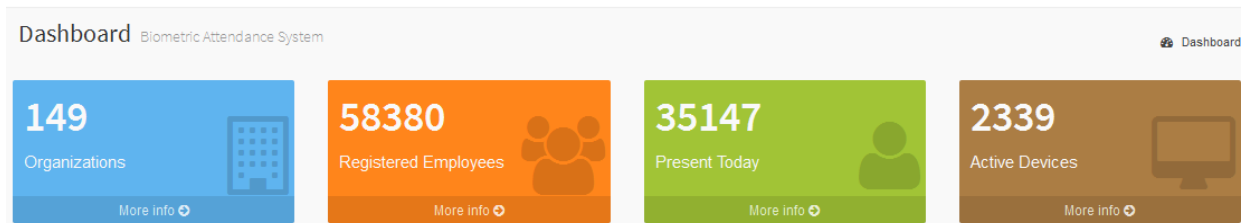


Biometric Attendance Authentication System

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1. Dashboard

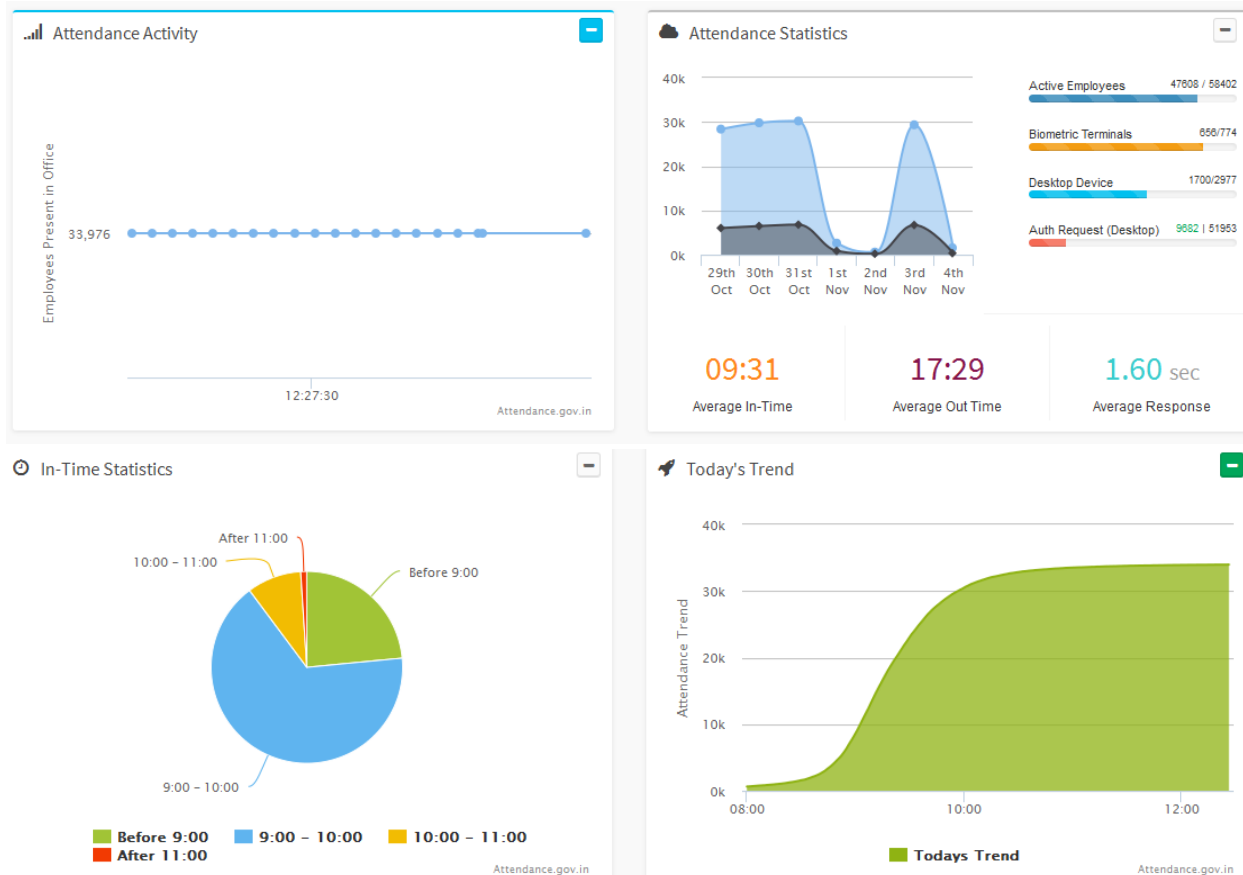
1.1 Organization: Total Organization registered in the system with their details.

