



**Prezence**  
Presence Simplified !

# SETTING UP PREZENCE FOR ATTENDANCE TRACKING

For help call +91 72047 20891  
10.00am - 6.00pm, Monday to Friday

## 5-step process



01

Download "**Prezence-easy attendance**" app from Google Play Store or Apple App Store

02

Setup a Prezence account for your business by **Signing up** with your official Email id

03

A **QR code** gets assigned to your account, tag this with your geo-location

04

Add members one by one from **Prezence app** or upload from excel sheet on **www.prznce.com**

Invited members get an invitation by WhatsApp

05

Employees download "**MyPrezence**" app, login with their mobile number and scan QR for attendance

## App download QR

### Prezence - easy attendance

*For business owners/admins*



### My Prezence

*For employees*



*Simple, cost-effective way of attendance tracking*

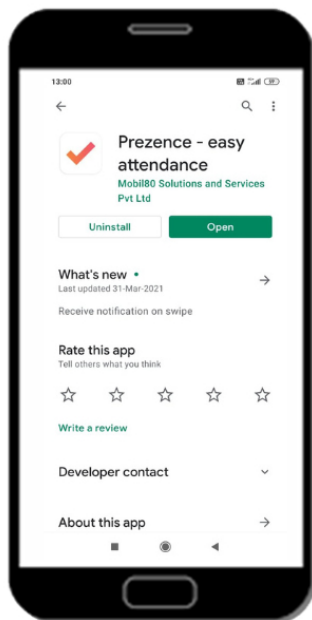


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Timings : 10.00am – 6.00pm  
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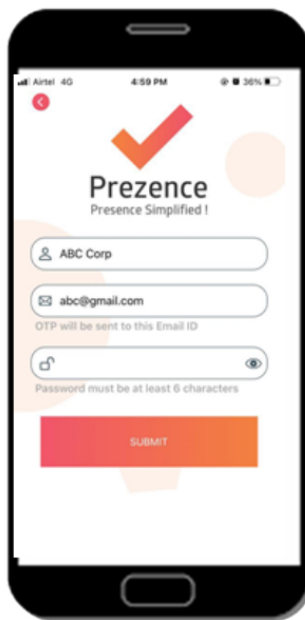
# 5 steps to start using the app



**01**

## Download App

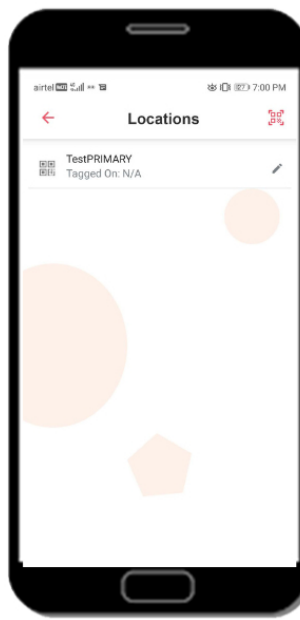
**Prezence - easy attendance** for Business Admins/ Owners available on Google Play Store and Apple App Store



**02**

## Sign Up

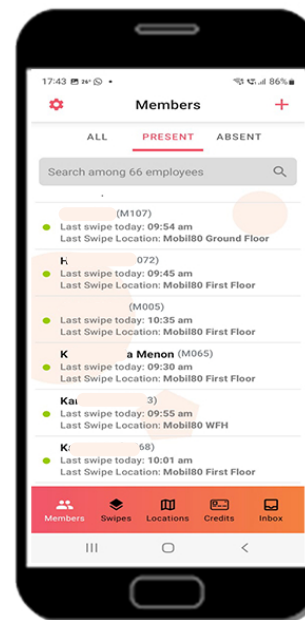
- Setup Prezence account for your business by signing up with Organization Name and Official Email ID



**03**

## Receive QR

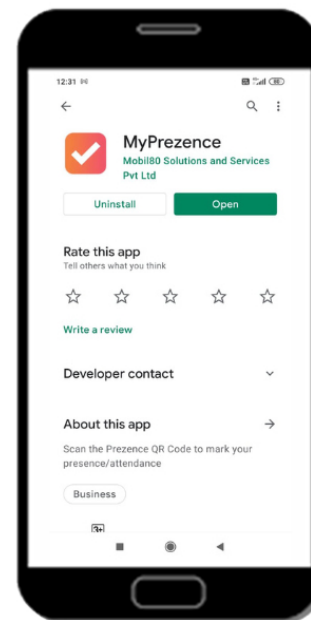
- Print QR code, paste/place at a convenient location geo-tag the QR & set a distance range so users swipe within your premise



**04**

## Add Members

- From the app one by one or by uploading an excel list of members on **www.prznce.com**



**05**

## Scan QR Code

- Members/Users download **MyPrezence** app from Google Play Store or Apple App Store.
- Signup with Mobile number and scan QR Code