

VECV – Integrated Attendance System

Login Guide

A quick reference for signing in, resetting your password, and troubleshooting login issues

1. Overview

This guide explains how to log in to the Integrated Attendance System, what your User Name and Company Name fields mean, and the steps to follow if you forget your password or need to reset it. Please read this guide before contacting the IT Support team.

2. The Login Screen

When you open the application, you will see the Login screen shown below. Enter your User Name and Password, then click Login.

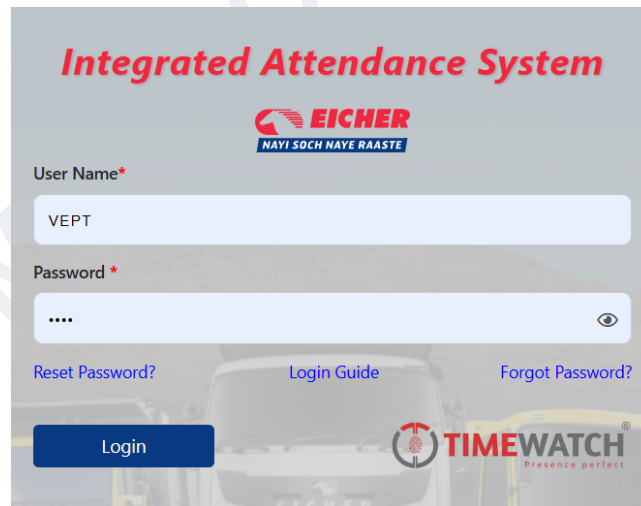


Figure 1: Login Screen

Field	Description
Company Name / Code	This field is set automatically by the system and is not shown on the main Login screen — you do not need to enter or change it. It reappears (read-only) on the Forgot Password and Reset Password screens.

User Name	For Employee and HOD (Head of Department) logins, your User Name is the same as your Employee Code. (This does not apply to Department or Admin logins.)
Password	The password set for your account. Click the eye icon to show/hide it while typing.

Below the Password field, you will find three links: Reset Password?, Login Guide (this document), and Forgot Password?

Note: Department and Admin users should enter their assigned User Name as provided by the system administrator; the Employee Code convention applies only to Employee and HOD logins.

3. How to Log In

1. Open the application URL in your browser.
2. The Company Name field will already show the correct value — leave it as it is.
3. Enter your User Name. If you are an Employee or HOD, this is your Employee Code.
4. Enter your Password.
5. Click the Login button.

Note: You get a limited number of login attempts. If you enter the wrong password repeatedly, the system will show how many attempts remain. After 4 failed attempts, your account is locked for 10 minutes before you can try again.

4. Forgot Password

If you do not remember your password, click the “Forgot Password?” link on the Login screen. This will open the screen shown below.

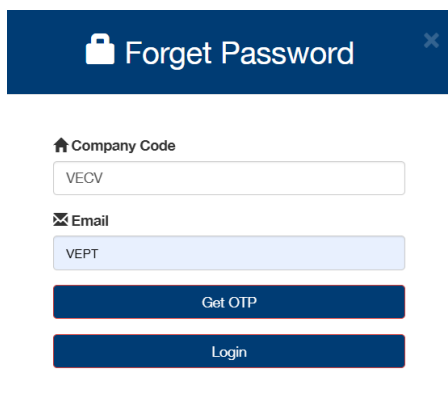


Figure 2: Forget Password Screen

1. The Company Code field is pre-filled — leave it as it is.
2. Enter your Email ID registered with the system.

3. Click Get OTP. A One-Time Password (OTP) will be emailed to your registered email address.

4. Enter the OTP when prompted to complete verification. The OTP is valid for 5 minutes only — after that it expires and you will need to request a new one.

5. Once verified, click Login to return to the main Login screen and sign in.

Note: The OTP expires 5 minutes after it is sent. If you do not receive it within a few minutes, check your Spam/Junk folder, or click Get OTP again to request a fresh one.

5. Reset Password

If you know your current password and simply want to change it, click the “Reset Password?” link on the Login screen. This will open the screen shown below.

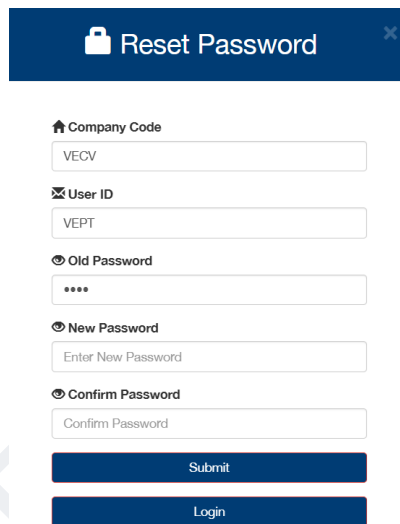


Figure 3: Reset Password Screen

1. The Company Code field is pre-filled — leave it as it is.
2. Enter your User ID (Employee Code, for Employee/HOD logins).
3. Enter your Old Password.
4. Enter a New Password and re-enter it in Confirm Password.
5. Click Submit to save the new password, then click Login to sign in with it.

Password Guidelines:

- Must be between 8 and 16 characters long.
- Must contain at least one letter or number, and at least one special character (e.g. ! @ # \$ % ^ & * , . ? " : { } | < >).
- New Password and Confirm Password must match exactly, or the system will reject the change.

6. Common Issues & Troubleshooting

Issue	What to do
"Invalid Credentials" error	Re-check that your User Name (Employee Code) and password are entered correctly. Passwords are case-sensitive. The message will show how many attempts you have left.
"Account locked" message	This appears after 4 failed login attempts. Wait 10 minutes and try again, or contact IT Support if you need it unlocked sooner.
OTP not received, or "OTP expired"	The OTP is valid for only 5 minutes. Check your Spam folder, or click Get OTP again on the Forgot Password screen to request a new one.
New password not accepted on Reset Password screen	Make sure it is 8–16 characters long and includes at least one letter/number and one special character, and that New Password and Confirm Password match exactly.
"Access Expired" message after leaving the company	If it has been 30 days or more since your last working date, portal and app access is disabled automatically. Please contact HR for any pending queries.

7. Need Further Help?

If you are still unable to log in after following the steps above, please contact the IT Support Helpdesk with your Employee Code and a brief description of the issue.

- Helpdesk Email: eicherproject@timewatchindia.com
- Helpdesk Phone / Extension: 8462957411
- Support Hours: 24/7 (Available round the clock)

Screenshots shown are for reference. Final helpdesk contact details to be provided/approved by VECV.