BIOMETRIC ATTENDANCE SYSTEM
(NODAL OFFICER MANUAL)

The Ministry/Department nominates a Nodal Officer to make the implementation and operation of the Attendance system easier.

HOME SCREEN
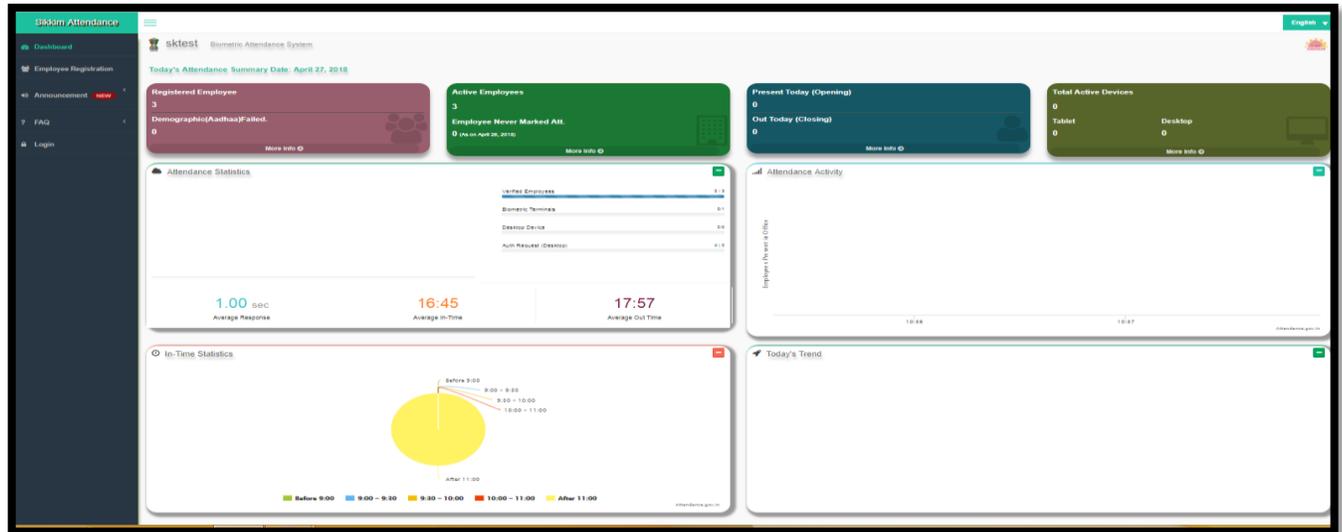
Figure: 1

DASHBOARD

- Total organizations registered with BAS.
- Organization wise registered employees.
- Number of employee's present organization wise.
- Organization wise active devices.
- Attendance Activity graphs, Attendance Statistics, In-Time Statistics Pie chart and Today's Trend Graph.

The Nodal can login into its own attendance portal and download Desktop Application and export Employee Data.
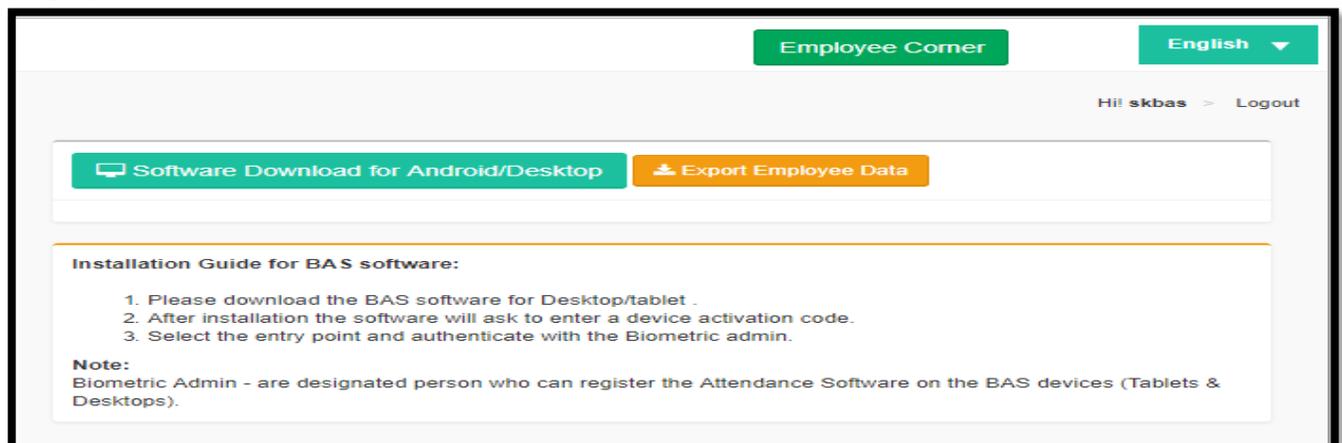
Figure: 2

