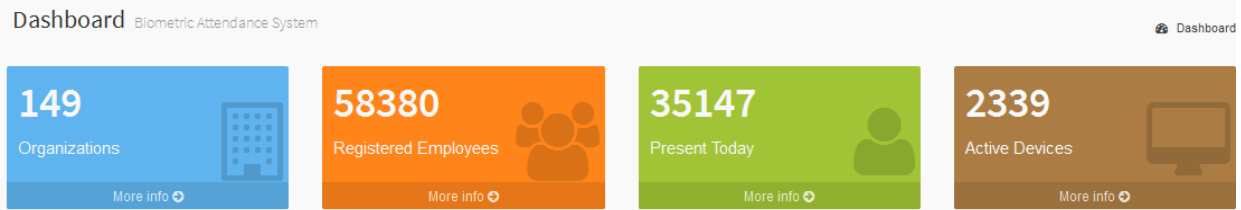


# Biometric Attendance Authentication System

(Nodal Office User Manual)



## 1. Dashboard

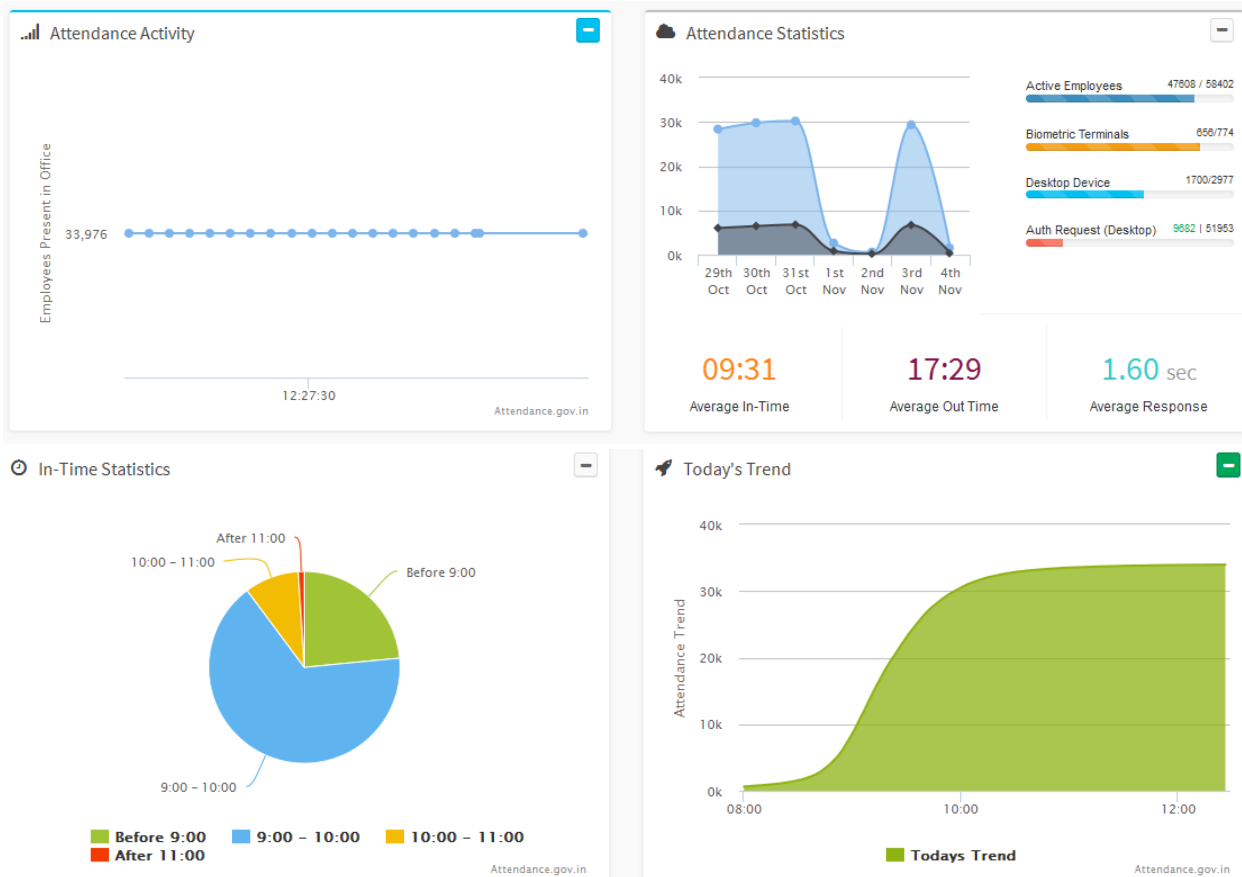
**1.1 Organization:** Total Organization registered in the system with their details.

