



A step towards rural transformation

DFHRMS

Trainer Attendance App

User Manual

Install From
<https://appstore.dfindia.org>

Only for Android



GEO ATTENDANCE

Prerequisites:

Trainer Prerequisites:

1. Minimum Android Version 5.0
2. Minimum Storage 1 GB
3. Minimum 4 GB RAM
4. Respective colleges should be mapped to trainer
5. Students must be admitted to valid cohort
6. Start the class before taking the attendance
7. Before start the attendance ensure that all students logged in to easy attendance app and ready to enter secret key
8. Start the class only after going inside the Class Room.

Student Prerequisites :

1. Minimum Android Version 5.0
2. Minimum Storage 250 MB.
3. Minimum 2 GB RAM
4. Good Internet bandwidth Must be available
5. Student should have their own mobile number. Not to use Parents/Guardian mobile number

LOGIN:

- Enter the official email ID and DFHRMS password to login:

NOTE: The application will not ask for the credentials, until the user is logged Off from the application.



The screenshot shows the DFHRMS login page. At the top, there is a teal header with the text "DFHRMS". Below the header is a decorative background with various icons like a folder, a document, a graph, and a lightbulb. The login form consists of three main sections: an email input field containing "johnson.buraga@dfmail.org", a password input field with a masked password ".....", and a "SIGN IN" button. A "Version 5.0" label is positioned to the right of the "SIGN IN" button. Three numbered callouts are present: Callout 1 points to the email field, Callout 2 points to the password field, and Callout 3 points to the "SIGN IN" button. External text boxes with arrows point to each callout, providing instructions: "Enter your Official email ID" for callout 1, "Enter the DFHRMS password" for callout 2, and "Click here to Login" for callout 3.