The Nodal Officer can perform the following activities on the portal-

Manage Masters

Nodal can manage Master details of the organization like Division, Employee Designation, Office Location, Device Location etc.

1. ADD DIVISIONS

Nodal Officer can search and add new divisions. Existing divisions can also be Activated/Deactivated through this functionality. [*For steps to get Division added in the list, please refer user manual*]
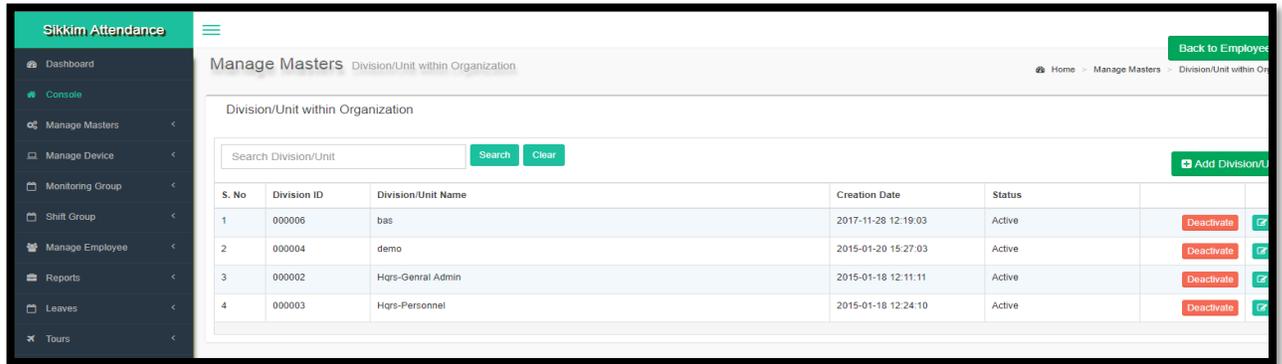
Figure: 3

2. EMPLOYEE DESIGNATIONS

New designations can be added and also Activated/Deactivated through this functionality. By clicking on 'Add Designation', the Nodal Officer can map the designation within the organization.
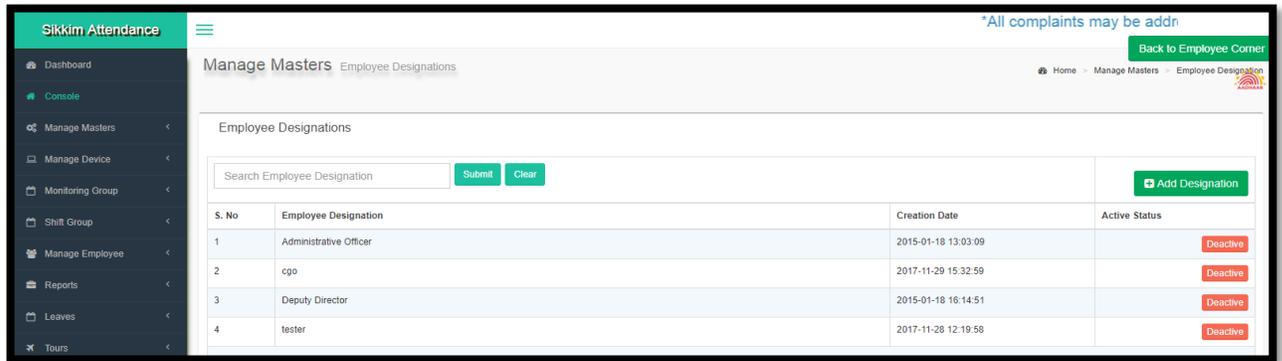
Figure: 4

