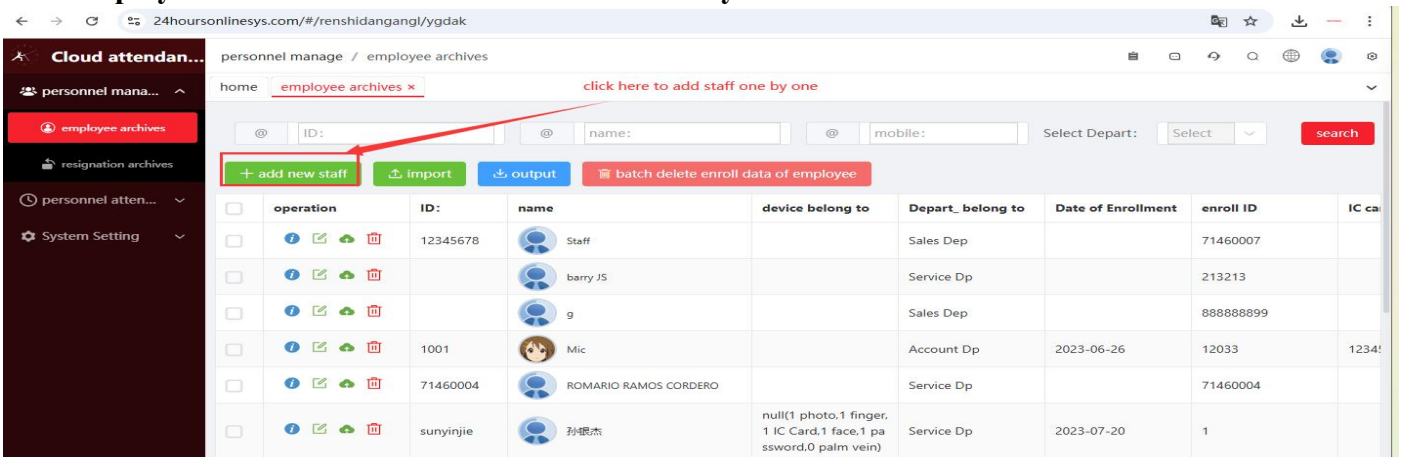


**\*Device Management- Add all devices here and make Device department setting to show this device will be used by which departments (device department setting is important)**



### 3. Personnel manage

#### \*Employee archives: Add staff information one by one



Enroll ID(this is unique for every staff) , name, department, mobile, these are necessary information !

**add staff** □ ×

Enroll ID: 1

ID

personal ID

\* mobil 2

\* depart\_ 3

work type:

sex:

address:

Email:

remark:

Whether to participate in the attendance check: 5  Yes

\* name 4

IC card ID

punch password

login password:

date of enrollment:

job:

Education:

Tel:

**Save**

**5** yes means: this staff need to punch in and punch out every working day

### Or Batch Upload

Click **import** for more employees-**batch upload** , input all employees for one time , firstly you need to download this Excel template , then input name, enroll id , department , mobile, and save all employees information , and click here : **choose excel file** , then select the file you filled in just now , and click next step to upload by one time for all employees

24hoursonlinesys.com/#/renshidangangli/ygdak

**Import** □ ×

1 load data 2 preview data 3 done

download template here

load alert!  
first step, download **Excel template** template update time: 2017-11-03\_  
second step,input the column data that you need to import after you download, the **red column**is required fields (datetime formate should be: 2015-10-01)  
third step, choose the data to import

**choose Excel file** 2

previous step **next step** 3

after fill in all employees info, name , enroll ID, department, mobile,,, then upload here

Cloud attendance personnel manage personnel attendance System Setting

home employee archives x

@ ID: @ name: @ mobile: Select Depart: Select search

+ add new staff import output batch delete enroll data of employee

operation	ID:	name	device belong to	Depart_ belong to	Date of Enrollment	ID	IC card
<input type="checkbox"/>	5	Joey Lim Lee Liet	Fingerprint device(1 finger,0 IC Card,0 face,0 password,0 palm vein)	Main Office Sg Tilon g		5	01-04
<input type="checkbox"/>	14	Rahmat	Fingerprint device(3 finger,0 IC Card,0 face,0 password,0 palm vein)	Kiulap Branch	2022-01-24	14	AT95!
<input type="checkbox"/>	20	IrfanAli	Fingerprint device(1 finger,0 IC Card,0 face,0 password,0 palm vein)	Kiulap Branch	2023-07-13	20	C062

One more feature here, you can upload staff photo here- Employee Archives,click view

Cloud attendance personnel manage personnel attendance System Setting

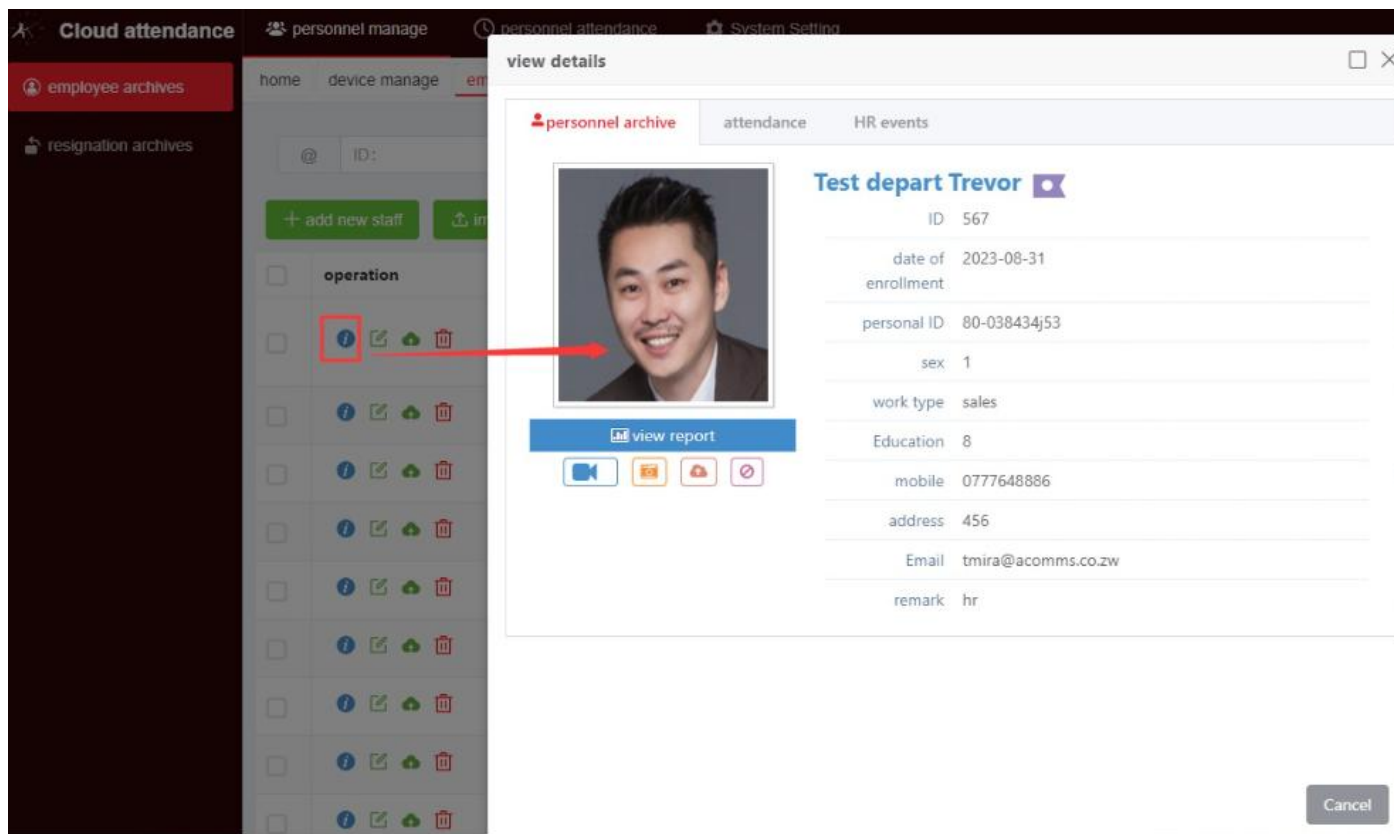
home employee archives x

@ ID: @ name: @ mobile: Select Depart:

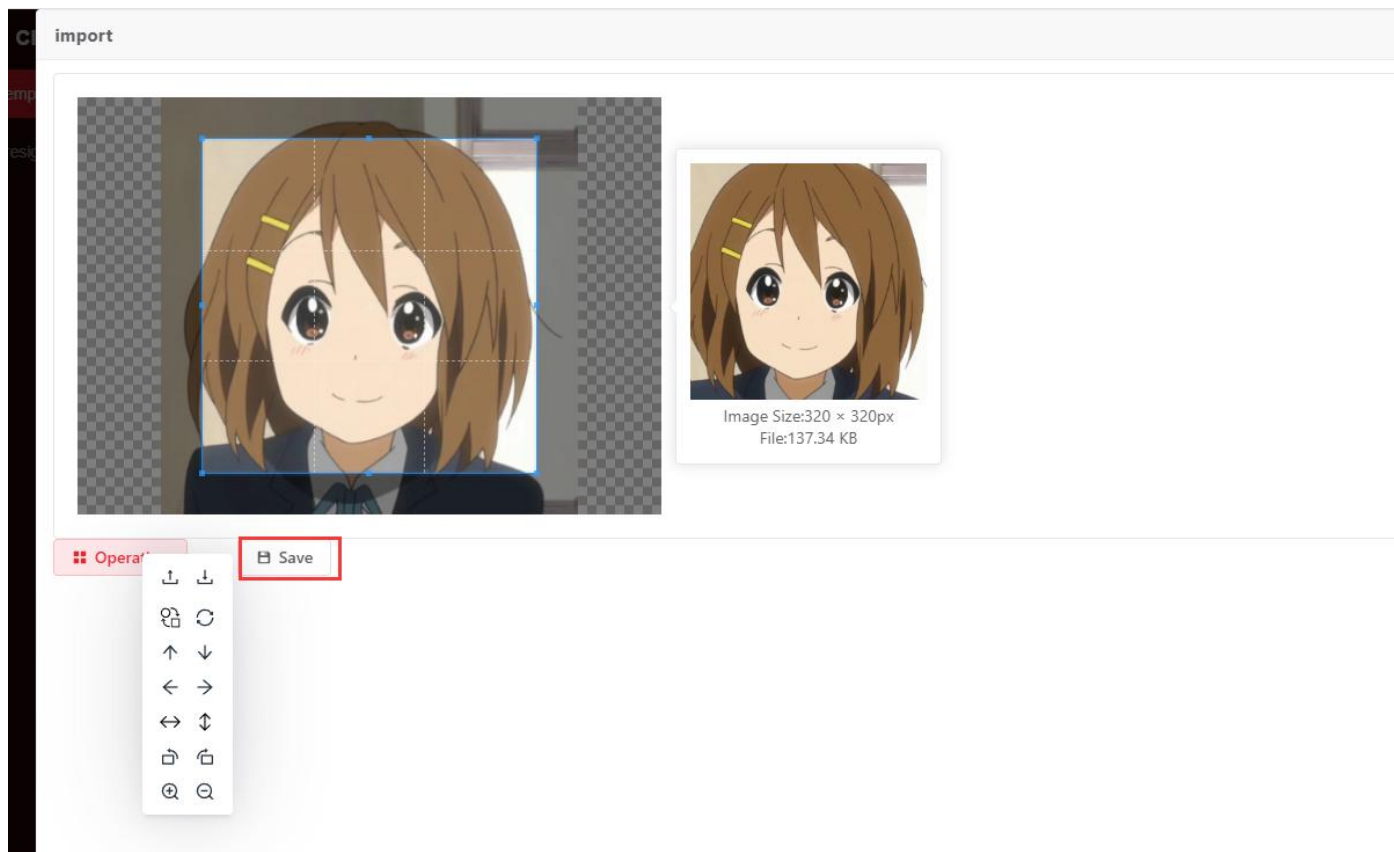
+ add new staff import output batch delete enroll data of employee

operation	ID:	name	device belong to	Depart_ belong to	Date of Enrollment
<input type="checkbox"/>	5	Joey Lim Lee Liet	Fingerprint device(1 finger,0 IC Card,0 face,0 password,0 palm vein)	Main Office Sg Tilon g	
<input type="checkbox"/>	14	Rahmat	Fingerprint device(3 finger,0 IC Card,0 face,0 password,0 palm vein)	Kiulap Branch	2022-01-24