1 Enter your Official email ID

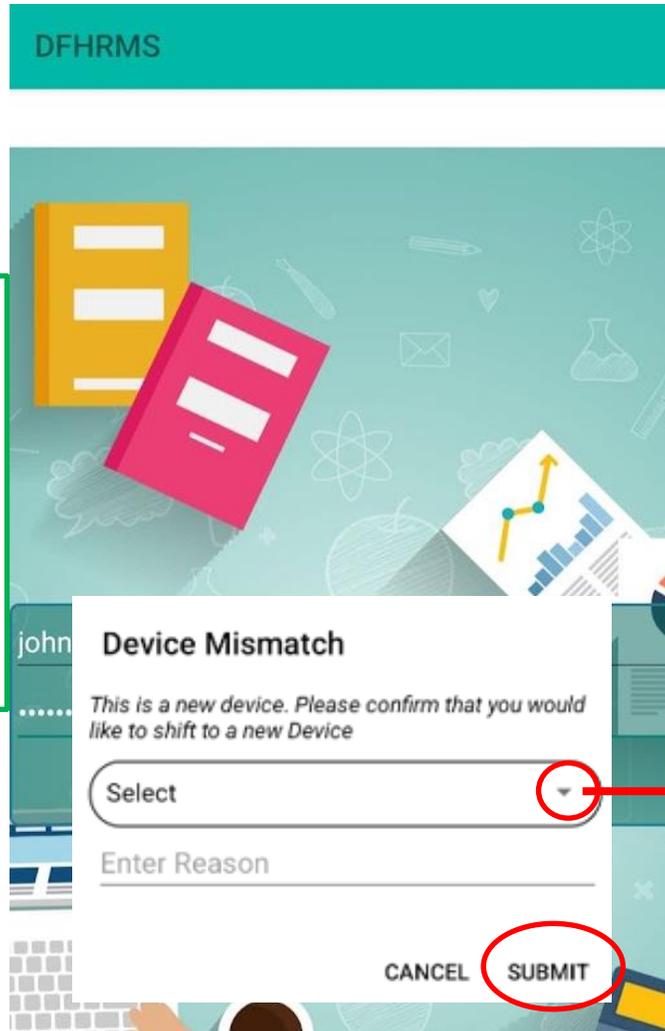
2 Enter the DFHRMS password

3 Click here to Login

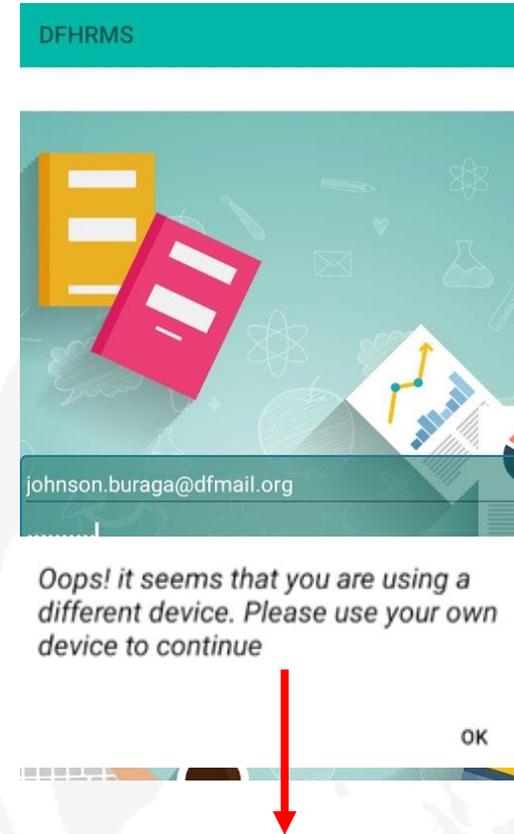
NEW DEVICE / DEVICE MISMATCH

- If you trying to login with another Trainer credentials, the application will not allow to login.
- If you are trying to login with new device, the application will ask for a reason to select. Select & Enter the reason and Submit.

1. If you are trying to login to New Device, select & enter the reason & Submit.
2. Once you login to new device, you cannot login to your old device again.



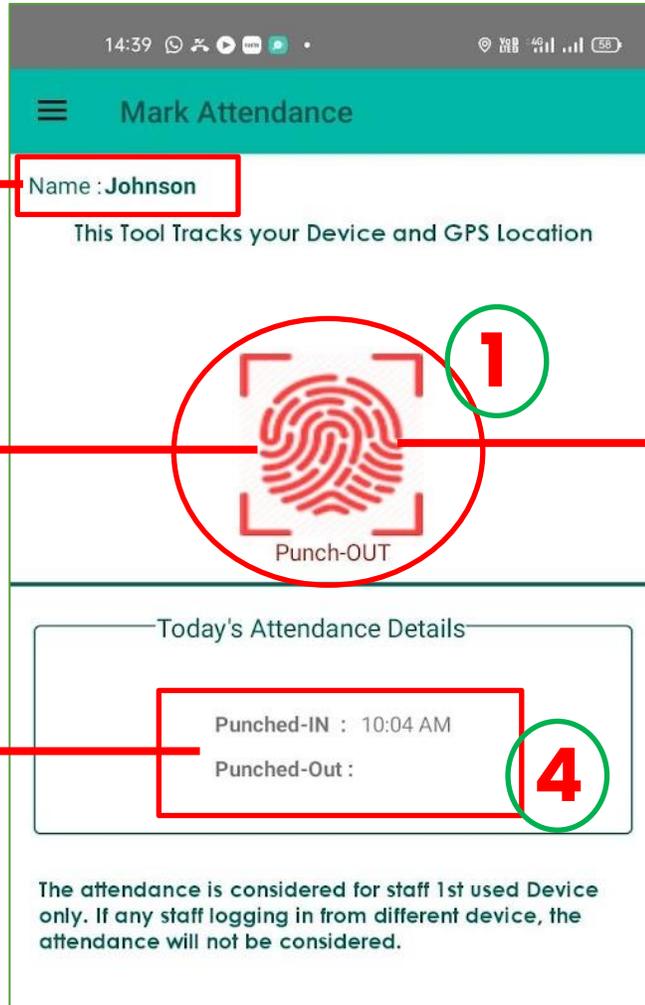
- Select
- Sent for repair
- Shifting to new phone



If you try to login to device which is already logged in to DFHRMS with some other credentials, you cannot use the same device to login.