Select designation from the drop down and click on 'Submit'. [*For steps to get designation added in the list, please refer user manual*]
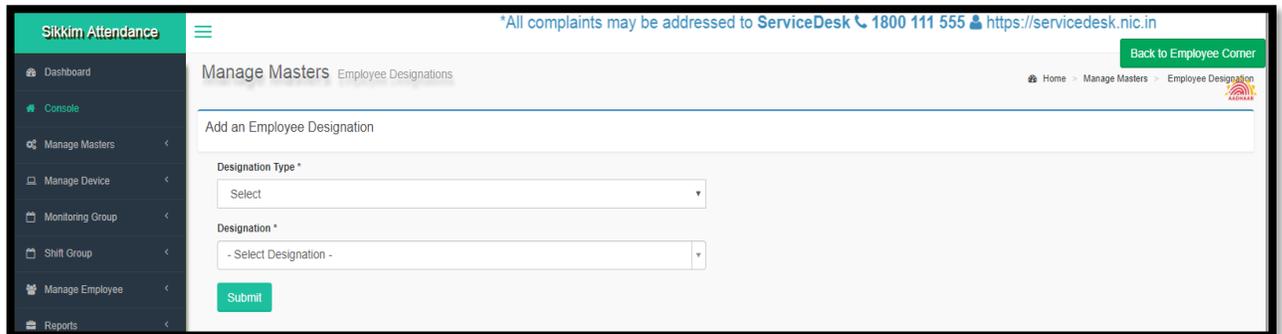
Figure: 5

3. OFFICE LOCATION

To Add (Mapping), Activate/Deactivate the office location (building).
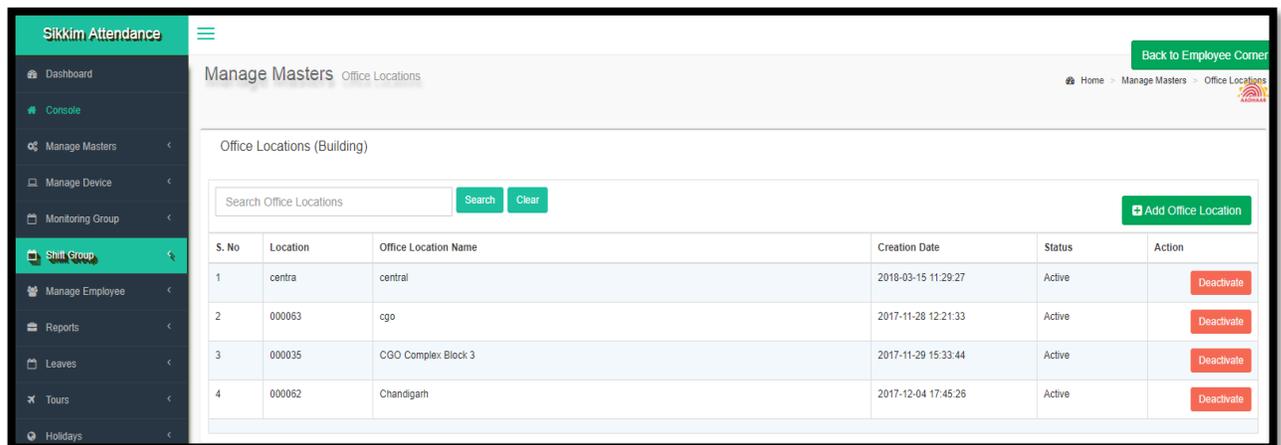
Figure: 6