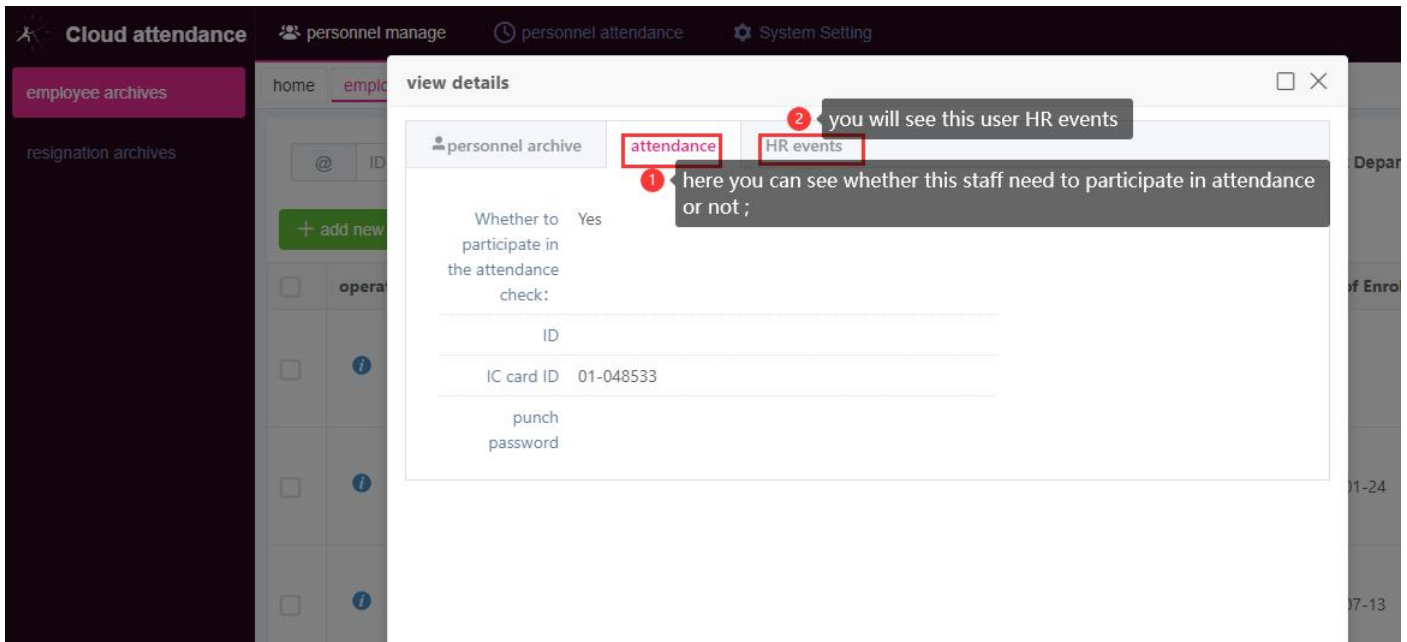
click View



Click photo and select new and save



Also you can see below information when you click : **view details**

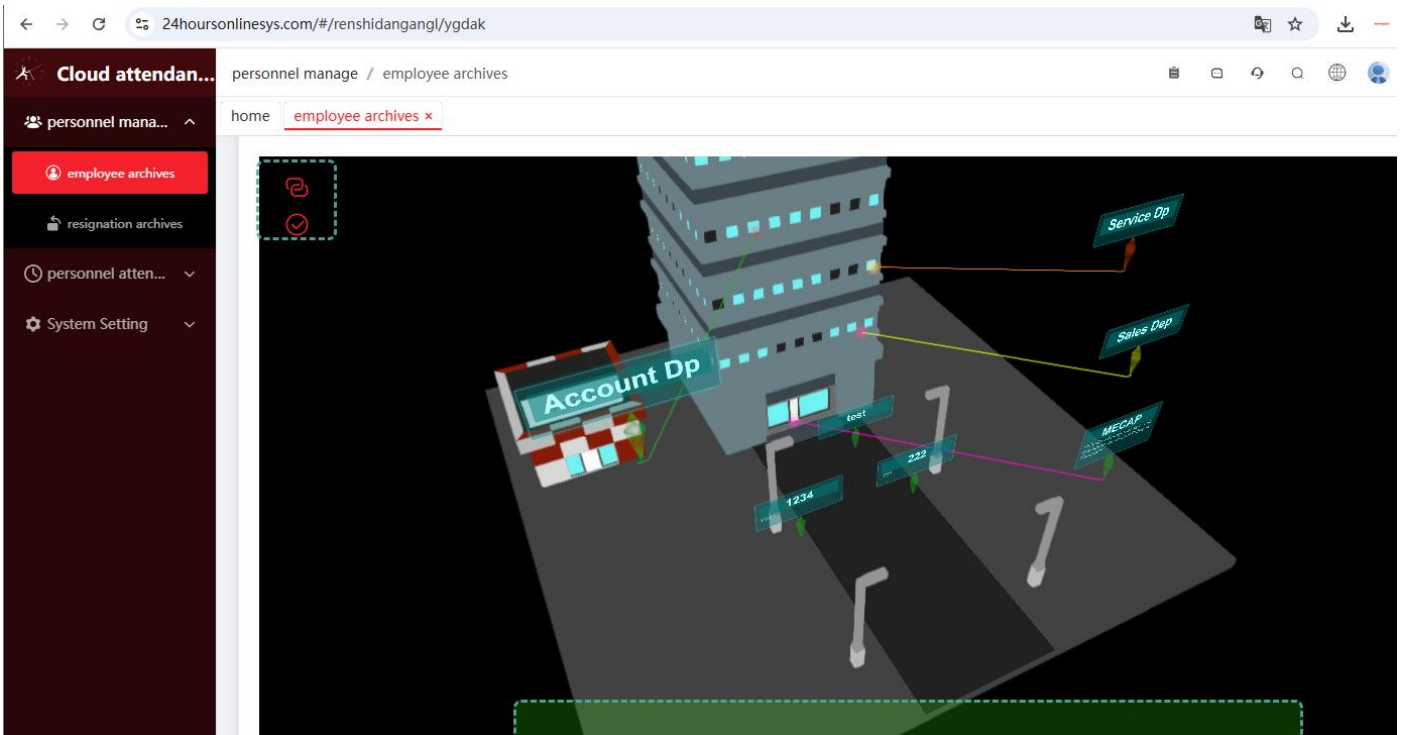


This button : **“issue staff”** ( this is Backup button; normally we do not need to use it , because employee enroll id and name will be sent to cloud machine in real time autoly; if you did not see this staff name and enroll id inside machine, then you can click here to check whether this staff department is same as the machine’s department you set; )



Pull down your mouse , you will see this 3D organization chart which is very interesting and attractive for users

For a 3D department display in cloud-based time attendance software:



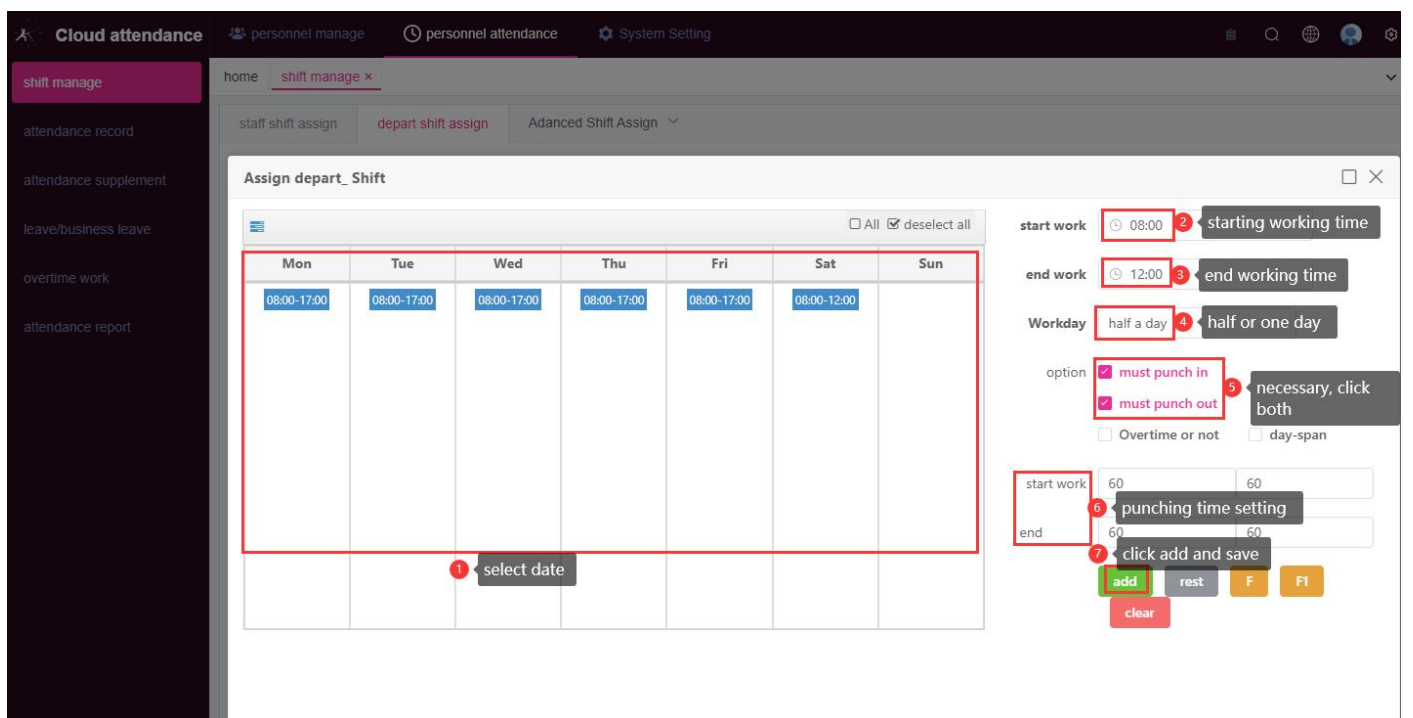
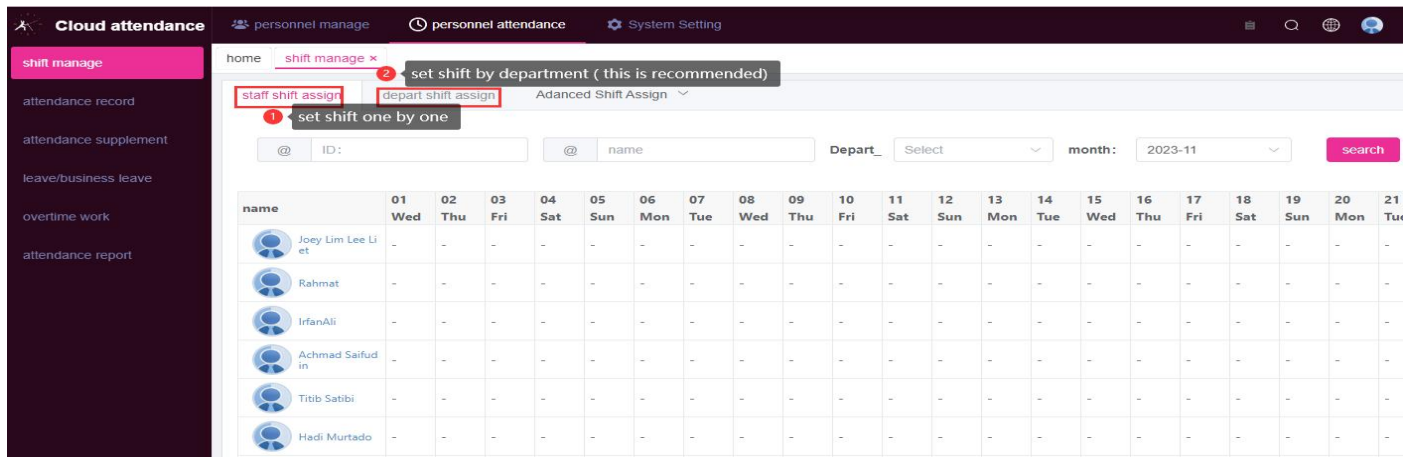
**Clear organizational structure view:** The 3D hierarchical structure allows users to visually see the entire company's organizational structure, helping to quickly understand the relationships between departments. For new employees or teams that collaborate across departments, they can better familiarize themselves with and grasp the structure of the organization.

