

USER BOOKMARK ATTENDANCE ON DEMAND

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 users, such as managers or administrators.

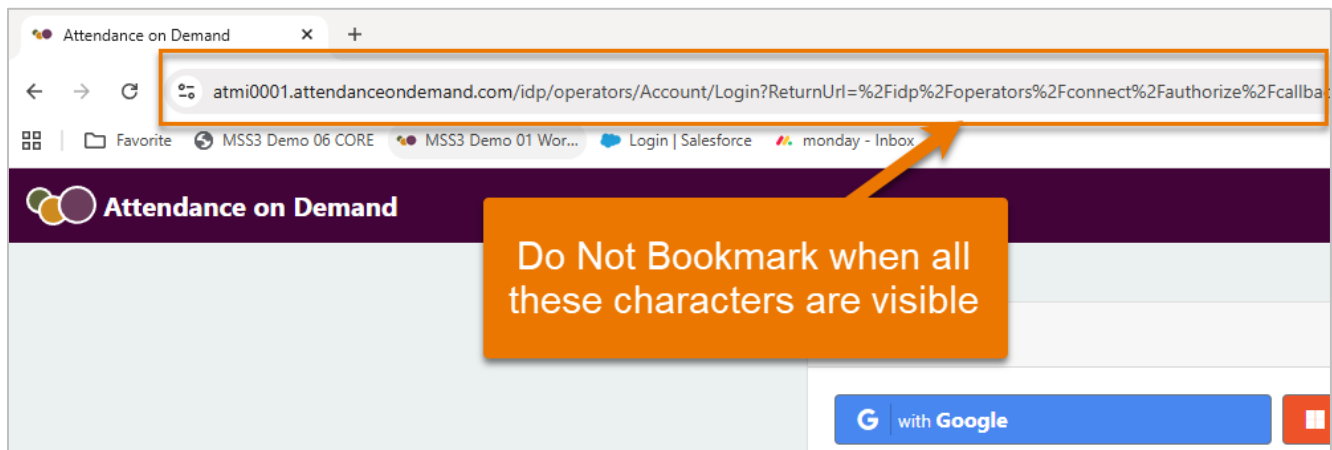
You will receive an MSS web address from Advanced Time. Copy that address into the field below.

STEP 1: ACCESS YOUR AOD LOGIN PAGE AND LOG IN

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

Address:

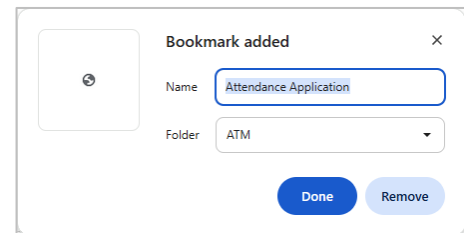
Important: Do **not** bookmark the page at this stage. The URL may contain extra characters that can cause login problems later.



- Enter your login credentials and sign in.

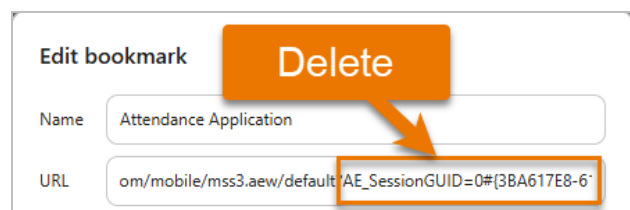
STEP 2: CREATE THE BOOKMARK

- 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. **Delete** anything that appears after "/default" then **Save**.



ALL SET!