By clicking on "Add Office Location"; Nodal Officer can map the location within the organization. Select an "Office Location" from the drop-down and then click on Submit.
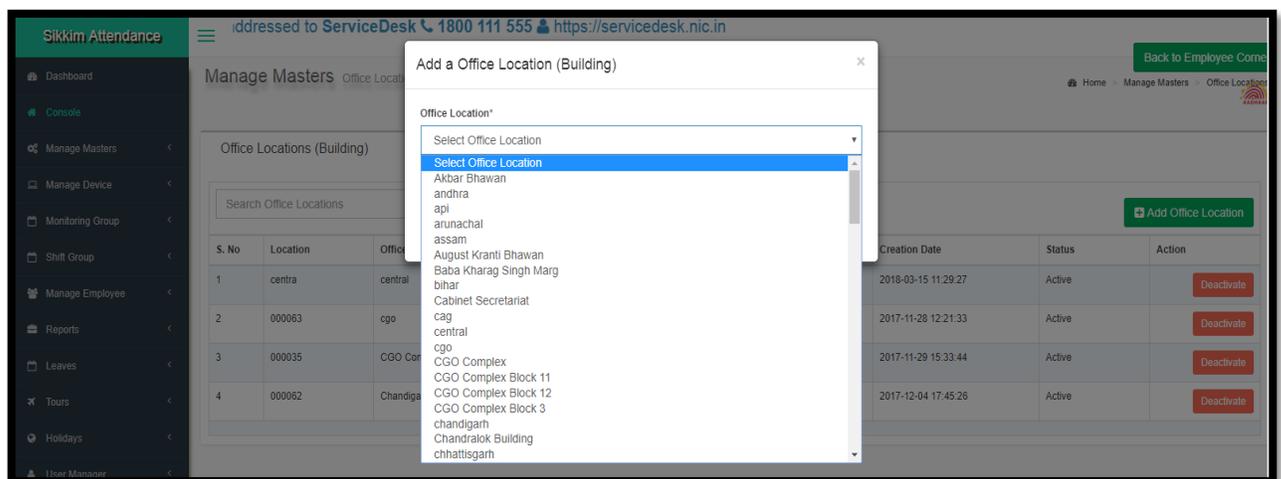
Figure: 7

4. DEVICE LOCATION

Nodal Officer can Search, Update, Deactivate and Add new Device Location. Device Location is entered and Office Location selected from the drop down to add the device location.
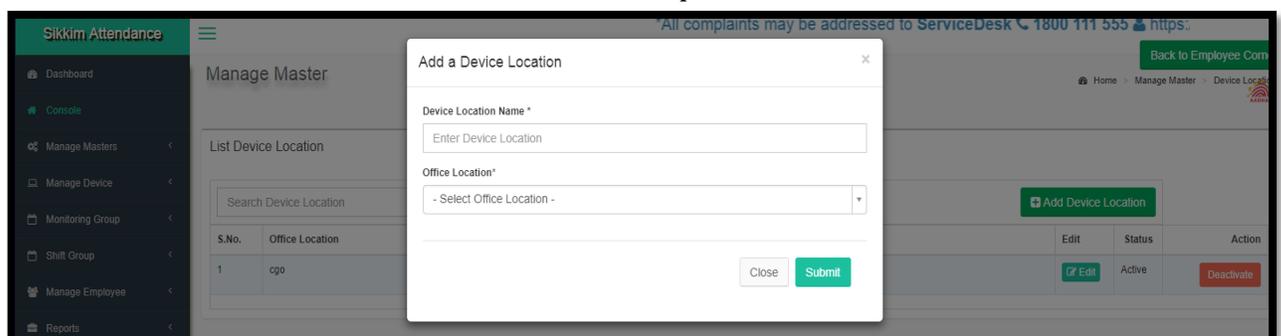
Figure: 8

5. OFFICE TIMINGS

Office In and Out timings can be set or updated by the Nodal Officer.