**Interactive experience:** The zoom in, zoom out, and rotation functions of 3D models provide higher interactivity.

**Enhance display effect:** This 3D hierarchical visualization not only provides a more intuitive display of organizational structure, but also improves management efficiency and helps with better analysis and decision-making.

#### 4. Personnel Attendance

\***Shift setting**(working time setting) : you can set shift by department which is more convenient , no need set shift one by one;



After you set your shift(office working time), then put the mouse on the time you set , you will see your staffs punch in and out time

**Shift time:** office working time , from start work time to end work time , such as 06:00-14:00

**Punching in&out time:** it is all employees Punch in(come to work) and punch out(leave office) time period; Be sure to ask your employees to Punch/verification on device during this time,then there will be IN/OUT records inside software and you can export attendance report smoothly !

**Note:** all employees need to know both Shift time and Punching in&out time !

**Assign depart\_Shift**

☐ All ☑ deselect all

1 here is office working time you set

Mon	Tue	Wed	Thu	Fri	Sat	Sun
06:00-14:00	06:00-14:00	06:00-14:00	06:00-14:00	06:00-14:00		
				In(required):04:00-09:20Out (required):10:40-20:40		

2 here is punching in time and punch out time you set

so you have to tell all your staffs office working time and punch in&out time

start: 08:00  
 work end work: 12:00  
 Workday: half a day  
 option:  must punch in,  must punch out  
 Overtime or not,  day-span  
 start work: 60, 60  
 end: 60, 60  
 add, rest, F, F1, clear

**Assign depart\_Shift**

☐ All ☑ deselect all

Mon	Tue	Wed	Thu	Fri	Sat	Sun
06:00-14:00	06:00-14:00	06:00-14:00	06:00-14:00	06:00-14:00		

1 shift time/office time setting here

start work: 08:00  
 end work: 12:00  
 Workday: half a day  
 option:  must punch in,  must punch out  
 Overtime or not,  day-span  
 start work: 60, 60  
 end: 60, 60  
 60 minutes before 06:00, 60 minutes after 06:00  
 2 punch in and out time setting  
 add, rest, F, F1, clear



F1 Means: Free shift, no fixed working hours, only **select date firstly + select F1 + click save**: it will calculate your 1<sup>st</sup> verification on machine as punch in time & the last verification time as punch out time; then calculate Your working time

For example: from Monday to Friday with free shift F1(everyday staffs 1<sup>st</sup> punch as in and last punch as Out, can calculate working hours by last punch time deduct 1<sup>st</sup> punch time) only need to do step: 1-2-3



F means : during one day , Max 4 times in&out calculation (1<sup>st</sup> time as in , 2<sup>nd</sup> time as out, 3<sup>rd</sup> time as in , 4<sup>th</sup> time as out ,,,, total Max 4 pairs of entry and exit/ in&out) Free shift too, no need set shift/working time , only **select date firstly + select F+click Save** ( if you accept staffs come and leave many times per day- here software will calculate Max4 pairs in&out per day) then you can select F shift

**\*Attendance Records-** you will see all attendance records under : attendance record (including in&out time shown under attendance report-daily report) here as long as you punch on machine,here will shows records below ;

ID:	name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
95609367	Erwin Alarcón	05:59	05:59	06:09			05:58	06:03	05:58	06:06	06:06			06:03	06:06	05:56	06:08	06:08			
		09:33	09:27	09:08			09:28	09:32	09:18	09:24	09:38			09:33	09:11	09:25	06:08	09:25	06:08		
		10:06	10:04	13:51			10:05	10:04	09:49	09:54	10:11			10:06	09:44	09:57	10:02	09:57	10:05		
41599771	Angie Martínez	06:04	06:06	06:03				06:08	06:06	06:06	06:06			06:04	06:06	06:06	06:04	06:06			
		09:36	09:28	09:10			09:31	09:27	09:33	09:34			09:31	09:16	09:26	09:31	09:30	06:07			
		10:07	09:59	09:40			14:13	09:57	09:56	10:05			09:58	09:44	09:56	10:00	10:01	10:01			
		14:13	14:01	13:50				13:56	13:42	11:36			14:04	14:01	12:03	14:02	14:05				

**\*Attendance Report-** click 1.2.3.4.5 in below photo to get daily report (normally, after you set shift and punch in&out time well, and did not change anything , daily report is generated autoly; BUT if u change shift time or punch in&out time after you use the machine for a period of time , then you have to click here to generate manually: **Regen All daily**)

generated report   Non Generated report   **daily report**   Special Report

Q Yes

@ ID:   @ name:   Depart\_ Select   month: 2023-12

start date:   end date:   status Leave   Select

@   search

**Regen all daily**   output to Excel

date	name	shift name	In1/Out1	In2/Out2	In3/Out3
2023-12-01	Leonardo Curia		07:13~16:41	---	---
2023-12-01	Ruben Albertella	08:00-16:00	07:32~15:24	---	---
2023-12-01	Cristian Ferras		07:32--	---	---
2023-12-01	Rodrigo Carranza	08:00-16:00	07:32~15:26	---	---
2023-12-01	Gabriel Crotti		07:32--	---	---
2023-12-01	Juan Almada	08:00-16:00	07:32~15:43	---	---
2023-12-01	Ignacio Toredo		07:40~16:27	---	---
2023-12-01	Javier Horodeski	08:00-16:00	07:43--	---	---

Then Click **Non Generated Report** and generate all

generated report   **Non Generated report**   daily report   Special Report

Q Yes

@ ID:   @ name:   Depart\_ Select   month: 2023-11

start date:   end date:   status Leave   Select

@   search

**generate all**   batch generate

operation	ID:	name	status	Attendance	Actual Attendance	Lea
<input type="checkbox"/>	3	Adrian Rodriguez	formal	Null	Null	N
<input type="checkbox"/>	4	Ignacio Toredo	formal	Null	Null	N
<input type="checkbox"/>	5	Julian Patiño	formal	Null	Null	N
<input type="checkbox"/>	6	Gabriel Crotti	formal	Null	Null	N
<input type="checkbox"/>	7	Julieta Martinez	formal	Null	Null	N

Then you will see **generated report** in below photo; also you can click: **regenerate all** in below photo

The screenshot shows the 'attendance report' page in the Cloud attendance system. The interface includes a sidebar with navigation options like 'shift manage', 'attendance record', and 'attendance report'. The main content area features search filters for ID, name, department, month, start date, end date, and status. Below the filters are buttons for 'regenerate all', 'batch generate', 'Batch deleting', and 'output to Excel'. A table displays attendance records for three employees: Erwin Alarcón, Angie Martínez, and Adrián Grey, with columns for operation, department name, ID, name, attendance, and actual attendance.