TRAINER PUNCH - IN / OUT

➤ Click on Thumb print to verify the current location in google map and to Punch In/Out.



Your Name

Name : Johnson

This Tool Tracks your Device and GPS Location

Single Click here to open the google map to verify the location

1

Punch-OUT

Today's Attendance Details

Punched-IN : 10:04 AM

Punched-Out :

4

The attendance is considered for staff 1st used Device only. If any staff logging in from different device, the attendance will not be considered.



2

Click here to fetch your current location, incase the location is not showing correct.

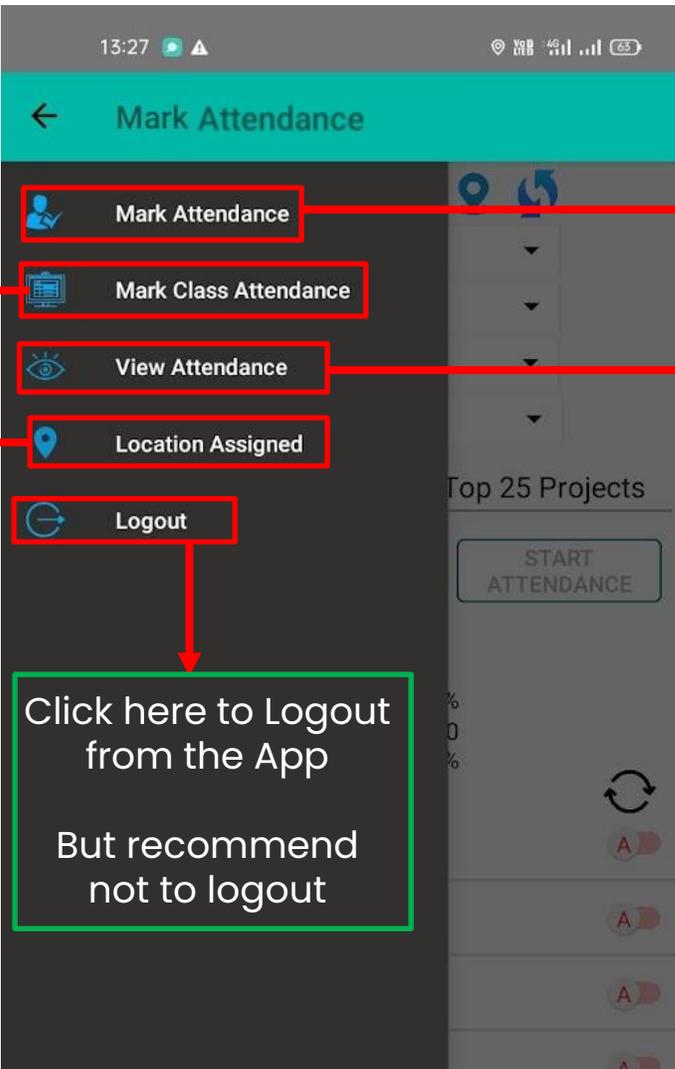
Assigned college location radius.

3

Click here to Punch In/Out

MENU OPTIONS:

➤ Click on the 3 lines icon  on the top left corner from main screen to get the menu list for further action:



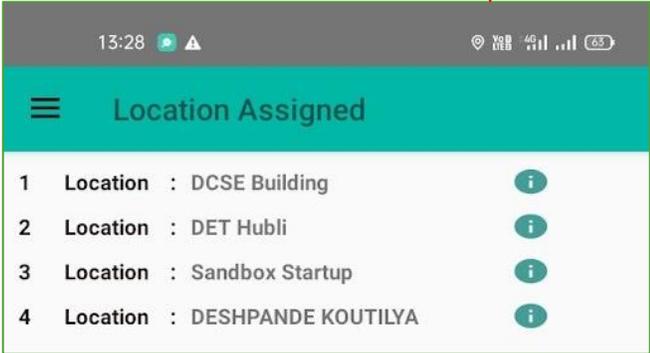
Click here to generate the OTP to mark the student attendance based on the cohort

Click here to view the Colleges assigned to you

Click here to mark your Self attendance

Click here to view your date wise attendance & Class timing history

Click here to Logout from the App
But recommend not to logout



Location Assigned		
1	Location : DCSE Building	
2	Location : DET Hubli	
3	Location : Sandbox Startup	
4	Location : DESHPANDE KOUTILYA	

STUDENT'S ATTENDANCE

Click here to sync the current location

Click here to reset the below dropdowns

Click here to check date wise attendance history. Select the date and click on 

Click here to take the Class Photo after the attendance

Select the dropdowns to generate the OTP & to take the students attendance

Click here, if the Class is completed. If the class completes before 1:50Min, select the reason.

