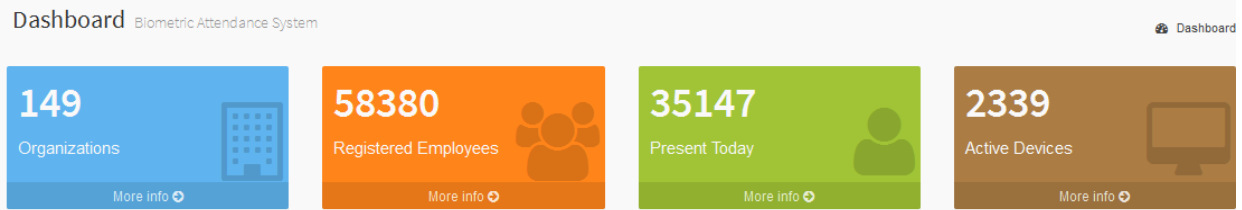


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1. Dashboard

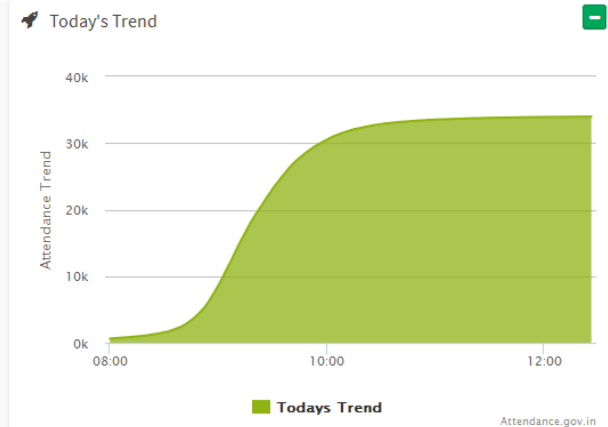
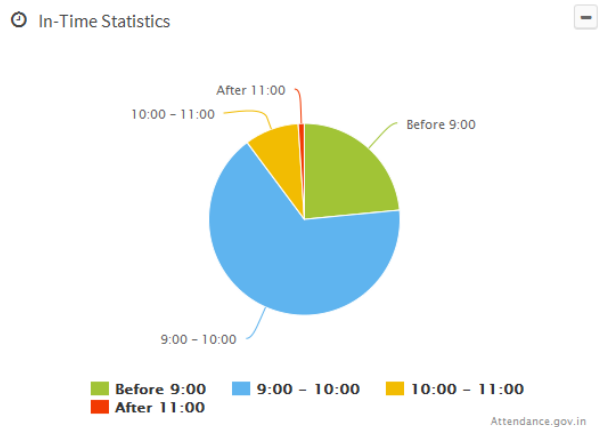
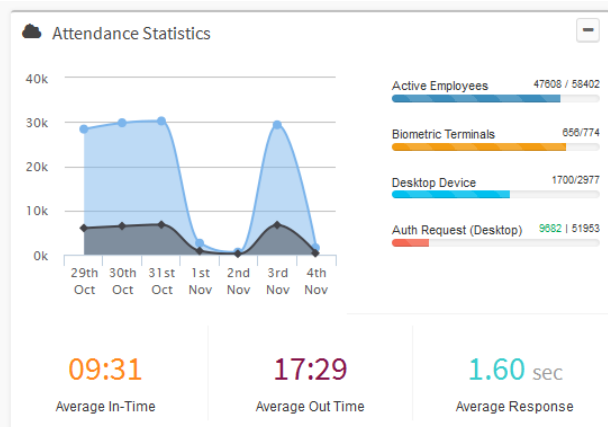
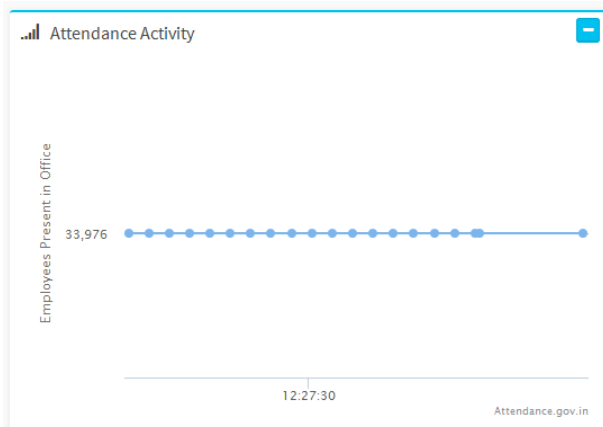
1.1 Organization: Total Organization registered in the system with their details.