operation	depart_name	ID:	name	Attendance	Actual Attendance	Lea
	El Manjar Cordobés	95609367	Erwin Alarcón	128:00	100:16	C
	El Manjar Cordobés	41599771	Angie Martínez	128:00	97:01	C
	El Manjar Cordobés	23212198	Adrián Grey	128:00	88:51	C

This screenshot is identical to the first one, but it highlights the user profile icon for Erwin Alarcón in the table with a red box. A red text annotation 'click here to see this user report' is placed below the box, indicating that clicking the icon leads to a detailed user report.

operation	depart_name	ID:	name	Attendance	Actual Attendance	Lea
	El Manjar Cordobés	95609367	Erwin Alarcón	128:00	100:16	C
	El Manjar Cordobés	41599771	Angie Martínez	128:00	97:01	C
	El Manjar Cordobés	23212198	Adrián Grey	128:00	88:51	C

home shift manage attendance record attendance report

Erwin Alarcón 2023-11Daily Report

← return view shift attendance records regenerate output to Excel PDF print

date	shift				Report Item										Actual attendance	business Leave	business leave
	shift name	In1/Out1	In2/Out2	In3/Out3	In4/Out4	Attendance	Leave	Leave time	absent	late	late (m)	Left early	left early(m)	overtime			
08		05:58~14:03	---	---	---	8:00	0	0:00	0:00	0	0:00	0	0:00	0:00	8:00	0	0:00
09		06:06~13:45	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:15	0:00	7:39	0	0:00
10		06:06~11:45	---	---	---	8:00	0	0:00	0:00	1	0:06	1	2:15	0:00	5:39	0	0:00
11	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00

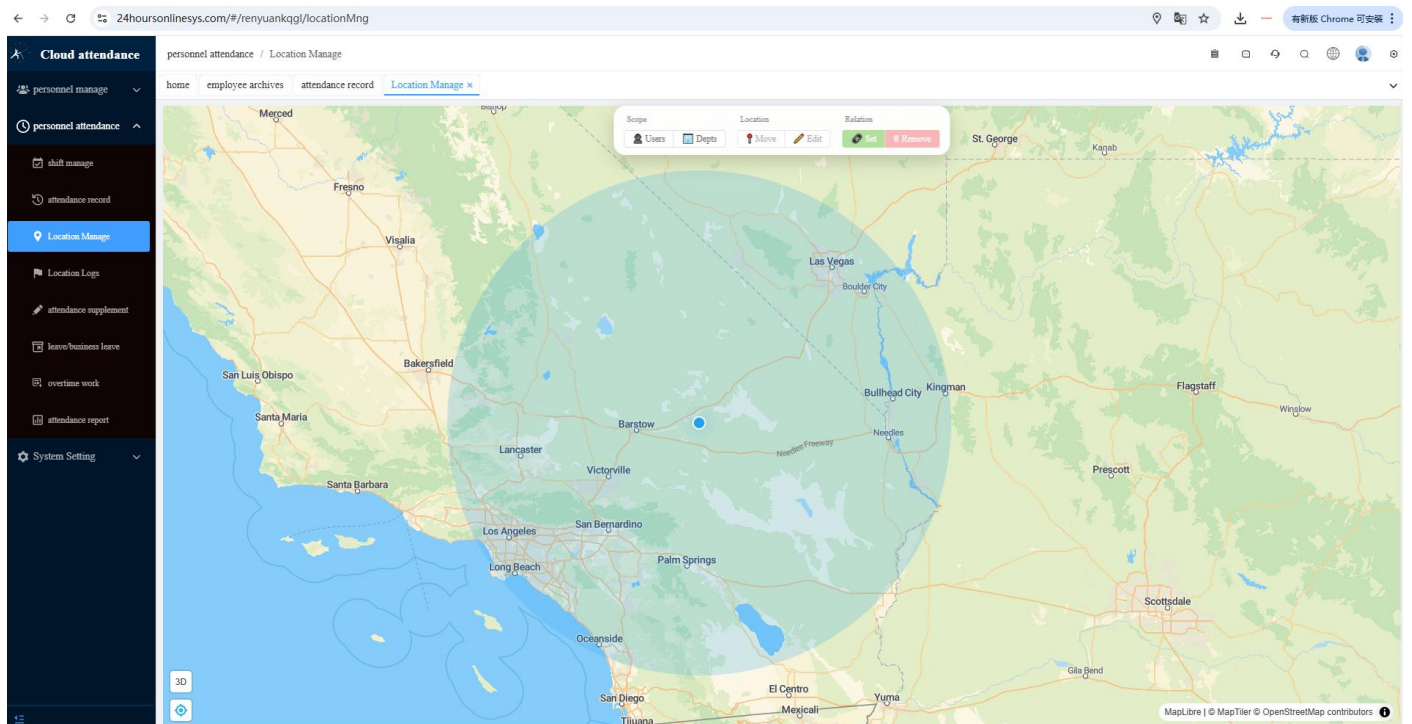
10/page < 1 2 3 > Total 22 Go to 1

**Total Data**

overtime	4:14	Leave time	0:00
Actual attendance	100:16	late	6
absent	24:00	late(m)	1:05
		Left early	3
		left early(m)	2:39
		business Leave	0
		business leave	0:00

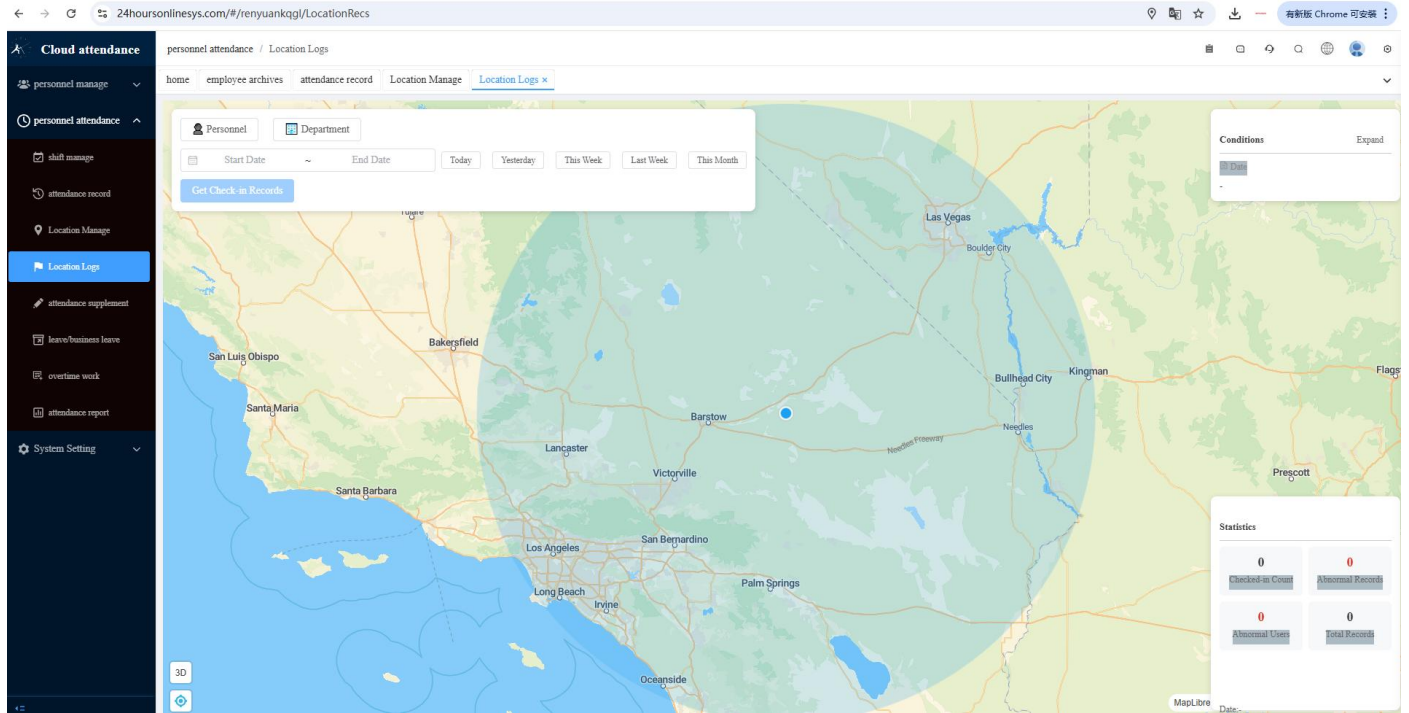
## NEW FUNCTIONS IN 2026 inside Management link

**Location Management Function:** Admins or HR managers can enable employee location tracking for staff working outside the office. Employees can be required to clock in and clock out with or without photos upon arriving at designated work locations.