Figure: 9

6. DAILY ATTENDANCE HOD/HOG MAPPING

An Attendance report goes to the HOG's or HOD's on a daily basis and the daily mail status can be viewed. The status and email id of HOD and HOG can be edited.

Figure: 10

New email id of HOD/HOG can be added by going on 'Settings', click on 'Attendance Summary by Mail/SMS' button. On the new screen Nodal can add new HOD/HOG.

Figure: 11

Manage Devices

This enables Nodal Officer to manage the Organization Devices.

1. BIOMETRIC ADMIN

A Biometric Admin can be added by clicking on the Add Biometric button. Fill up the details like Office Building Location, Aadhaar No, Name, Mobile No and Email Id of the designated Employee for Biometric Admin. Click 'Add Biometric Admin' button.
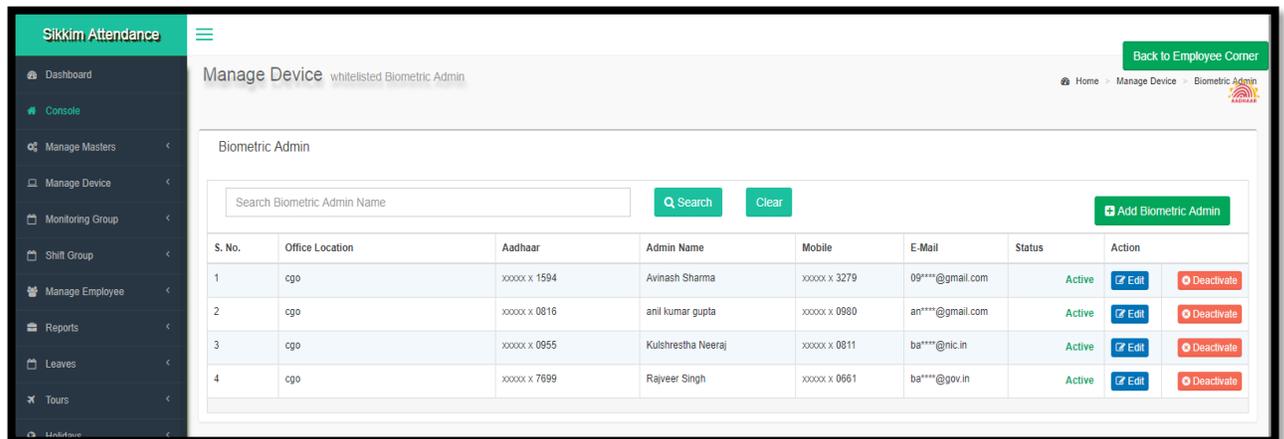
Figure: 12

Click on 'Add Biometric Admin' button and on the new screen information of the new biometric admin can be added.
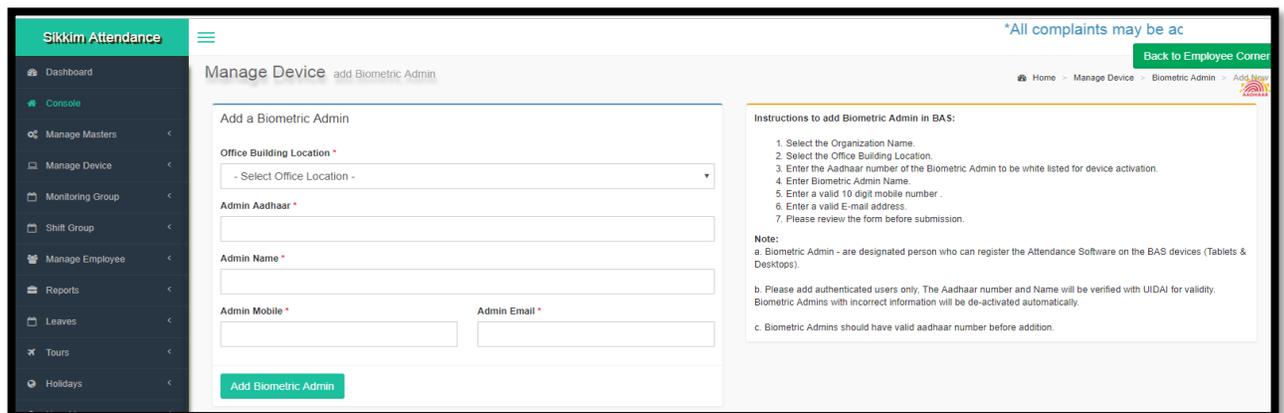
Figure: 13

