



**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 / Apple App Store

02

Setup a Prezence account for your business by signing up with your official email id

03

Claim your QR code through the mobile app

Invited members get an invitation by SMS

04

Add members one by one from **Prezence app** or upload from excel sheet on [www.prezence.app](http://www.prezence.app)

05

Employees download "**MyPrezence**" app, sign up with a 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*

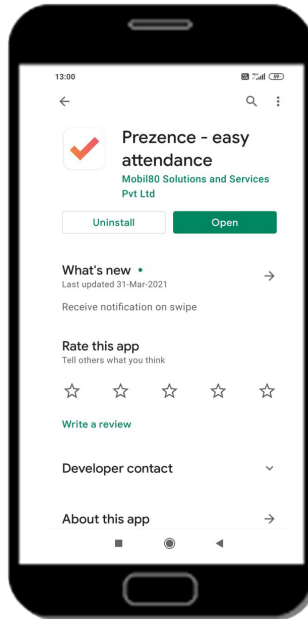


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Timings : 10.00am – 6.00pm  
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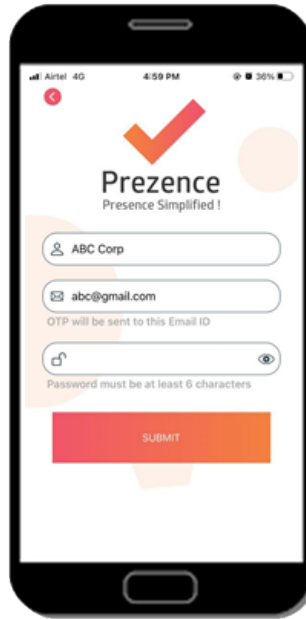
**5  
steps  
to  
start  
using  
the  
app**



**01**

**Download App**

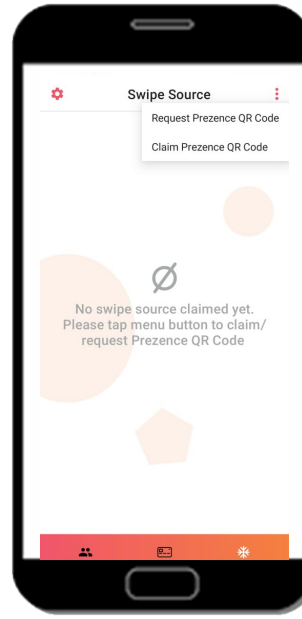
**Prezence - easy attendance** for business owners/admins from Google Play Store or Apple App Store



**02**

**Sign Up**

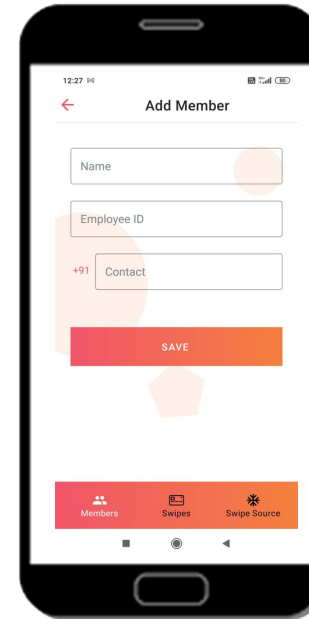
Setup Prezence account for your business by signing up with organization name and official email id



**03**

**Claim QR**

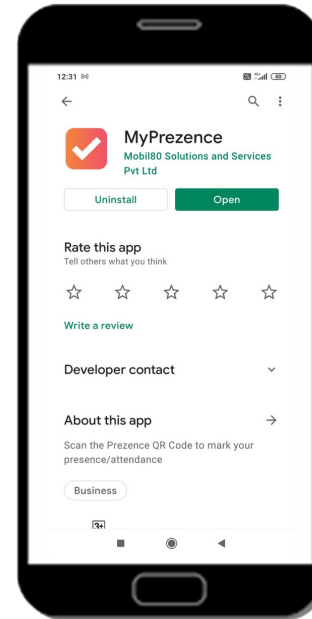
Select Swipe sources and tap on top right corner, scan the received Prezence QR code. Submit by allowing your location access



**04**

**Add Members**

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



**05**

**Scan QR Code**

Members download **MyPrezence** app from Google Play Store or Apple App Store. Signup with mobile number, scan QR Code for attendance