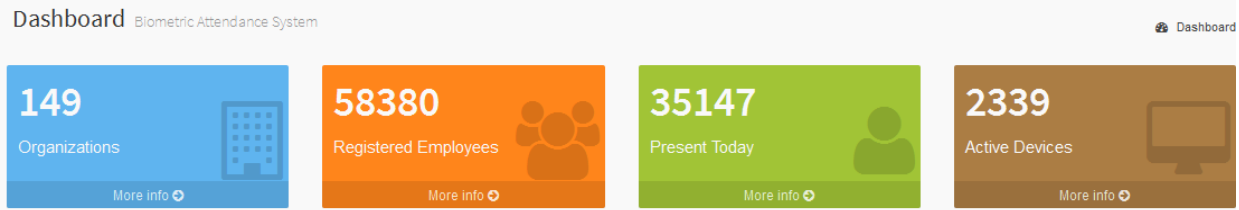


Biometric Attendance Authentication System

(Employee User Manual)



1. Dashboard

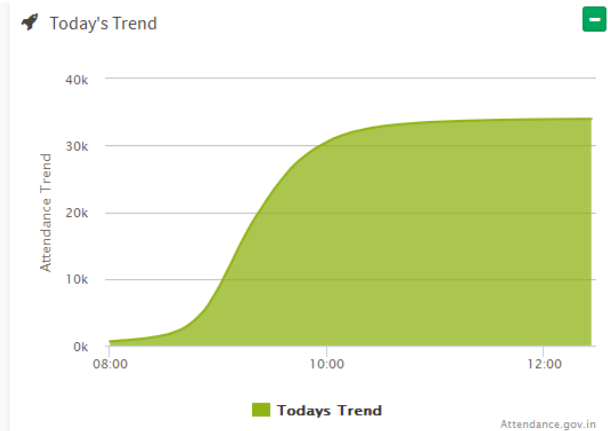
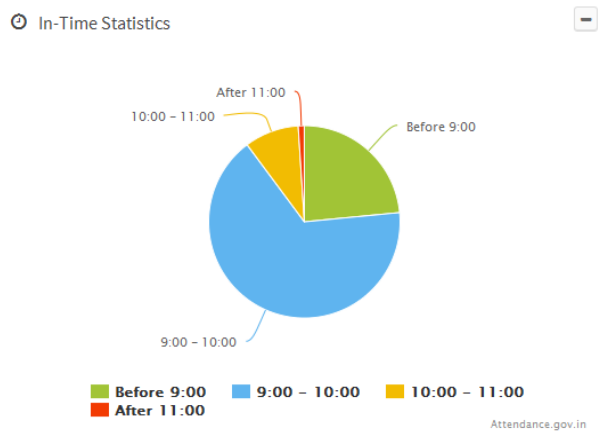
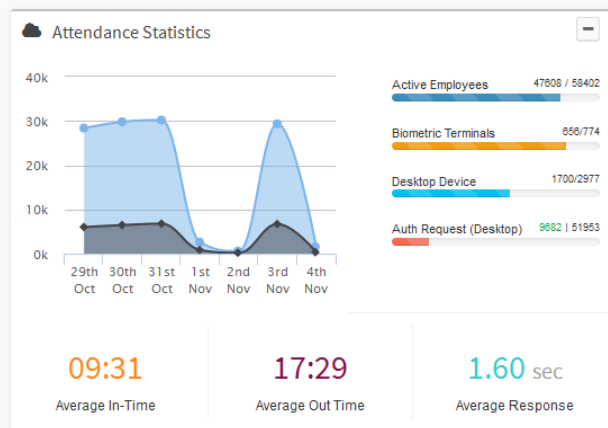
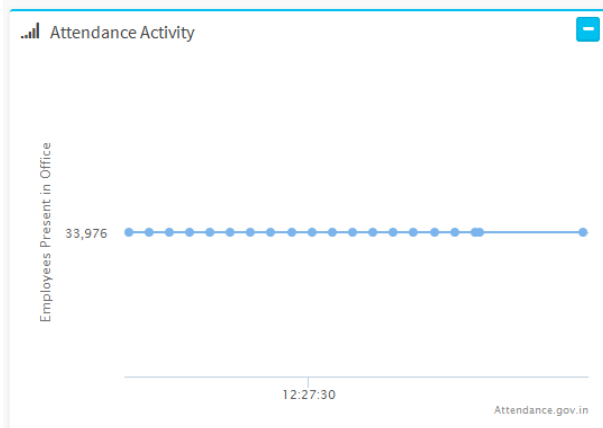
1.1 Organization: Total Organization registered in the system with their details.