**1.2 Registered Employees:** Organization wise Registered Employees

**1.3 Present Today:** Organization wise present employees.

**1.4 Active Devices:** Organization wise Device report.

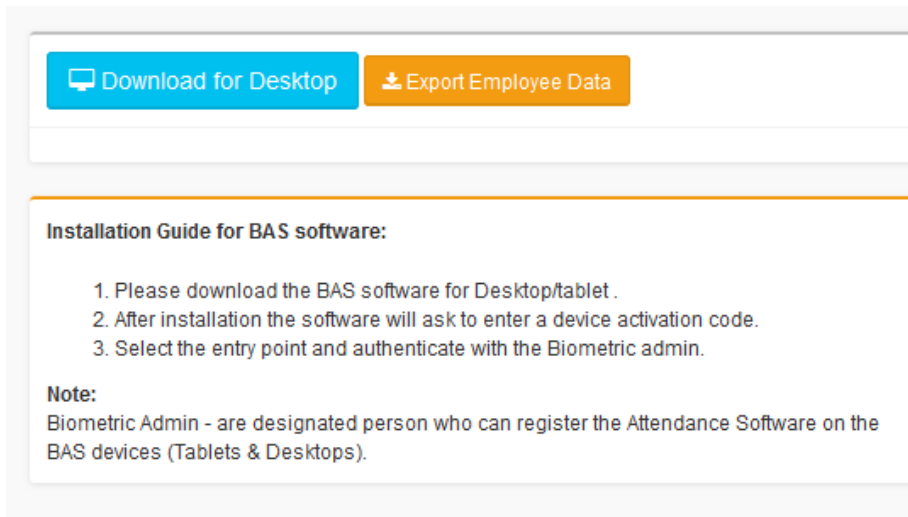
**1.5 Graphs:** Attendance Activity graphs, Attendance Statistics, In-Time Statistics Pie chart and Today's Trend graph.



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2. **Console:** To download Desktop application and Export the Employee Data.



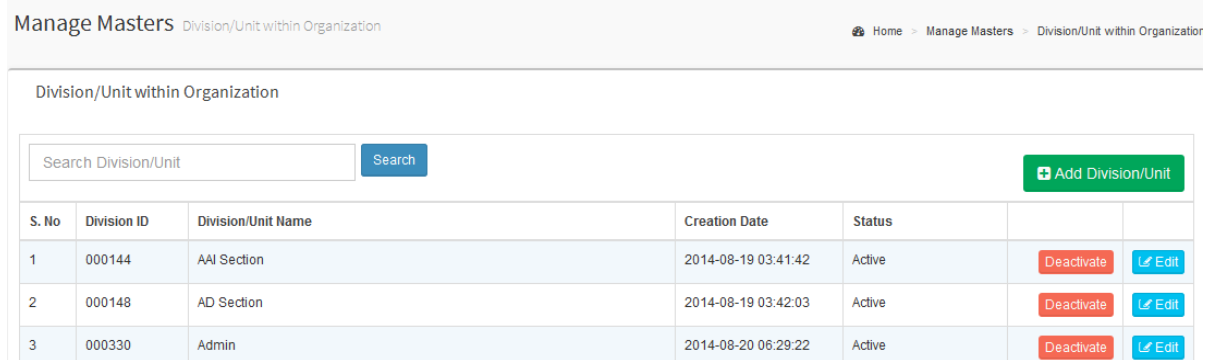
The screenshot shows a user interface with two buttons: "Download for Desktop" (blue) and "Export Employee Data" (orange). Below these buttons is a section titled "Installation Guide for BAS software:" with three numbered steps:

1. Please download the BAS software for Desktop/tablet .
2. After installation the software will ask to enter a device activation code.
3. Select the entry point and authenticate with the Biometric admin.

A "Note:" section follows, stating: "Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops)."

3. **Manage Master:** To manage the Master details of organization as Division, Employee Designation, office Locations, Device Location and office In time and Out Time.

- 3.1 **Division/Units:** It provides the provision for searching and adding the new division and also update and Deactivate existing division



The screenshot shows the "Manage Masters" interface for "Division/Unit within Organization". It includes a search bar, a "Search" button, and an "Add Division/Unit" button. Below is a table with the following data:

S. No	Division ID	Division/Unit Name	Creation Date	Status		
1	000144	AAI Section	2014-08-19 03:41:42	Active	Deactivate	Edit
2	000148	AD Section	2014-08-19 03:42:03	Active	Deactivate	Edit
3	000330	Admin	2014-08-20 06:29:22	Active	Deactivate	Edit

- 3.2 **Employee Designation:** It provides the provision to add the new designation and update the existing Designation of the organization.



The screenshot shows the "Employee Designations" interface. It includes a search bar, a "Submit" button, and an "Add Designation" button. Below is a table with the following data:

S. No	Employee Designation	Creation Date	Active Status
-------	----------------------	---------------	---------------

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## 3.3 Office Locations: To create, update and Deactivate the office location (building).

Office Locations (Building)

Search Office Locations

S.No	Location	Office Location Name	Creation Date	Status	
1	000019	Rajiv Gandhi Bhawan	2014-09-23 12:26:12	Active	<input type="button" value="Deactivate"/>

## 3.4 Device Location: To search, update, Deactivate and Add new device location.

List Device Location

Search Device Location

S.No.	Office Location	Device Location Name	Edit	Status
1	Rajiv Gandhi Bhawan	AS&FA- RGB 3rd Flr	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>

## 3.5 Office Timings: To Set or update the office In and Out timings.

Manage Master Office Timings Home > Manage Master > Office Timings

Edit Organization Timings

Office In-Time   Office Out-Time \*

**Instructions to edit Organization Office Timings:**

1. Choose Office Start Time.
2. Choose Office End Time.
3. Please review the form before submission.

**Note:**  
a. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in)

## 4. Manage Device: To manage the organization Devices.

### 4.1 Biometric Admin: To search, edit, deactivate and add new Biometric Admin.

Biometric Admin

Search Biometric Admin Name

S.No.	Office Location	Aadhaar	Admin Name	Mobile	E-Mail		
1	Rajiv Gandhi Bhawan	209346841132	Mohit Kumar Dagar	9810445845	mohit.kdagar@gmail.com	<input type="button" value="Edit"/>	<input type="button" value="Deactivate"/>

# Biometric Attendance Authentication System

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## 4.2 Activation Code: To Generate the Activation code.

Generate Device Activation Code

**Office Building Location \***

- Select Location -

**Biometric Admin \***

- Select Biometric Admin -

[Generate Activation Code](#)

**Instructions to Generate Device activation code:**

1. Select the Organization Name.
2. Select the Office Building Location.
3. Select the Biometric Admin.
4. Please review the form before submission.