1.2 Registered Employees: Organization wise Registered Employees

1.3 Present Today: Organization wise present employees.

1.4 Active Devices: Organization wise Device report.

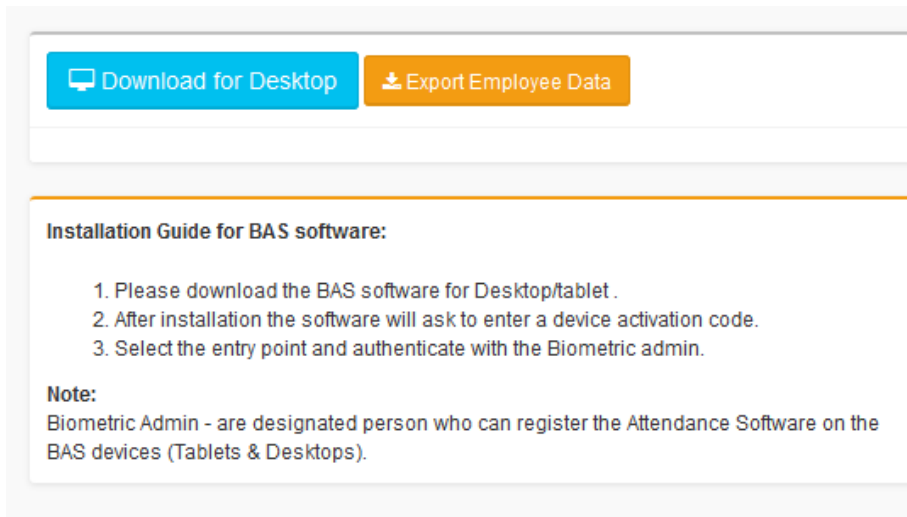
1.5 Graphs: Attendance Activity graphs, Attendance Statistics, In-Time Statistics Pie chart and Today's Trend graph.



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



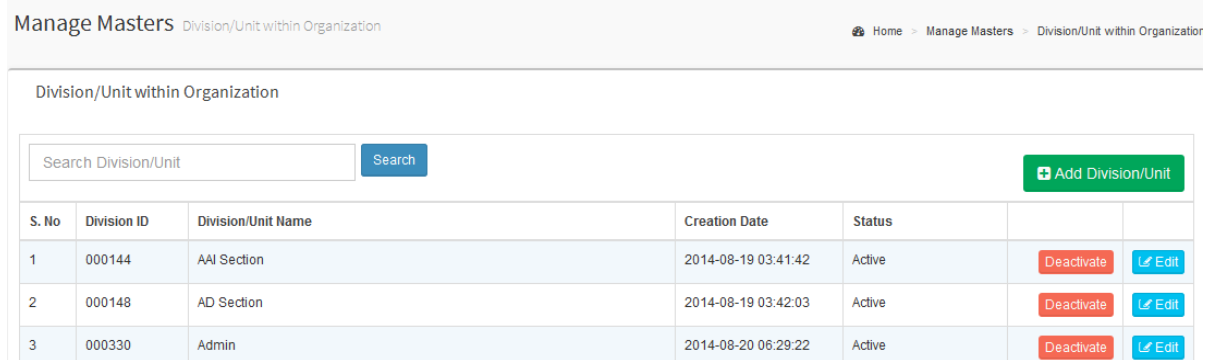
The screenshot shows a console interface with two buttons: "Download for Desktop" (blue) and "Export Employee Data" (orange). Below the buttons is a section titled "Installation Guide for BAS software:" with three numbered steps:

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.

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



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"/>

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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	Detail
2	000017	Test Organization	CGO Complex Block 3	Aadhaar Room	817155701668	Tablet	2014-09-09	Detail
3	000018	Test Organization	CGO Complex Block 3	Aadhaar Room	900499605996	Desktop	2014-09-09	Detail
4	000019	Test Organization	CGO Complex Block 3	Aadhaar Room	223636257290	Desktop	2014-09-09	Detail
5	000020	Department of Electronics and Information Technology (DEITY)	Electronics Niketan	Third Floor, 3091	631155356533	Desktop	2014-09-10	Detail
6	000021	Department of Electronics and Information Technology (DEITY)	Electronics Niketan	Third Floor, Lift 1& 2, Secretary Side	631155356533	Tablet	2014-09-10	Detail

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

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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	Edit

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
-------	---------------	----------------	---------------	-------------	----------	-----------------	----------------

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	Edit Detail
2	792893	676749792893	Ajit Singh Sarpal	9971377332	Personal Private Secretary	O/o Secretary	Rajiv Gandhi Bhawan	Edit Detail

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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 *

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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 [Export](#) 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 Report

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	Details
2	Lalit Kumar	28	5	5	0	33:34:02	1	Details

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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 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
--------	-------------	---------------	-------------------	------------	------------------	----------------	--------	--------

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

Holiday Name

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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11. Change Password: To change your Password.

Change Password

Old Password *

New Password *

Confirm New Password *

12. Logout: Logout from the application.