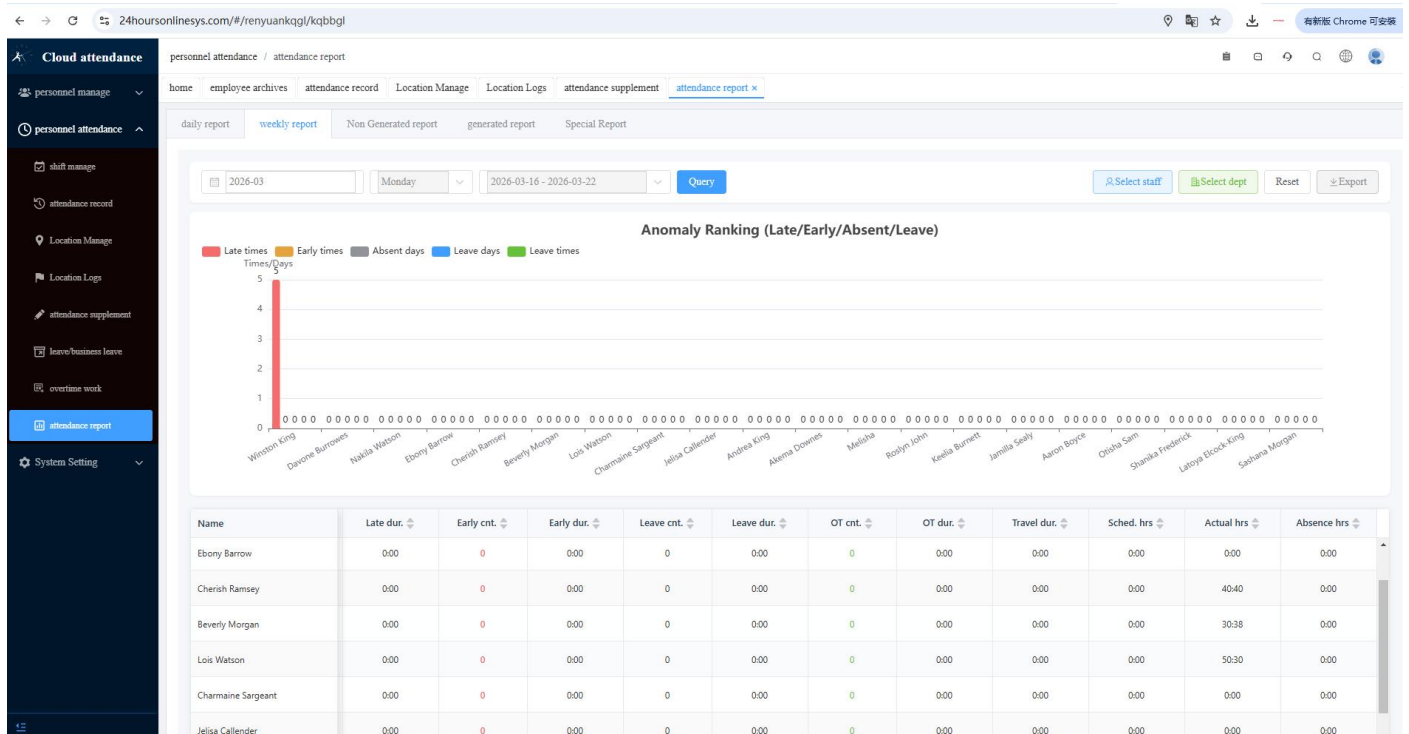


# EPORDO Internet Attendance

## Check Location logs



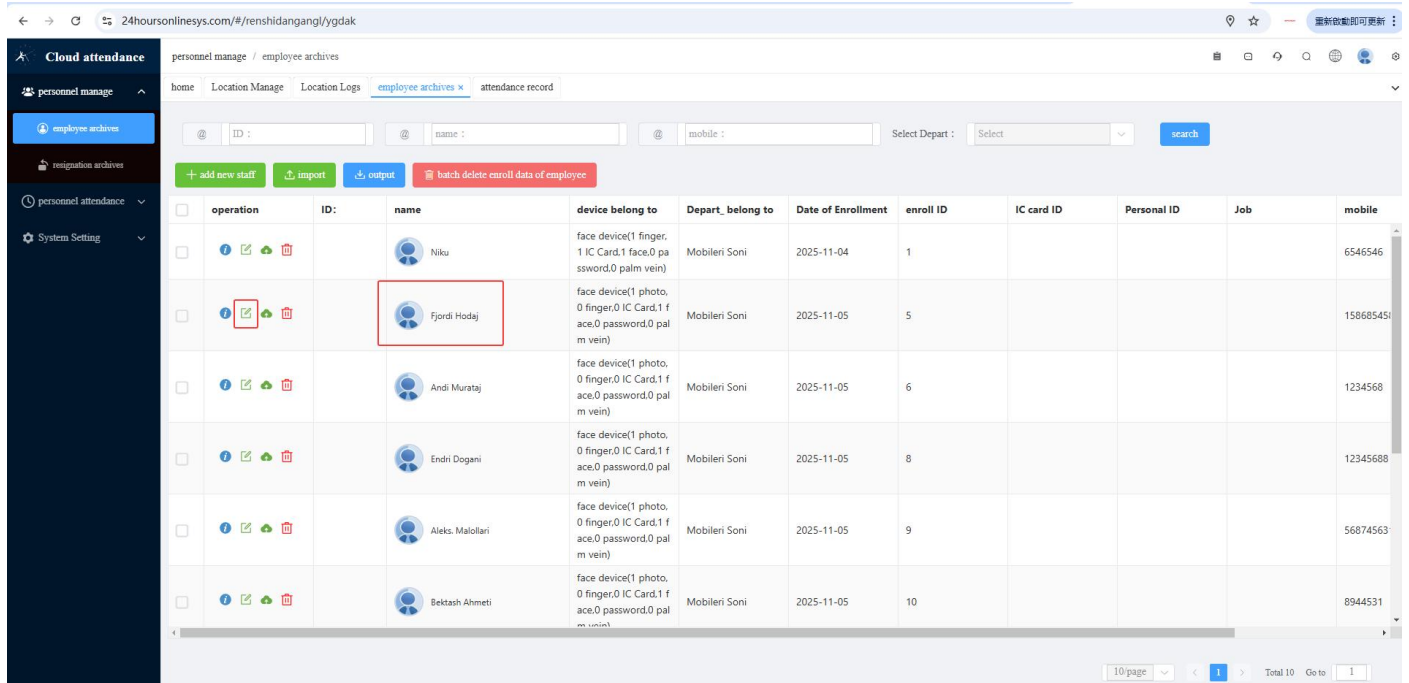
**Weekly Attendance Report:** While standard systems only support monthly reporting, we have introduced a Weekly Report feature specifically designed to accommodate the weekly payroll cycles common in certain regional markets.



