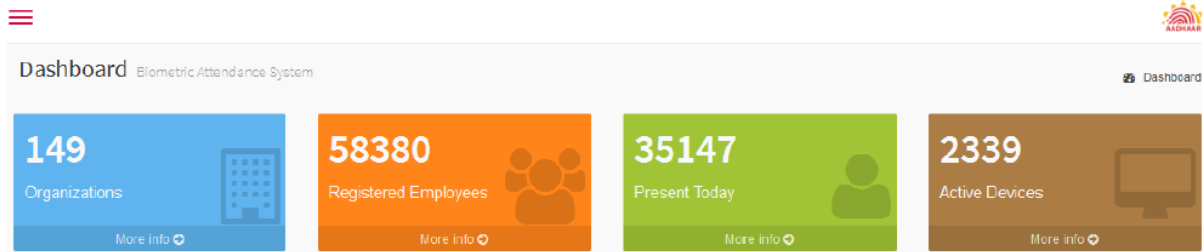# Biometric Attendance Authentication System

(Nodal Office User Manual)

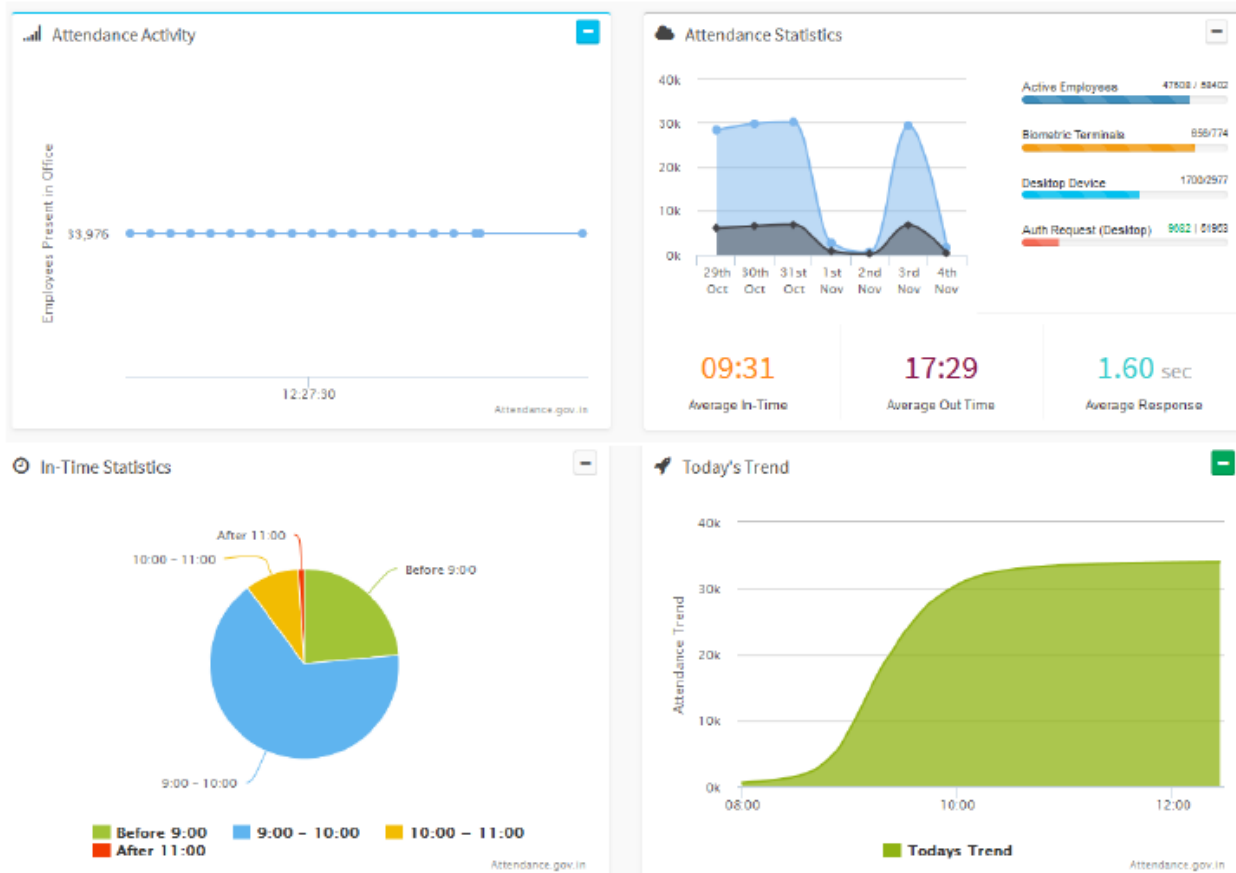**Dashboard**

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.
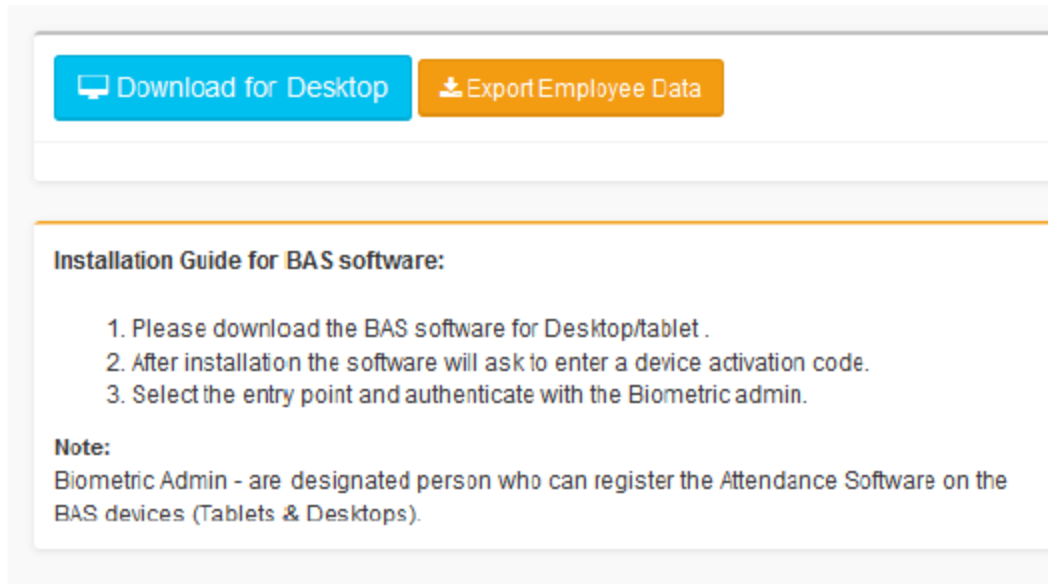
1.4 Active Devices: Training Centre wise Device report.

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.

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

3.2 Student Designation: It provides the provision to add the new designation and update the existing Designation of the Training Centre.

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