Complete Class

Class Taken Duration is less than 1 hour 50 mins

Are you sure you want to complete the class?

Reason for completing the class Early completed the topic

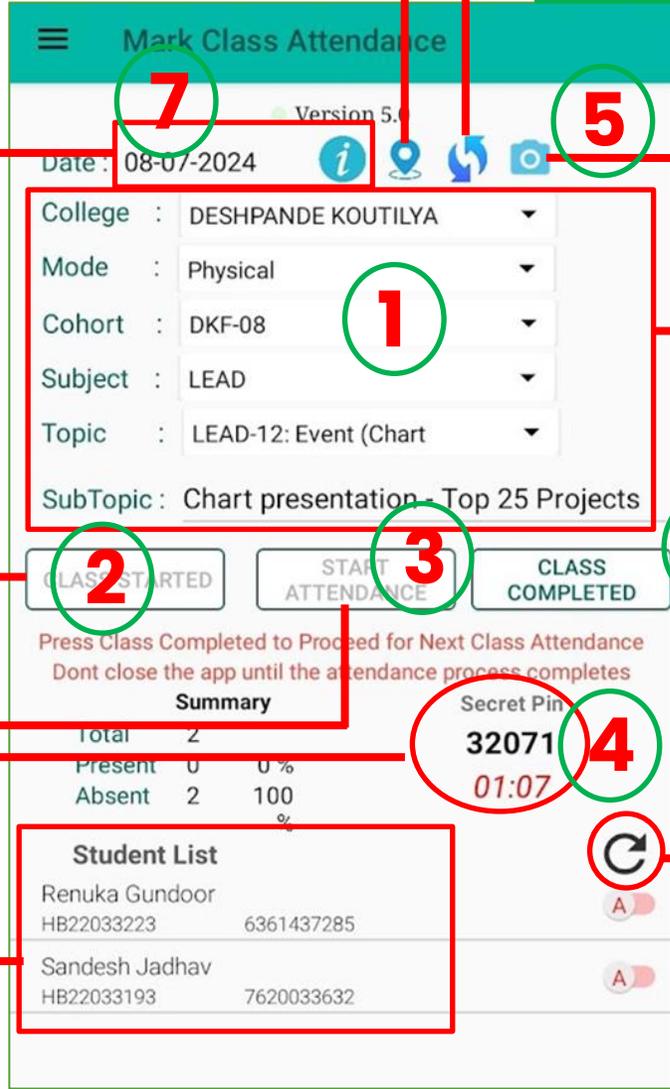
NO YES

Click here to refresh the attendance list.

Click here once the class is started

Click here to generate the OTP & provide the OTP to student

Student attendance will be synced once the student enter the OTP and submit



Mark Class Attendance

Version 5.0

Date: 08-07-2024

College: DESHPANDE KOUTILYA

Mode: Physical

Cohort: DKF-08

Subject: LEAD

Topic: LEAD-12: Event (Chart

SubTopic: Chart presentation - Top 25 Projects

CLASS STARTED | START ATTENDANCE | CLASS COMPLETED

Press Class Completed to Proceed for Next Class Attendance
Dont close the app until the attendance process completes

Summary

Total	2	
Present	0	0%
Absent	2	100%

Secret Pin: 32071 01:07

Student List

Renuka Gundoor	HB22033223	6361437285	<input type="checkbox"/>
Sandesh Jadhav	HB22033193	7620033632	<input type="checkbox"/>