**Note:**

a. After you press "Generate Activation Code", a **six digit activation code** is sent to the e-mail and mobile of the selected biometric admin only.

b. Device Activation Code is required to register the devices (Tablets & Desktop) software in the Attendance System.

c. To complete the registration of the device software, the biometric admin is also required to authenticate his/her biometric credentials with the Aadhaar system, through the Device being activated for Biometric Attendance System (BAS).

d. **The activation code is valid through the generation date only.** (e.g a activation code generated on 15-09-2014 will be valid for the same date only)

## 4.3 Active Device: To get the details of Active Devices.

Device Location								
S. No	Device ID	Org Name	Office Location	Entry Name	Admin UID	Device Type	Creation Date	
1	000012	Test Organization	CGO Complex Block 3	Third Floor, 3091	817155701668	Desktop	2014-09-08	<a href="#">Detail</a>
2	000017	Test Organization	CGO Complex Block 3	Aadhaar Room	817155701668	Tablet	2014-09-09	<a href="#">Detail</a>
3	000018	Test Organization	CGO Complex Block 3	Aadhaar Room	900499605996	Desktop	2014-09-09	<a href="#">Detail</a>
4	000019	Test Organization	CGO Complex Block 3	Aadhaar Room	223636257290	Desktop	2014-09-09	<a href="#">Detail</a>
5	000020	Department of Electronics and Information Technology (DEITY)	Electronics Niketan	Third Floor, 3091	631155356533	Desktop	2014-09-10	<a href="#">Detail</a>
6	000021	Department of Electronics and Information Technology (DEITY)	Electronics Niketan	Third Floor, Lift 1& 2, Secretary Side	631155356533	Tablet	2014-09-10	<a href="#">Detail</a>

## 4.4 Inactive Device: To get the details of Inactive Devices.

# Biometric Attendance Authentication System

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5. **Manage Employee:** To manage the new employee request, check his Aadhaar Status , verify the employee in attendance system and active, Inactive and transfer of the employee.

**5.1 Employee New Request:** To view and edit the details of requested employee.

Employee New Request

S No	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	
1	685606	388448685606	PRATEEK BAJPAI	9891582948	Assistant	GA Section	Rajiv Gandhi Bhawan	<a href="#">Edit</a>

**5.2 Aadhaar Rejected Employees:** To check Aadhaar Rejected status of Requested employee.

Aadhaar Rejected Employees

S.No.	Attendance ID	Aadhaar Number	Employee Name	Designation	Division	Office Location	Aadhaar Status
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**5.3 Aadhaar Verified Employee:** To check Aadhaar verified Status of the Requested employee.

Aadhaar Verified Employee

S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location
-------	---------------	----------------	---------------	------------	-------------	----------	-----------------

**5.4 Active Employees:** To manage the details of active Employees and also deactivate the employee using [Detail](#) Tab:

Active Employees on (BAS)

S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
1	661124	273653661124	Aftab Alam	9971795921	Assistant	AD Section	Rajiv Gandhi Bhawan	<a href="#">Edit</a> <a href="#">Detail</a>
2	792893	676749792893	Ajit Singh Sarpal	9971377332	Personal Private Secretary	O/o Secretary	Rajiv Gandhi Bhawan	<a href="#">Edit</a> <a href="#">Detail</a>

# Biometric Attendance Authentication System

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**5.5 In Active Employees:** To activate and get the list of Inactive employees.

In Active Employees on (BAS)

Search by Name/Mobile

S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Detail
Record Not Found								

**5.6 Transfer Employees**

**5.7 Search Employees:** To Search the employee and get their Details.

☰

Employee Search

**Employee Name \***

**Attendance ID \***

# Biometric Attendance Authentication System

(Nodal Office User Manual)

6. **Reports:** To get the various reports as attendance register, Advance Report, Date wise Attendance and Weekly/Monthly report.

## 6.1 Attendance Register: To get Attendance Register report between the date range.

Attendance Register by Division/Unit Dashboard > Attendance Reg

**Office Location \***

- Select Office Location -

**Division/Unit within Organization \***

- Select Division/Unit -

**Date range:**

Select Date

**Generate Attendance Register**

**Instructions for generating the Attendance Register**

1. Select the Office Location
2. Select the Division/Unit
3. Select Month and Year for which the register has to be generated.
4. Please review the form before submission.