2. ACTIVATION CODE

Nodal Officer will generate an Activation Code for Device Installation.
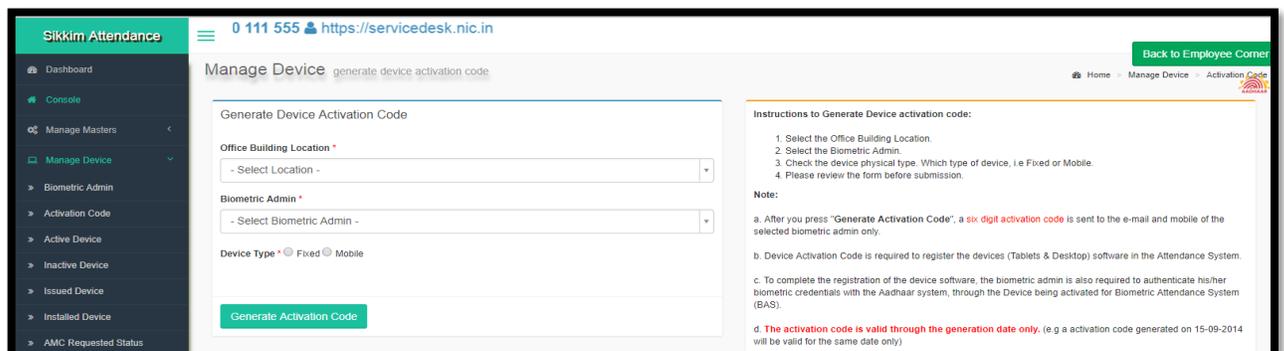
Figure: 14

3. ACTIVE DEVICE

The Nodal Officer can view all the Active Devices within the organization, with information like Device Id, Device Type etc.

S. No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
1	skbas new	000040	cgo	Cipha Leb	Desktop	BFEBFBFF000306C3	34:17:EB:E1:FA:92	Mantra@269475	2018-05-01 11:28:22	Detail

Figure: 15

4. INACTIVE DEVICES

All the Inactive Devices in the Organization can also be viewed by the Nodal Officer.

S. No	Organization Name	Device ID	Office Location	Entry Name	Device Type	CPU ID	MAC	Bio. Device ID	Last Active	
1	National Informatics Centre (NIC) -DeitY	000376	CGO Complex A- Block	Dr.Mahes Chandra(DDG) A3B3	Desktop	BFEBFBFF000206A7	4C:72:B9:43:74:4B	Mantra211340	2018-04-26 15:38:20	Detail
2	National Informatics Centre (NIC) -DeitY	002419	National Data Center Shastri Park	Hod	Desktop	BFEBFBFF000106E5	40:61:86:C7:A1:AE	Morpho293613987-1420I049787	2018-04-26 08:30:56	Detail

Figure: 16

5. UNDERTAKING FOR OLD DEVICE

Nodal Officer gives an undertaking for old devices which do not meet the standard RD service guidelines issued by UIDAI. These devices are however allowed by UIDAI. The user is able to view details like Device Id, Created By, Creation Date, Status and Action t be taken. User can View, Print and Upload Signed Document.