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.

[Download for Desktop](#) [Export Employee Data](#)

Installation Guide for BAS software:

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.

Note:
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

Manage Masters Division/Unit within Organization Home > Manage Masters > Division/Unit within Organization

Division/Unit within Organization

[Search](#) [+ Add Division/Unit](#)

S. No	Division ID	Division/Unit Name	Creation Date	Status		
1	000144	AAJ 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.

Employee Designations

[Submit](#) [+ Add Designation](#)

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

Biometric Attendance Authentication System

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

Office Locations (Building)

Search Add Office Location

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

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

List Device Location

Search Clear Add Device Location

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

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

09:00

Office Out-Time *

17:30

Update Timings

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 Clear Add Biometric Admin

S.No.	Office Location	Attendance Id	Admin Name	Mobile	E-mail			
-------	-----------------	---------------	------------	--------	--------	--	--	--

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.

Active Device										
S.No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	Action
1	National Informatics Centre (NIC)-Pune	001587	Pune	NIC-SDU, PUNE 1ST FLOOR DATA CENTRE	Tablet	ccd29b789c5b	cc:d2:9b:78:9c:5b	212587	2017-03-13 01:20:24	Detail Deregister
2	National Informatics Centre (NIC)-Pune	011360	Pune	NIC-SDU, PUNE 2ND FLOOR LAB	Tablet	BFE8BFF00000F64	00:1A:92:E8:BF:6B	Mantra2	2015-12-23 18:23:42	Detail Deregister

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

Inactive device										
S.No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	Action

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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 Newly Registered Employee: To view and edit the details of requested employee.

Search by Name/Mobile		Q Search	Clear						
S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location		
1	91313119	XXXXXXXX3119	DILIP L TYOYE	9765897304	Scientist E	NIC SOFTWARE DEVELOPMENT UNIT, PUNE	Pune	Edit	Process

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

Aadhaar Rejected Employees

Search by Name/Mobile

Q Search

Clear

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

5.3 Aadhaar Verified Employee: To check Aadhaar verified Status of the Requested employee.

Aadhaar Verified Employee

Search by Name/Mobile

Q Search

Clear

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)

Active Employees on (BAS)		Q Search	Clear	Export					
S.No.	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	Details	
1	28061027	XXXXXXXX1027	Aaglawe Pandurang Ramrao	9970889232	Outsourced Staff	Application Group7	Pune	Edit	Details
2	78351431	XXXXXXXX1431	Abhijeet Bhagwat Kadlag	9975564596	Outsourced Staff	Application Group7	Pune	Edit	Details

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

In Active Employees on (BAS)

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 *

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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:

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 Repo

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

Report


Export

Back

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	<div>Details</div>
2	Lalit Kumar	28	5	5	0	33:34:02	1	<div>Details</div>

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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	Hem Chander Thakur	Multitasking Staff	O/o Ds/rs)	P	2014-11-04 10:16:13	0000-00-00 00:00:00	01:16:13		
2	Mansa Ram	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	Raju	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 weakly/monthly report and  data into excel.

Date range:
 11/01/2014 - 11/05/2014

← 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 11/01/2014 TO 11/05/2014

Apply Cancel

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 Leave Record

Employee Name *

- Select Employee Name -

Leave Type *

- Select -

Leave Start Date *

Select Date

Leave End 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 Leaves

Search Employee Name

Search

Clear

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

7.3 Leave Request: To get the leave requests of an employee and take necessary action.

Leave employee leave record

Home > Leave > Employee Leave Request

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 *

Select Date

Tour End 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 Tour

Search Clear

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 Tour

Search Clear

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 Clear + Add Holiday


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

Holiday add holiday Home > Add Holiday

Holiday Category *

-Select-

Holiday Date

 Select Date

Holiday Name

Holiday

Description *

Description

Submit

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 *

--- Select Type ---

Submit

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

Registered Users

Nodal Admin

Home > Dashboard > Console >

Search

Clear

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

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

Search

Clear

Sno	Username	Email	Last IP	Last Login	Action
-----	----------	-------	---------	------------	--------

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11. Change Password: To change your Password.

Change Password

Old Password *

Old Password

New Password *

New Password

Confirm New Password *

Confirm New Password

Submit

12. Logout: Logout from the application.