1.2 Registered Employees: Organization wise Registered Employees

1.3 Present Today: Organization wise present employees.

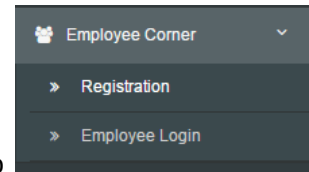
1.4 Active Devices: Organization wise Device report.

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



Biometric Attendance Authentication System

(Employee User Manual)



2. **Employee Corner:** For employee login and registration expand the tab and choose the options for Login and Registration.

2.1 Registration: Read the instructions and fill the registration form.

The screenshot shows the 'Employee Registration' page. On the left is a form with two tabs: 'Personal Details' (active) and 'Organization Details'. The form fields include: 'Employee Name *' (text input), 'Date of Birth' (calendar icon, format dd----yyyy), 'Gender *' (dropdown menu), 'Enter Aadhaar Number *' (text input), 'E-Mail *' (text input), and 'Mobile No. *' (text input with example 'eg 9876512345'). A blue 'Next' button is at the bottom. On the right, under the heading 'Instructions for filling the Employee On-boarding request form:', there is a 15-step list of instructions. Below the list is a 'Note:' section with three sub-points (a, b, c) providing additional guidance. The page header includes a hamburger menu icon, the title 'Employee Registration create on-boarding request', and a breadcrumb 'Home > Employee Registr...'. A small logo is in the top right corner.

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2.2 Employee Login: fill the attendance Id and generate the OTP, that will sent on your mobile and login with the received OTP code.

Employee Corner

Home > Employee Corr

Attendance ID *

Enter Attendance ID

Enter the code exactly as it appears: * **inueim** [Not readable? Change text.](#)

Confirmation Code

Generate Login OTP

Instructions for using Employee Corner:

1. Enter the 6 digit Attendance/Registration ID.
2. Enter Captcha code as displayed in image.
3. Generate OTP to sign in to employee corner

Login to the Employee corner to update employee information, set reminders, add leave and tour records.

Note:

- a. The OTP generated will be valid for one calendar day, the employee can use the same OTP to login to the employee corner multiple times in a day.
- b. After Generating the Login OTP wait for 5 mins to receive the same, if OTP is not delivered in 5 mins then you can try again to regenerate another otp.
- c. If you have already generated an OTP which is valid, you can try to login directly using the same.
- d. 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).

Have an OTP, Click Here to Login

3. My Home: You can view and update your profile using various links.

Employee Corner

Home > Employee Corr

Hi!

Welcome to Biometric Attendance System (BAS) Employee Corner

Update Reminder Register Leave Feedback

What can be done in the Employee Corner:

1. Update the demographic information submitted on BAS portal.
2. Set reminder to receive SMS alert for marking opening & closing attendance.
3. View Employee Attendance Register.
4. Add Full/Half day Leave records. (requires verification by nodal officer to be displayed on Attendance register)
5. Add Tour records. (requires verification by nodal officer to be displayed on Attendance register)

Note:

- a. Adding Leave and Tour Records will help in displaying appropriate representation on the Attendance Register.
- b. Update your Designation, Division/Unit of Organization in case of change so that Attendance reports are generated correctly and your name features in the correct organization unit.
- c. You can view historical attendance register data by selecting the month and year below the photograph.
- d. 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).

Biometric Attendance Authentication System (Employee User Manual)

3.1 Update Information: To update your Personnel and organization details.

The screenshot shows the 'Employee Registration' page with the sub-header 'update Employee Information'. It features two tabs: 'Personal Details' (active) and 'Organization Details'. The 'Personal Details' section contains the following fields:

- Employee Name ***: A text input field containing 'user name'.
- Mobile No. ***: A text input field containing '10 digit mobile no.'.
- E-Mail ***: A text input field containing 'valid email id'.

Below these fields is a blue 'Next' button. To the right, there is a placeholder for a 'user Photo'. Below the photo placeholder, there are instructions and a note:

Instructions to update Employee Information.

1. Aadhaar number is not allowed to be edited.
2. Correct only the fields where you require correction
3. Submit the corrected information.
4. Upload your scanned JPG pic of max file size 100kb.
5. Please review the form thoroughly before submission.

Note:

- a. Please ensure that the data is updated carefully; if you are unable to do it yourself please contact your concerned officer for support.
- b. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.
- 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).

