

EMPLOYEE BOOKMARK WEBSITE

This guide will show you how to create a bookmark for quick and reliable access to AoD. While the examples use **Google Chrome**, the steps are similar in most browsers. This document is for employees to bookmark ESS or My Attendance Manager (MAM).

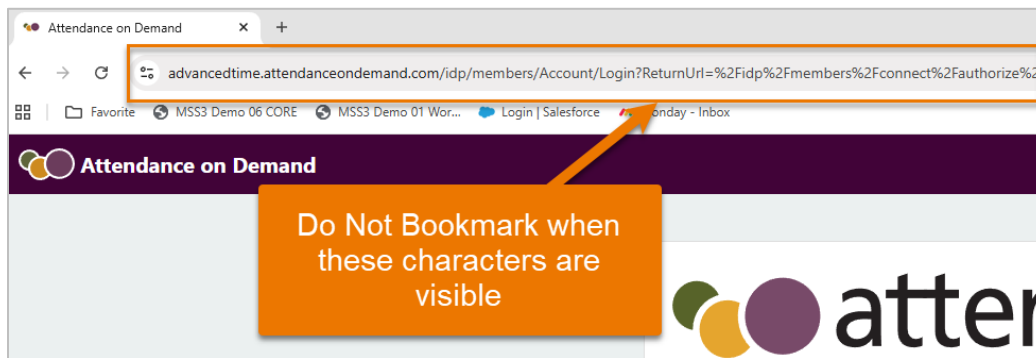
You will receive a web address from Advanced Time. Copy that address into the field below.

STEP 1: ACCESS YOUR LOGIN PAGE AND LOG IN

- Copy and paste the link provided below into your browser's address bar, then press **Enter**.

Address:

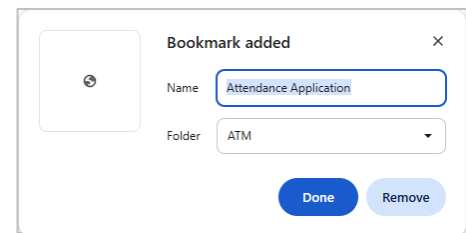
Important: Do **not** bookmark the page at this stage. The URL may contain extra characters that can cause login problems later.



- Enter your login credentials and **Sign in**.

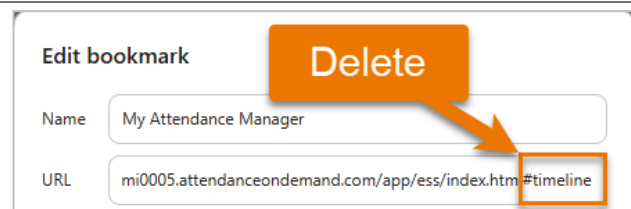
STEP 2: CREATE THE BOOKMARK

- Once you are fully logged in, click the  icon (located at the end of the address bar in Chrome).
- Choose a **name** for the bookmark and select the **folder** where you want it saved.



STEP 3: EDIT BOOKMARK

- Open your bookmarks list and locate the one you just created. Right-click it and select **Edit**.
- Make sure the URL ends with: **/default** for ESS or **/index.html** for MAM
- Delete** anything that appears after **"/default"** or **"/index.html"** then **Save**.



ALL SET!