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

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

4. **Manage Device:** To manage Training Centre Devices.

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

Biometric Admin

S. No.	Office Location	Aadhaar	Admin Name	Mobile	E-Mail		
1	Rajiv Gandhi Bhawan	209346841132	Mohit Kumar Dagar	9810445845	mohit.kdagar@gmail.com	✎ Edit	⊘ Deactivate

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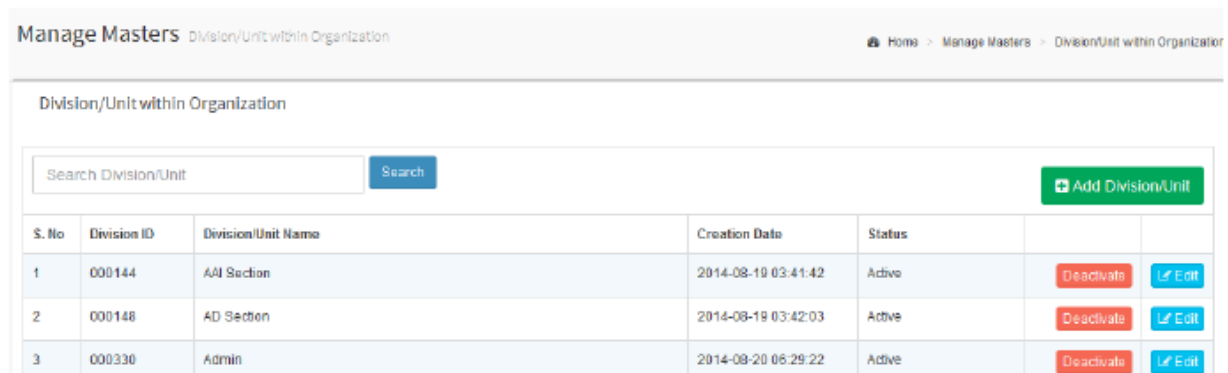
b. Device Activation Code is required to register the devices (Tablets & Desktop) software in the Attendance System.