**Note:**

a. If your Office Location, Division/Unit does not appear, please add Office Location and Division/Unit for your Organization from your Nodal Officers login.

b. After creating Division/Unit, please ensure employee information is updated accordingly by tagging employees to their correct Division/Unit within the Organization.

c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

## 6.2 Advance Report: To generate the advance report and the data into Excel.

Advance Reports by Division/Unit Dashboard > Advance Report

**Office Location \***

- Select Office Location -

**Division/Unit within Organization \***

- Select Division/Unit -

**Date range:**

Select Date

**Generate Report**

**Instructions**

1. Select the name of your Organization
2. Select the Office Location
3. Select the Division/Unit
4. Select Month and Year for which the register has to be generated.
5. Please review the form before submission.

**Note:**

a. If your Office Location, Division/Unit does not appear, please add Office Location and Division/Unit for your Organization from your Nodal Officers login.

b. After creating Division/Unit, please ensure employee information is updated accordingly by tagging employees to their correct Division/Unit within the Organization.


c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Advance Reports by Division/Unit Dashboard > Advance Report

Organization: Ministry of Civil Aviation    Office Location: Rajiv Gandhi Bhawan    Division/Unit : AAI Section    Date Range : 10/01/2014 - 11/05/2014


Report


Sl No	Name	Total Working days	Total Days Present	Total Days Came After 09:00:00	Total Days Going Before 17:30:00	Total Hours Spent	Not Closed	
1	Kriti Chugh	28	16	2	0	117:48:11	2	
2	Lalit Kumar	28	5	5	0	33:34:02	1	

# Biometric Attendance Authentication System


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**6.3 Date wise Attendance Report:** To get the date wise report and  the data into excel.

Organization: Ministry of Civil Aviation Report Date: 04-11-2014 Office Timings: 09:00:00-17:30:00

Present Absent 

Sno	Name	Designation	Division	Status	In Time	Out Time	In Time_Short Fall	Out Time_Short Fall	Duration
1	<a href="#">Hem Chander Thakur</a>	Multitasking Staff	O/o Ds/rs)	P	2014-11-04 10:16:13	0000-00-00 00:00:00	01:16:13		
2	<a href="#">Mansa Ram</a>	Multitasking Staff	O/o Js(as)	P	2014-11-04 11:44:12	2014-11-04 16:34:00	02:44:12	00:56:00	04:49:48
3	<a href="#">Raju</a>	Multi Tasking Staff	Cr Unit	P	2014-11-04 17:16:54	0000-00-00 00:00:00	08:16:54		

**6.4 Weekly/Monthly Report:** To generate the weekly/monthly report and  data into excel.

Date range:

← Nov 2014 →

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

← Nov 2014 →

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

FROM:  TO:

**Instructions**

1. Select the name of your Organization
2. Select the Office Location
3. Select the Division/Unit
4. Select Month and Year for which the register has to be generated.
5. Please review the form before submission.

**Note:**

a. If your Office Location, Division/Unit does not appear, please add Office Location and Division/unit for your Organization from your Nodal Officers login.

b. After creating Division/Unit, please ensure employee information is updated accordingly by tagging employees to their correct Division/Unit within the Organization.

c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).



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## 7. Leaves: To manage the leaves of the employee.

**7.1 Add Leave Record:** To add the leaves requested by employee into record which will reflect into his attendance Register.

Leave employee leave record Home > Leave > Add L

**Employee Name \***  
- Select Employee Name -

**Leave Type \***  
- Select -

**Leave Start Date \*** **Leave End Date \***  
Select Date Select Date

**Reason**  
Reason

Submit

**Instructions for adding a leave record of an employee**

1. Select the name of Employee
2. Select Leave type
3. Select the Division/Unit
4. Enter the leave start and end date in dd-mm-yyyy format
5. Enter the reason.