S.No.	Device Type	No. of Devices
1	Desktop	1800
2	Tablet	254
3	Iris	128
4	Wifi	6
Total		2188

Figure: 17

6. ISSUED DEVICE

A summary of the devices that have been issued can also be viewed. This Summary includes details such as Device Type and Number of Devices.

Figure: 18

7. INSTALLED DEVICE

A summary of all the installed devices can be viewed along with their status i.e. if they are Active or Inactive.

Figure: 19

8. AMC REQUESTED STATUS

The status of AMC request can be viewed by the Nodal Officer. Details like Bio Device No., Device Id, Building Name, Entry Point, CPU Id, Request Date, Status and Action are displayed.

9. AMC CONFIRMED DEVICE

Details of the devices for which AMC has been confirmed for can be seen here. Click on the AMC Confirmed Device and details like Device Admin, Email Id, Contact No., Bio Device ID, Device Mac, CPU Id, Location and Confirm Date are displayed.

10. AMC DONE DEVICE

Information about the devices for which AMC is done are found here. Details like the Device Admin, Email Id, Contact No., Bio Device ID, Device Mac, CPU Id, Location and Confirm Date can be viewed.

11. DEAD DEVICE

All devices that are not functional and are in Dead Status can be seen here.

Figure: 20

Monitoring Group

The Reporting Officer creates a group, which includes all people reporting to him, so that he is able to view their attendance.

1. MANAGE GROUPS

A name is assigned to groups and the user can click on the group name to view the attendance of all members of the group for that day. Details of the group members can be edited as well.

Figure: 21

Figure: 21(a)

Shift Group

Shifts of the employees can be managed through this functionality.

1. *MANAGE SHIFT*

    Details of groups and their shifts can be viewed. Employee name, mobile number, designation, office location, status (Absent/Present), is displayed in a tabular form. The top of the screen displays the group name, number of members, shift start and end date and the shift creation date. A new shift can be added, where the user provides response for all the fields (Shift Name, Shift Date Range and Shift Type), as they are mandatory.

Figure: 22

Manage Employee

This functionality helps to manage the new employee request, check his Aadhaar Status, verify the employee in attendance system active, Inactive and transfer of the employee.

1. *AADHAAR VERIFIED EMPLOYEE*

    All Employees who's Aadhaar has been verified are a part of this list. Nodal Officers can edit and update personal as well as organization details of employees. This is mandatory to make the Employee Active.

Figure: 23

2. ACTIVE EMPLOYEE

All the Active employees will be visible here after Nodal officer "Process" the profile from Aadhaar Verified Employee section. The Active employees can be Deactivated and Transferred using Details' tab.

Figure: 24

Figure: 24(a)

3. IN-ACTIVE DEVICE

All employees who are rejected by Nodal from the Aadhaar Verified Employee section will be visible here. Nodal officer can also activate and get the list of In-active employees

Figure: 25

4. TRANSFER EMPLOYEES

A list of Employees transferred from other organizations can be viewed here.

Figure: 26

5. K.Y.C. FAILED EMPLOYEES

KYC stands for Know Your Customer. It is a process where the identity of the employees is verified before they start marking attendance. The employees whose Name, Date of Birth, Gender and Aadhaar details do not match are listed in KYC Failed Employees list. The Nodal Officer can *edit* employee details by clicking on the Edit button after requesting the employee to give a copy of his Aadhaar.

Figure: 27

6. SEARCH EMPLOYEE

This functionality helps to search the details of a single Employee by entering Employee Name and attendance id.