CLASS NOT TAKEN

- If the Class has not taken, select the **Mode** as “Not Taken” & select the drop downs for which class you are not taking the class and submit

The image shows a screenshot of the 'Mark Class Attendance' form with several annotations:

- 1**: A red box highlights the 'Mode' dropdown menu, which is set to 'Not Taken'. A red arrow points from this box to a separate dropdown menu showing 'Not Taken' selected.
- 2**: A red box highlights the 'NOT TAKEN' button. A red arrow points from this box to a text box that says 'Click on Not Taken & select the reason for not taking the class and Submit'.
- 3**: A red box highlights the 'Reason for not taking class' dropdown menu. A red arrow points from this box to a separate dropdown menu showing various reasons like 'Exam Holiday', 'Job Drive', etc.
- 4**: A red box highlights the 'SUBMIT' button. A red arrow points from this box to the 'SUBMIT' button in the reason dropdown menu.

Text boxes and arrows provide step-by-step instructions: 'Select Mode as Not Taken, & select other dropdowns' points to the mode dropdown; 'Click on Not Taken & select the reason for not taking the class and Submit' points to the 'NOT TAKEN' button; 'Select & Enter Reason' points to the reason dropdown; and 'SUBMIT' points to the submit button in the reason dropdown.

MANUAL Attendance (OTP / QR Code)

- To take manual attendance, click on  to get the student list. Click on student name to send the OTP or scan the QR code from student EZ app screen and capture the attendance.

Click here to send OTP to Student

Click here to Scan QR code

Mark Student Attendance

Name: Renuka Gundoor
Application No: HB22033223
Mobile No: 6361437285

 **2** SEND OTP

Enter the OTP:

3 Enter OTP

Select SUBMIT

CANCEL SUBMIT

Take Manual attendance in two ways.

1. Send OTP to Student number.
2. Click on Scanner icon & scan the student QR code in student login.

Mark Class Attendance

Version 5.0

Date: 08-07-2024    

College: DESHPANDE KOUTILYA

Mode: Physical

Cohort: DKF-08

Subject: LEAD

Topic: LEAD-12: Event (Chart)

SubTopic: Chart presentation - Top 25 Projects

CLASS STARTED START ATTENDANCE CLASS COMPLETED

Press Class Completed to Proceed for Next Class Attendance
Dont close the app until the attendance process completes