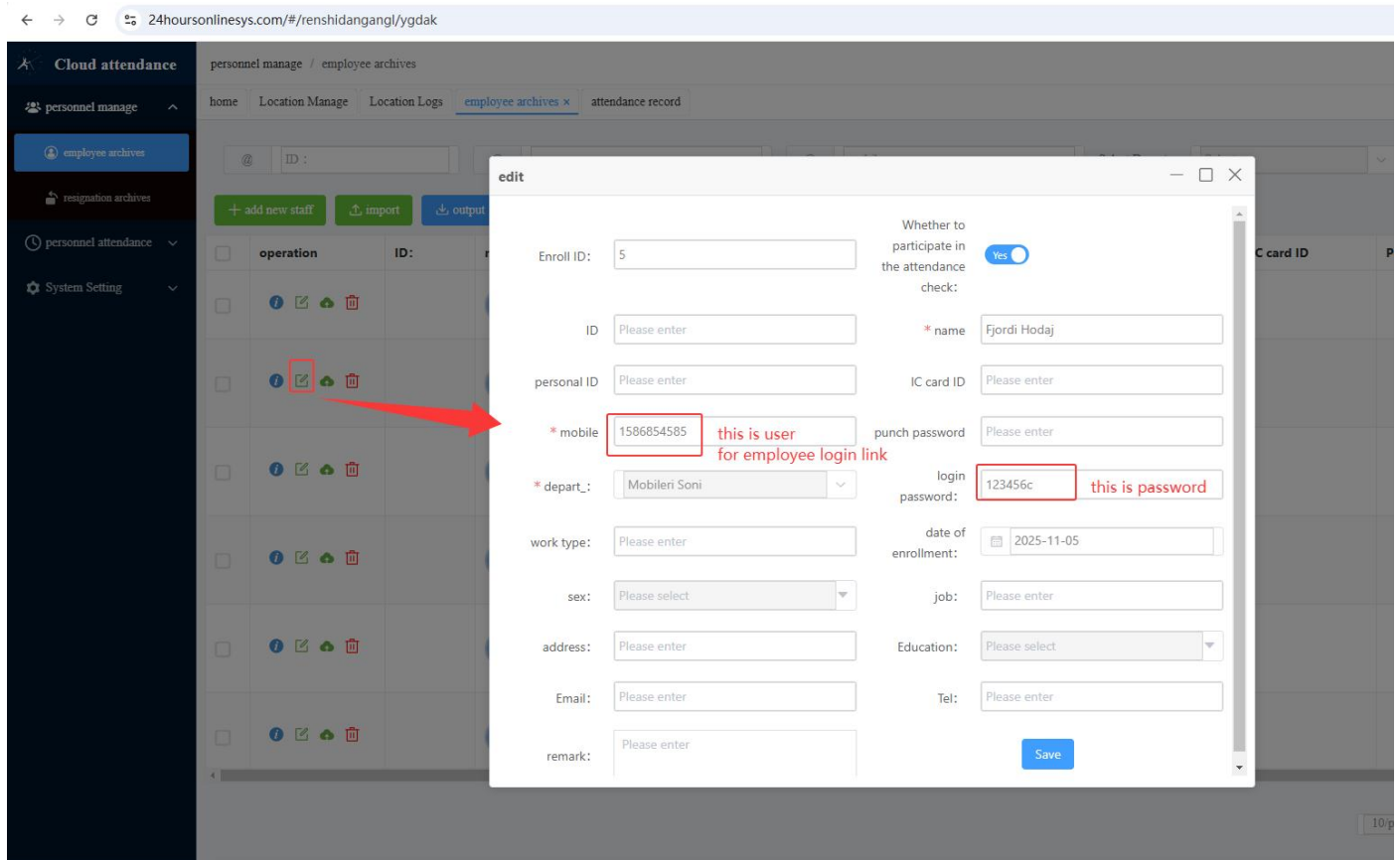
# Employees Link: <https://24hoursonlinesys.com/#/employee>

So what is user and password for every employee ?

For example, if this employee(Fjordi Hodaj) want to login his account from employee link; inside this managment link:



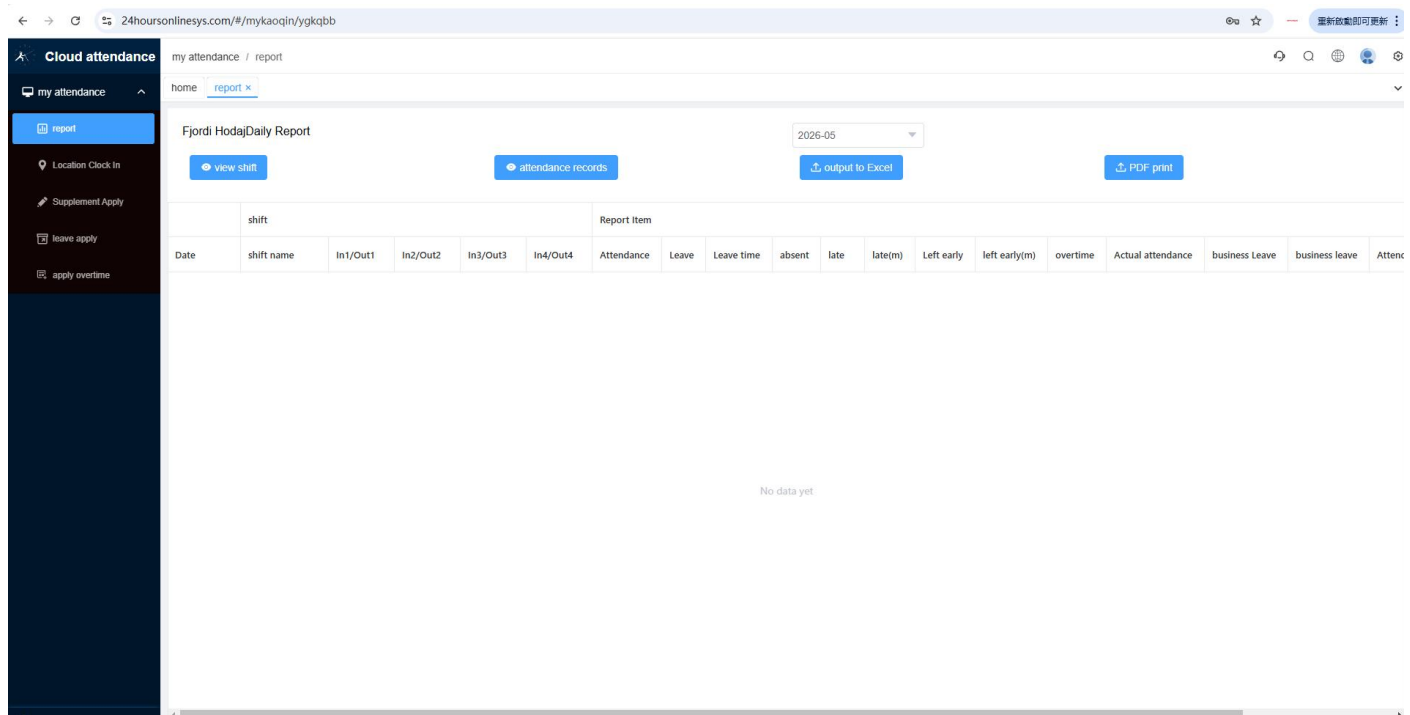
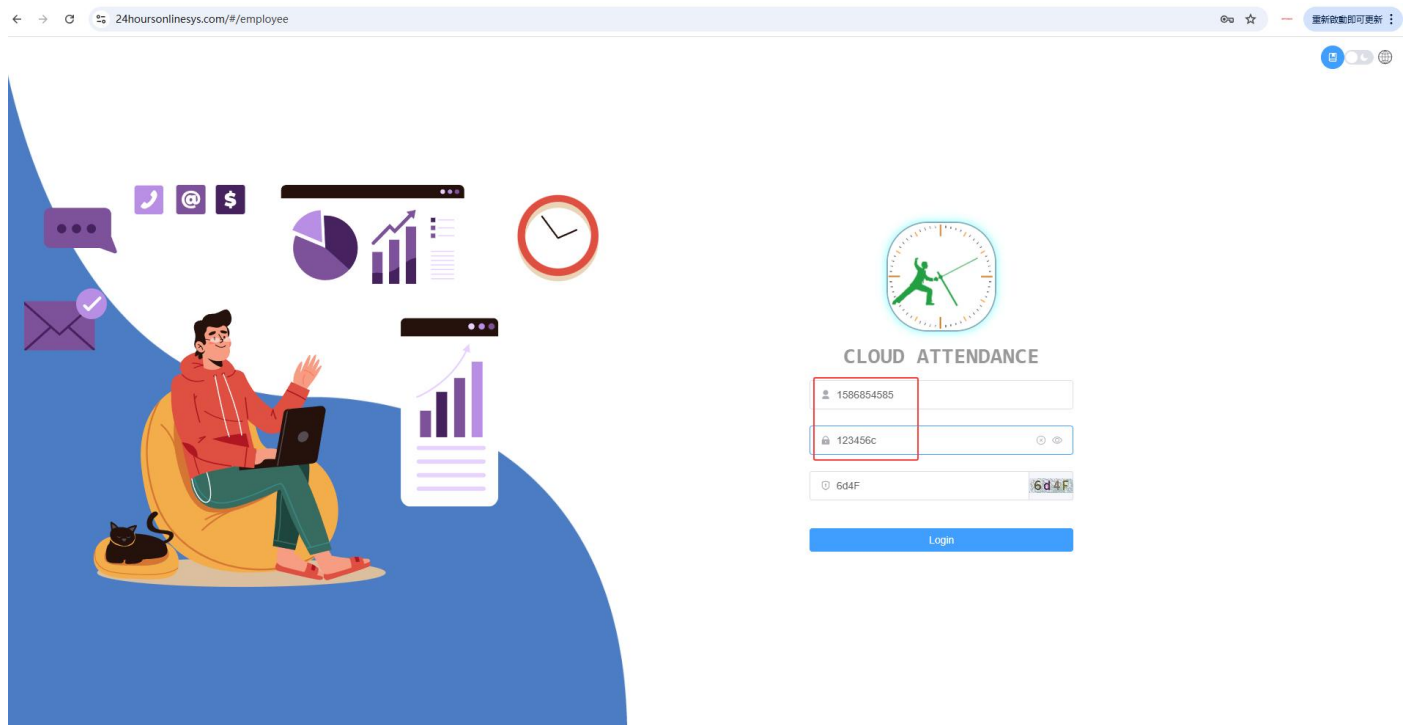
Click Edit button , then you will see below photo