3.2 Attendance Register: To check your attendace status of the month and punch in and out time details. Using [Load Register](#)

The screenshot shows the 'Employee Corner' page with the sub-header 'Attendance Register'. It features a navigation menu on the left and a main content area. The main content area is divided into two columns:

Left Column:

- User Photo**: A placeholder for the user's photo.
- Personal Details:**
 - Name: Gaurav Singh
 - Designation: Others
 - E-Mail: ga****@gmail.com
 - Mobile: xxxxx x 4403
- Data for Month:** A date selector showing '10-2014'.
- Load Register**: A blue button to load the attendance register.

Right Column:

- Organization:** National Informatics Centre (NIC) -DeitY
- Division/Unit:**
- Office Location:** CGO Complex A- Block
- Activity Today:**
 - In Time: 05-11-2014 09:42:15
 - Out Time:
 - Average Response Time:

Below the main content area, there is a note:

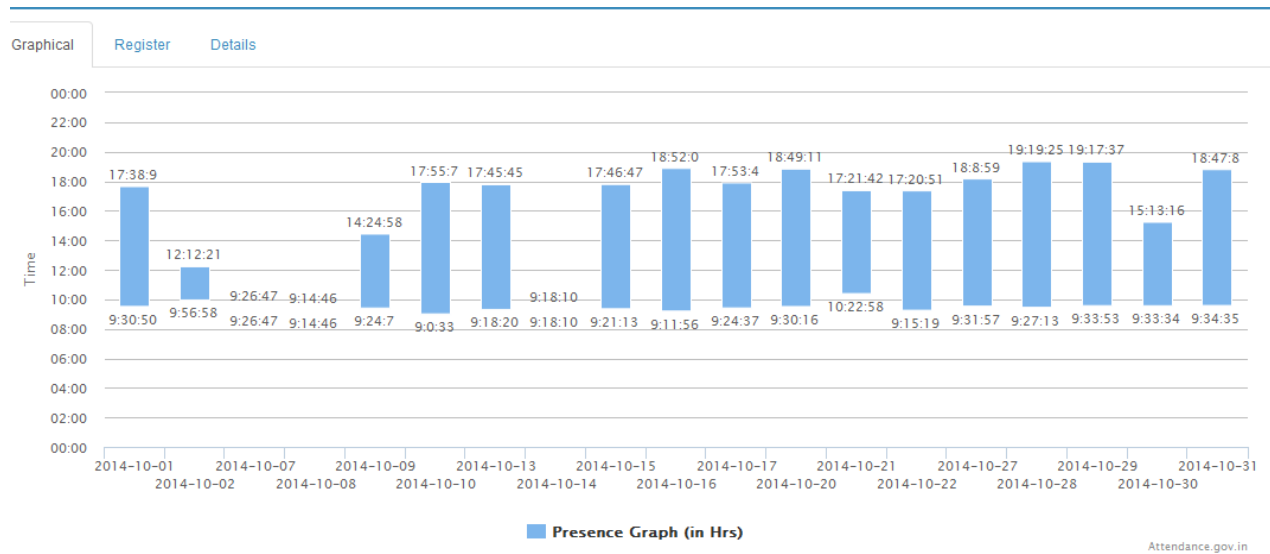
contact your concerned officer for support.

- b. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.
- 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).

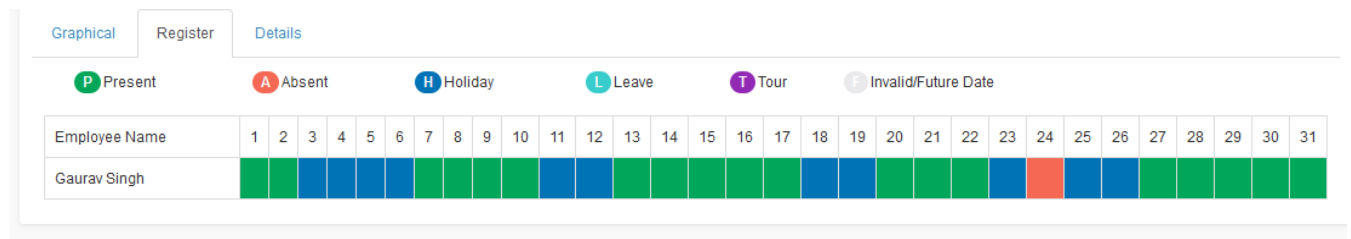
Biometric Attendance Authentication System

(Employee User Manual)