Class Completed Summary

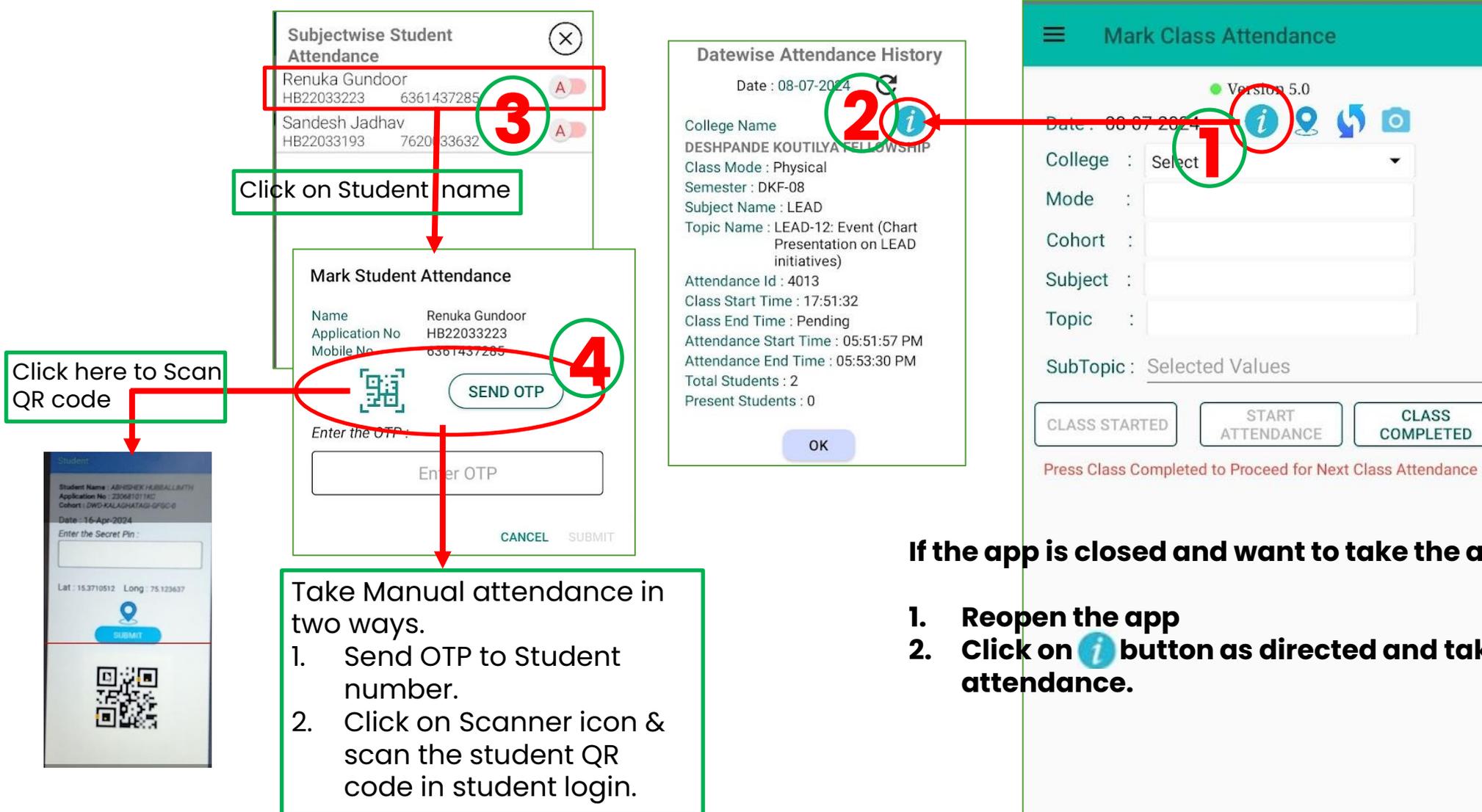
Total	2	
Present	0	0 %
Absent	2	100 %

Student List **1** 

Renuka Gundoor	HB22033223	6361437285	
Sandesh Jadhav	HB22033193	7620033632	

Manual Attendance in case app is closed & want to take manual attendance.

- To take manual attendance, click on **i** to get the student list. Click on student name to send the OTP or scan the QR code from student EZ app screen and capture the attendance.



Click on Student name

Click here to Scan QR code

Take Manual attendance in two ways.

1. Send OTP to Student number.
2. Click on Scanner icon & scan the student QR code in student login.

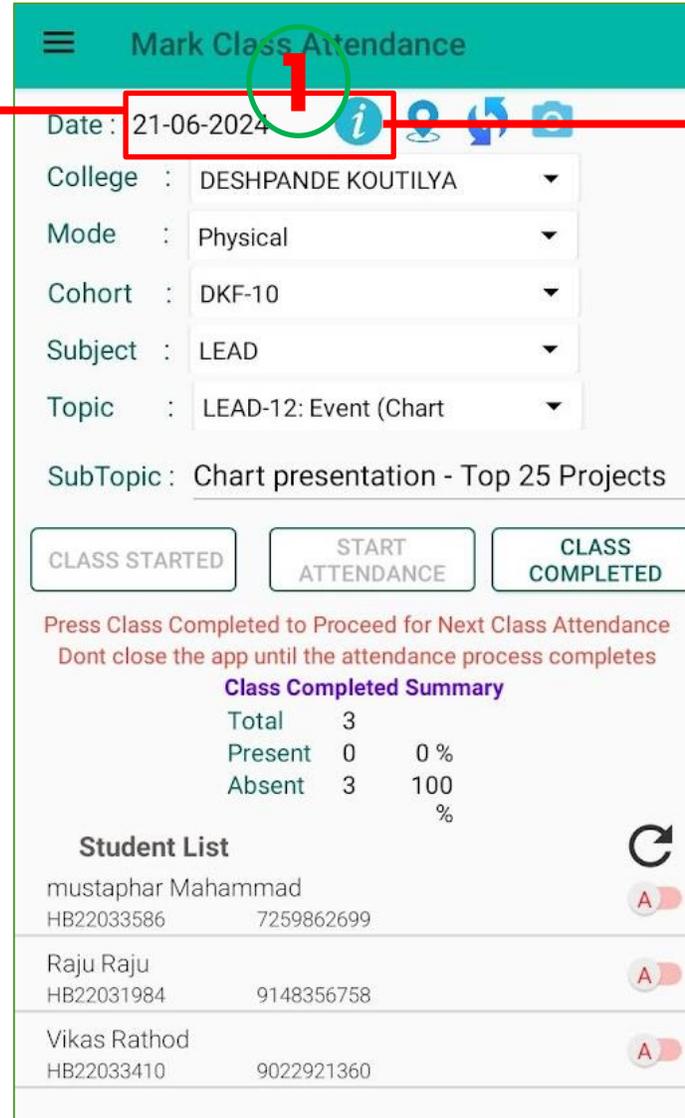
If the app is closed and want to take the attendance.