**Note:**

- a. Employee leave record added in the leave register will be represented accordingly in the employee attendance register.
- b. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

**7.2 Approved Leaves:** Search approved leaves of an Employee and take necessary action.

Leave employee leave record Home > Leave > Employee I

Search Employee Name Search Clear

Sl.no.	Employee Id	Employee Name	Organization Name	Leave Type	Leave Start Date	Leave End Date	Reason	Action
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**7.3 Leave Request:** To get the leave requests of an employee and take necessary action.

Leave employee leave record Home > Leave > Employee Lea

Search Employee Name Search Clear

Sl.no.	Employee Id	Employee Name	Organization Name	Leave Type	Leave Start Date	Leave End Date	Reason	Action
--------	-------------	---------------	-------------------	------------	------------------	----------------	--------	--------

## 8. Tour: To add the tour of an employee into the records.

### 8.1 Add Tours

**Employee Name \***  
- Select Employee Name -

**Tour Start Date \*** **Tour End Date \***  
Select Date Select Date

**Reason**  
Reason

Submit

**Instructions for adding a leave record of an employee**

1. Select the name of Employee
2. Enter the tour start and end date in dd-mm-yyyy format
3. Enter the reason.

**Note:**

- a. Employee leave record added in the leave register will be represented accordingly in the employee attendance register.
- b. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

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## 8.2 Approved Tours: To Get approved tour details of an employee.

Tour employee tour record Home > Tour > Employee To

Search Employee Name

Sl.no.	Employee Id	Employee Name	Organization Name	Tour Start Date	Tour End Date	Reason	Action
--------	-------------	---------------	-------------------	-----------------	---------------	--------	--------

## 8.3 Tour Requests : To get the Tour Request details of an Employee.

Tour employee tour record Home > Tour > Employee

Search Employee Name

Sl.no.	Employee Id	Employee Name	Organization Name	Tour Start Date	Tour End Date	Reason	Action
--------	-------------	---------------	-------------------	-----------------	---------------	--------	--------

## 9. Holidays: To add holidays into records.

Holiday View holiday Home > View holiday

Search Holiday Name

Sl.no.	Holiday Category	Holiday Date	Holiday Name	Description	Action
--------	------------------	--------------	--------------	-------------	--------

Holiday add holiday Home > Add Holi

**Holiday Category \***

-Select-

**Holiday Date**

Select Date

**Holiday Name**

Holiday

**Description \***

Description

**Instructions to Add Holiday Information.**

1. Select Holiday Category.
2. For holiday category as Other Holiday, Select Organization Name from the dropdown list.
3. Enter Holiday Date
4. Enter Holiday Name
5. Enter Holiday Description.

**Note:**

a. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

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**10. User Manager:** To Manage the Nodal officer admin roles and add new user as Admin.

**10.1 Add User:** To add the user and assign the Nodal Admin or Nodal Report Viewer Role to the user.

### Add User

**Username \***

**Email \***

**User Type \***

**10.2 View Nodal Admin:** To deactivate and reset the password of the Admin user.

Registered Users Nodal Admin Home > Dashboard > Console >

Sno	Username	Email	Last IP	Last Login	Action
1	civilaviation	asok.kumar@nic.in	10.1.13.232	2014-11-05 13:28:01	<input type="button" value="Deactivate"/> <input type="button" value="Reset Password"/>
2	civilaviation_nic	cjairath@nic.in	10.24.117.68	2014-08-27 12:54:59	<input type="button" value="Deactivate"/> <input type="button" value="Reset Password"/>

**10.3 View Nodal Admin Report Viewer:** To view and Manage the Nodal Admin Report viewer.

Registered Users Nodal Admin Report Viewer Home > Dashboard > Console >

Sno	Username	Email	Last IP	Last Login	Action
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# Biometric Attendance Authentication System

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**11. Change Password:** To change your Password.

## Change Password

**Old Password \***

**New Password \***

**Confirm New Password \***

**12. Logout:** Logout from the application.