3.2.1 Graphical view:



3.2.2 Register View:



3.2.3 Details:

Graphical Register Details

S. No	Date	Location (In)	Location (Out)	In Time	Out Time	Stay (in Hrs)	Status
1	01-10-2014	CGO Complex A- Block	CGO Complex A- Block	01-10-2014 09:30:50	01-10-2014 17:38:09	08:07:19	Closed
2	02-10-2014	CGO Complex A- Block	CGO Complex A- Block	02-10-2014 09:56:58	02-10-2014 12:12:21	02:15:23	Closed
3	07-10-2014	CGO Complex A- Block		07-10-2014 09:26:47		00:00:00	Open
4	08-10-2014	CGO Complex A- Block		08-10-2014 09:14:46		00:00:00	Open
5	09-10-2014	CGO Complex A- Block	CGO Complex A- Block	09-10-2014 09:24:07	09-10-2014 14:24:58	05:00:51	Closed
6	10-10-2014	CGO Complex A- Block	CGO Complex A- Block	10-10-2014 09:00:33	10-10-2014 17:55:07	08:54:34	Closed
7	13-10-2014	CGO Complex A- Block	CGO Complex A- Block	13-10-2014 09:18:20	13-10-2014 17:45:45	08:27:25	Closed
8	14-10-2014	CGO Complex A- Block		14-10-2014 09:18:10		00:00:00	Open
9	15-10-2014	CGO Complex A- Block	CGO Complex A- Block	15-10-2014 09:21:13	15-10-2014 17:46:47	08:25:34	Closed

Biometric Attendance Authentication System

(Employee User Manual)

3.3 Reminders: Set Opening and Closing attendance reminders.

3.3.1 Opening Attendance Reminder

Employee Corner set opening attendance reminder Home > Employee Corner > Reminders - Opening Attendance

Select Opening Attendance Reminder Time:
02:00

Reminder for in-time not set
Reminder Message *

Reminder Active Reminder De-activated

Update

Instructions for setting up reminder

1. Select the time for Opening Attendance marking alert.
2. Enter the message you want to receive.
3. In case updating your reminder please check whether the service is active/inactive.

Note:
a. Employee can set custom reminders with custom message, these messages are delivered on mobile through SMS service.
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).

3.3.2 Closing Attendance Reminder

Employee Corner set closing attendance reminder Home > Employee Corner > Reminders - Closing Attendance

Select Closing Attendance Reminder Time:
00:00

Reminder for out-time not set
Reminder Message *

Reminder Active Reminder De-activated

Update

Instructions for setting up reminder

1. Select the time for Closing Attendance marking alert.
2. Enter the message you want to receive.
3. In case updating your reminder please check whether the service is active/inactive.

Note:
a. Employee can set custom reminders with custom message, these messages are delivered on mobile through SMS service.
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).

3.4 Leave: To add and view your leaves

3.4.1 Add Leave

Add Leave employee leave record Home > Employee Corner > Add Leave

Leave Type *
- Select -

Leave Category *
- Select -

Description
Reason

Submit

Instructions for adding a leave record

1. Select Leave type
2. Select Leave category
3. Enter the leave start and end date in dd-mm-yyyy format
4. Enter the leave description.

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).

Biometric Attendance Authentication System

(Employee User Manual)

3.4.2 View Leave: To view and search your leaves.



Leave employee leave record Home > Employee Corner > Leave Record

Start Date

Sl.no.	Leave Type	Leave Start Date	Leave End Date	Description	Action
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3.5 Tour: To add and view your Tour.

3.5.1 Add Tour



Add Tour employee tour record Home > Employee Corner > Add Tour

Tour Start Date

Tour End Date

Description

Instructions for adding a tour record

1. Enter the tour start and end date in dd-mm-yyyy format
2. Enter the tour description.

Note:

- a. Employee tour record added 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).

3.5.2 View Tour: To view and search your Tours.



Tour employee tour record Home > Employee Corner > Tour Records

Start Date

Sl.no.	Tour Start Date	Tour End Date	Description	Action
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Biometric Attendance Authentication System

(Employee User Manual)

3.6 Feedback: Submit your feedback if any to attendance.gov.in



Employee Corner feedback Home > Employee Corner > Feedback

Subject *

Feedback Type *

Description *
Not more than 200 words

Instructions to send Feedback.

1. Enter the Subject of the Feedback.
2. Choose Feedback Type from the drop-down list.
3. Enter the description.
4. Please review the form thoroughly 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).

3.7 Logout: Logout from the employee corner and redirected to attendance .gov.in Dashboard.