EPORDO Internet Attendance

Then now employee can login from <https://24hoursonlinesys.com/#/employee>

by user:1586854585 Password:123456c



EPORDO Internet Attendance

Cloud attendance my attendance

report Angie Martínez Daily Report 2023-11

view shift attendance records output to Excel PDF print

date	shift name	shift				Report Item											
		In1/Out1	In2/Out2	In3/Out3	In4/Out4	Attendance	Leave	Leave time	absent	late	late(m)	Left early	left early(m)	overtime	Actual attendance	business Leave	business leave
01		06:04~14:13	---	---	---	8:00	0	0:00	0:00	0	0:00	0	0:00	0:00	8:00	0	0:00
02		06:06~14:01	---	---	---	8:00	0	0:00	0:00	1	0:06	0	0:00	0:00	7:54	0	0:00
03		06:03~13:50	---	---	---	8:00	0	0:00	0:00	0	0:00	1	0:10	0:00	7:50	0	0:00
04	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
05	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
06		---	---	---	---	8:00	0	0:00	8:00	0	0:00	0	0:00	0:00	0:00	0	0:00
07		06:08~14:13	---	---	---	8:00	0	0:00	0:00	1	0:08	0	0:00	0:00	7:52	0	0:00
08		06:06~13:56	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:04	0:00	7:50	0	0:00
09		06:06~13:42	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:18	0:00	7:36	0	0:00
10		06:06~11:36	---	---	---	8:00	0	0:00	0:00	1	0:06	1	2:24	0:00	5:30	0	0:00
11	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00

10/page 1 2 3 Total 22 Go to 1

Total Data

Cloud attendance my attendance

report Angie Martínez Daily Report 2023-11

view shift attendance records output to Excel PDF print

date	shift name	shift				Report Item											
		In1/Out1	In2/Out2	In3/Out3	In4/Out4	Attendance	Leave	Leave time	absent	late	late(m)	Left early	left early(m)	overtime	Actual attendance	business Leave	business leave
01		06:04~14:13	---	---	---	8:00	0	0:00	0:00	0	0:00	0	0:00	0:00	8:00	0	0:00
02		06:06~14:01	---	---	---	8:00	0	0:00	0:00	1	0:06	0	0:00	0:00	7:54	0	0:00
03		06:03~13:50	---	---	---	8:00	0	0:00	0:00	0	0:00	1	0:10	0:00	7:50	0	0:00
04	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
05	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
06		---	---	---	---	8:00	0	0:00	8:00	0	0:00	0	0:00	0:00	0:00	0	0:00
07		06:08~14:13	---	---	---	8:00	0	0:00	0:00	1	0:08	0	0:00	0:00	7:52	0	0:00
08		06:06~13:56	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:04	0:00	7:50	0	0:00
09		06:06~13:42	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:18	0:00	7:36	0	0:00
10		06:06~11:36	---	---	---	8:00	0	0:00	0:00	1	0:06	1	2:24	0:00	5:30	0	0:00
11	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00

10/page 1 2 3 Total 22 Go to 1

Total Data

overtime	4:08	Leave time	0:00
Actual attendance	97:01	late	9
absent	24:00	late(m)	2:06
		Left early	5
		left early(m)	4:53
		business Leave	0
		business leave	0:00

Every staff can login to their own account by User “Mobile”(their mobile number HR input when you add this staff to management link) + “Login Password” ; no need to print report in paper for each employees; too much convenient and Environmental !!!

Also you can submit following applications from mobile or PC :Supplement apply/ leave apply/overtime apply

The screenshot shows the 'Cloud attendance' web application interface. On the left, there is a navigation menu with options: 'report', 'Supplement Apply', 'leave apply', and 'apply overtime'. The main area displays a table with 11 rows of attendance data. Below the table is a 'Total Data' summary section.

id	start	end	status	start	end	start	end	start	end	start	end	start	end	start	end	start	end
01	06:04~14:13	---	---	---	---	8:00	0	0:00	0:00	0	0:00	0	0:00	0	0:00	0	0:00
02	06:06~14:01	---	---	---	---	8:00	0	0:00	0:00	1	0:06	0	0:00	0:00	7:54	0	0:00
03	06:03~13:50	---	---	---	---	8:00	0	0:00	0:00	0	0:00	1	0:10	0:00	7:50	0	0:00
04	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
05	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
06	---	---	---	---	---	8:00	0	0:00	8:00	0	0:00	0	0:00	0:00	0:00	0	0:00
07	06:08~14:13	---	---	---	---	8:00	0	0:00	0:00	1	0:08	0	0:00	0:00	7:52	0	0:00
08	06:06~13:56	---	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:04	0:00	7:50	0	0:00
09	06:06~13:42	---	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:18	0:00	7:36	0	0:00
10	06:06~11:36	---	---	---	---	8:00	0	0:00	0:00	1	0:06	1	2:24	0:00	5:30	0	0:00
11	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00

Total Data		overtime		Leave time	
overtime	4:08	Leave time	0:00	Actual attendance	97:01
absent	24:00	late	9	Left early	5
late(m)	2:06	left early(m)	4:53	business Leave	0
business leave	0:00				

## NEW FUNCTIONS IN 2026 inside Employee link

When working remotely or outdoors, employees can log their clock-in locations and upload verification photos directly within their individual accounts(employee link).

The screenshot shows the 'Cloud attendance' web application interface with the 'Location Clock In' feature selected. The main area displays a map of a city grid with a blue circular area indicating the current location. A 'Map Check-in' button is visible at the bottom of the map. The left navigation menu includes options: 'report', 'Location Clock In', 'Supplement Apply', 'leave apply', and 'apply overtime'.

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