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.

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.

Employee New Request

S No	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location	
1	685608	338448685606	PRATEEK BAJPAI	9891582948	Assistant	GA Section	Rajiv Gandhi Bhawan	Edit

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

Aadhaar Rejected Employees

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

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

Aadhaar Verified Employee

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

5.4 Active Student: To manage the details of active Student and also deactivate the student using Details 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	792693	676749792693	Ajit Singh Sarpal	9971377332	Personal Private Secretary	O/o Secretary	Rajiv Gandhi Bhawan	Edit	Detail

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 Weakly/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.

Advance Reports by Division/Unit   🏠 Dashboard > Advance Repo

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.

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]

SI 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

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**

[⬇ Export]

Sno	Name	Designation	Division	Status	In Time	Out Time	In Time_Short Fall	Out Time_Short Fall	Duration
1	Hem Chander Thakur	Multitasking Staff	C/o Ds(rs)	P	2014-11-04 10:16:13	0000-00-00 00:00:00	01:16:13		
2	Mansa Ram	Multitasking Staff	C/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 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.
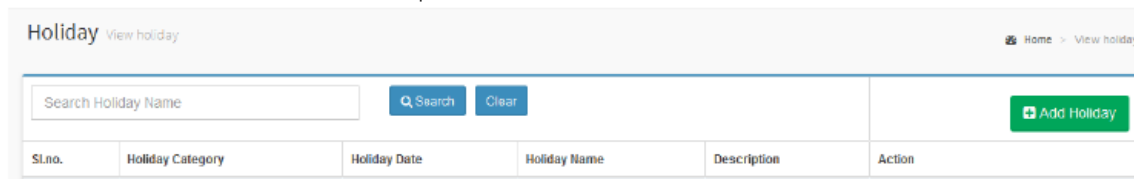
7.3 Leave Request: To get the leave requests of a student and take necessary action.
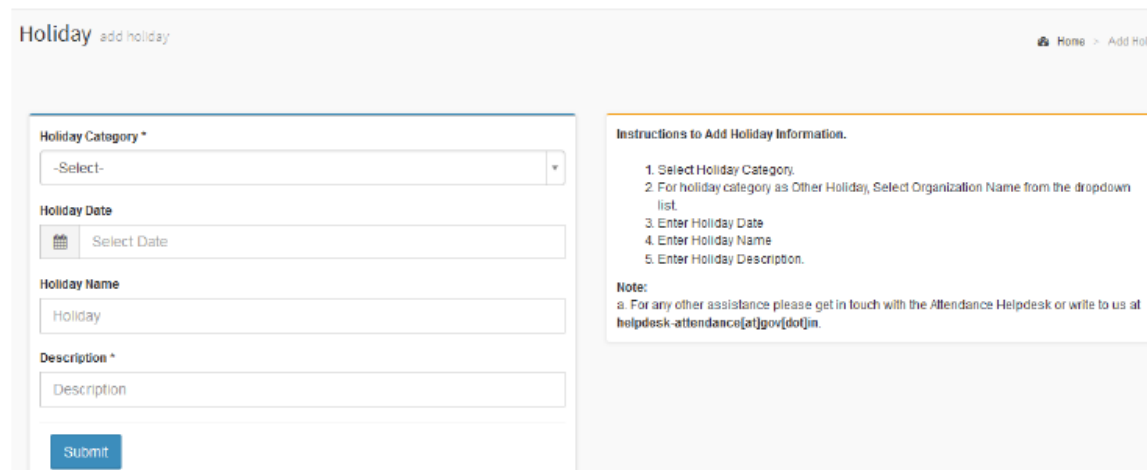
8. Holidays: To add holidays into records.

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.

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

Registered Users *Nodal Admin*

Home > Dashboard > Console >

Search Username   Q Search   Clear

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 Username   Q Search   Clear

Sno	Username	Email	Last IP	Last Login	Action

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.