Dashboard

1.1 Organization (Training Centres): Total Training Centres registered in the system with their details.
1.2 Registered Students: Training Centre wise Registered Students
1.3 Present Today: Training Centre wise present students.
1.4 Active Devices: Training Centre wise Device report.
1.5 Graphs: Attendance Activity graphs, Attendance Statistics, In-Time Statistics Pie chart and Today’s Trend graph.
2. **Console**: To download Desktop application and Export Student Data.

![Download for Desktop and Export Employee Data](image)

**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 Training Centre as Division, Student Designation, Center 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](image)
3.2 **Student Designation:** It provides the provision to add the new designation and update the existing Designation of the Training Centre.

![Employee Designations Table]

3.3 **Office Locations:** To create, update and Deactivate the Training Center (building).

![Office Locations (Building) Table]

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

![List Device Location]

3.5 **Training Center Timings:** To Set or update the office In and Out timings.

![Manage Master Office Timings]
4. Manage Device: To manage Training Centre Devices.

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

4.2 Activation Code: To Generate the Activation code.

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

4.4 Inactive Device: To get the details of Inactive Devices.
5. **Manage Students**: To manage the new student request, check his Aadhaar Status, verify the student in attendance system and active, Inactive and transfer of the student.

5.1 **Student New Request**: To view and edit the details of requested student.

5.2 **Aadhaar Rejected Student**: To check Aadhaar Rejected status of Requested student

5.3 **Aadhaar Verified Student**: To check Aadhaar verified Status of the Requested student.

5.4 **Active Student**: To manage the details of active Student and also deactivate the student using Details Tab:
5.5 **In Active Students**: To activate and get the list of Inactive students.

5.6 **Transfer Students**

5.7 **Search Students**: To Search students and get their Details.

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

6.3 **Date wise Attendance Report**: To get the date wise report and the data into excel.
6.4 **Weekly/Monthly Report:** To generate the weekly/monthly report and export data into excel.

7. **Leaves:** To manage the leaves of the student.
   7.1 **Add Leave Record:** To add the leaves requested by student into record which will reflect into his attendance Register.

7.2 **Approved Leaves:** Search approved leaves of a student and take necessary action.
7.3 **Leave Request**: To get the leave requests of a student and take necessary action.

8. **Holidays**: To add holidays into records.

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

9.1 **Add User**: To add the user and assign the Nodal Admin or Nodal Report Viewer Role to the user.
10.2 View Nodal Admin: To deactivate and reset the password of the Admin user.

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

11. Change Password: To change your Password.

12. Logout: Logout from the application.