1. Reopen the app
2. Click on **i** button as directed and take manual attendance.

ATTENDANCE HISTORY

- Select the Dropdown and select the date and click on  to generate the attendance history.

Click here to check date wise attendance history.
Select the date and click on 



Mark Class Attendance

Date : 21-06-2024

College : DESHPANDE KOUTILYA

Mode : Physical

Cohort : DKF-10

Subject : LEAD

Topic : LEAD-12: Event (Chart)

SubTopic : Chart presentation - Top 25 Projects

CLASS STARTED START ATTENDANCE CLASS COMPLETED

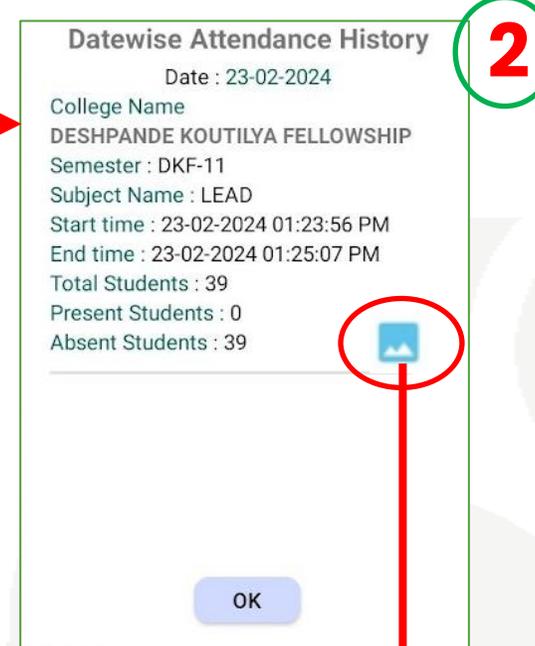
Press Class Completed to Proceed for Next Class Attendance
Dont close the app until the attendance process completes

Class Completed Summary

Total	3	
Present	0	0 %
Absent	3	100 %

Student List

mustaphar Mahammad	HB22033586	7259862699	
Raju Raju	HB22031984	9148356758	
Vikas Rathod	HB22033410	9022921360	



Datewise Attendance History

Date : 23-02-2024

College Name
DESHPANDE KOUTILYA FELLOWSHIP

Semester : DKF-11

Subject Name : LEAD

Start time : 23-02-2024 01:23:56 PM

End time : 23-02-2024 01:25:07 PM

Total Students : 39

Present Students : 0

Absent Students : 39

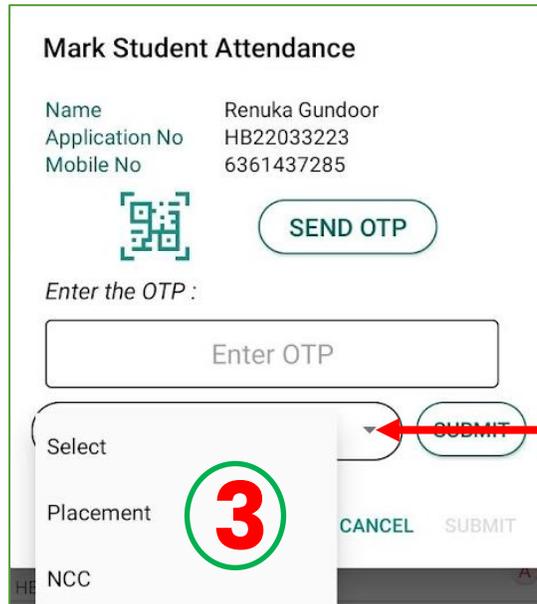
OK

Click here to view the class image

Update Reason if the Student is Absent

➤ If the students are Absent for Placement or NCC only, kindly update the student Absent status accordingly.

NOTE:- If any Student is Absent for sick Leave or other, **DO NOT** update the absent reason.



Mark Student Attendance

Name: Renuka Gundoor
Application No: HB22033223
Mobile No: 6361437285



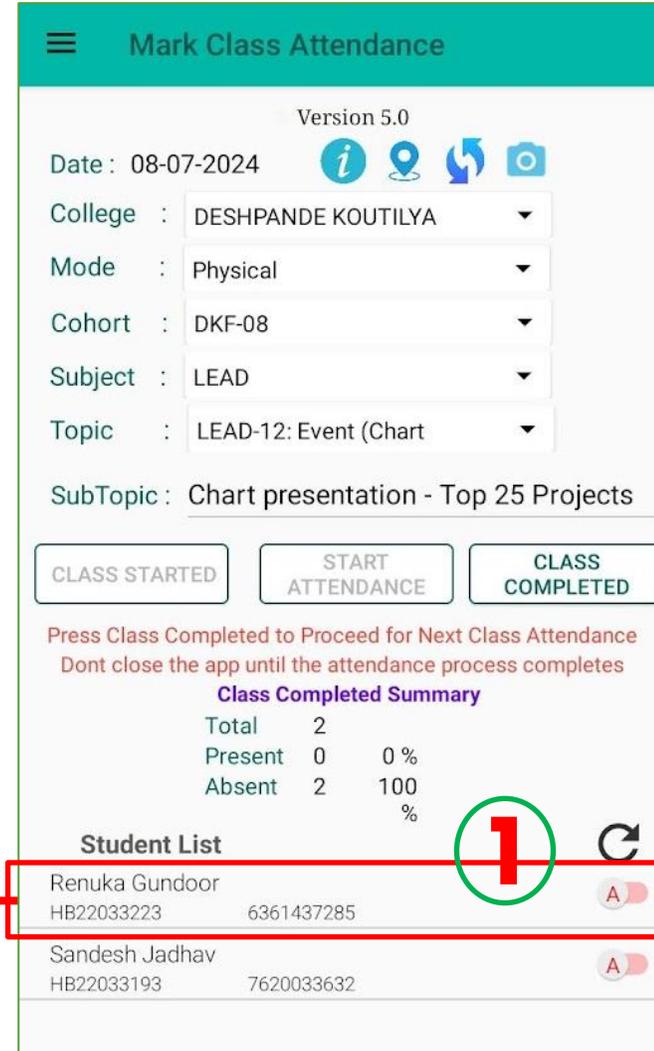
Enter the OTP:

Select

Placement

NCC

1. Click on Student name
2. Select the dropdown
3. Update the Absent Reason



Mark Class Attendance

Version 5.0

Date: 08-07-2024

College: DESHPANDE KOUTILYA

Mode: Physical

Cohort: DKF-08

Subject: LEAD

Topic: LEAD-12: Event (Chart)

SubTopic: Chart presentation - Top 25 Projects

Press Class Completed to Proceed for Next Class Attendance
Dont close the app until the attendance process completes

Class Completed Summary

Total	2	
Present	0	0 %
Absent	2	100 %

Student List

Renuka Gundoor	HB22033223	6361437285	<input type="button" value="A"/>
Sandesh Jadhav	HB22033193	7620033632	<input type="button" value="A"/>