Figure: 28

7. BLOCK EMPLOYEE

Nodal Officers can Block Employee from marking attendance. Enter the Employee Id and click on Block Employee button. On the pop up screen select the reason for blocking- *Retire, Resigned, Expired, Registered Under Incorrect Organization, Armed Forces Personnel posted out of their respective unit and Employees Transfer from other station.*
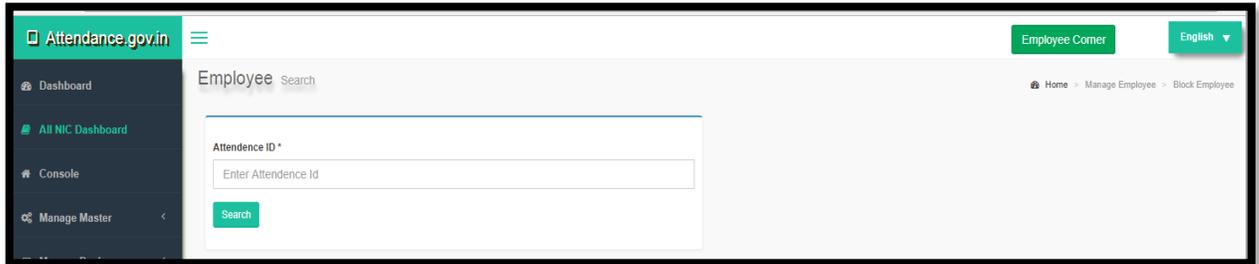
Figure: 29

8. VIEW BLOCKED EMPLOYEES

The Nodal Officer can view a list of all the Blocked Employees. The employee can be unblocked as well by clicking on the Unblock button.

Figure: 30

9. ALL EMPLOYEE

A list of all the employees can be seen by clicking on the '*All Employees'* button. The list shows details such as *Attendance Id, Employee Name, Mobile Number, Designation, Division, Office Location and Status* i.e. if the employee is in Active, New Registration or Blocked

Figure: 31

10. NODAL OFFICER UPDATE

Updates from and about the Nodal Officer can be viewed. The Nodal Officer can himself update the screen in case he is handing over the responsibility to someone else. The changes can be done in Nodal Officer Name, Designation, Mobile Number and Nodal Email. Click Submit once the changes are done.

Figure: 32

Reports

Various reports such as s Attendance Register, Advance Report, Date wise Attendance and Weakly/Monthly report can be generated for the organization..

1. ATTENDANCE REGISTER

One can get the Attendance Register Report between the date ranges by selecting the office location and division/unit.

Figure: 33

2. ADVANCE REPORTS

Attendance reports can be generated based on parameters such as- daily, weekly, bimonthly and monthly and the data can be exported in Excel.

Figure: 34

Figure: 34(a)

3. *DATE WISE ATTENDANCE REGISTER*

Date wise attendance reports can be generated by the Nodal Officer by selecting the date for which report is sought. The data can be exported in Excel.

4. *CUSTOMIZED ATTENDANCE REPORTS*

Nodal Officers can generate customized reports for different employee categories (Government/Non-Government) in a division/Unit. Employee name, employee code, designation; attendance marked during working days, attendance not closed during working days, average in time, average stay per day, tour/leave and stay during holidays are displayed.

5. *WEKLY/MONTHLY REPORT*

Weekly or Monthly attendance reports can be generated for employees. The user is required to set the date range for the report.

6. *BAS REPORTS*

Attendance Reports can be generated for different attendance portals i.e. for different sates, Delhi Central and Central governments individually as well. The user selects the URL, types the nodal officers email id and password and clicks on submit button. Various report links are available for the user to choose from-

- *No. of employees Vis- a- Vis Attendance Hours*
- *Employee registered but never marked attendance since registration*
- *No. of employees working less than 4 hrs excluding Saturday, Sunday & holidays*
- *Employees Date of Birth is null, less than 18 years & greater than 60 years*
- *Employees coming Sat, Sun & holiday*
- *Employee Division wise Report*
- *Date and Time Wise Reports*
- *Employee Total Stay Hrs, In Time Average & Out Time Average in a month*
- *Employee Attendance by Attendance Id*
- *Attendance Report Name Wise*
- *Attendance Report Designation Wise*
- *Repeated Late Comers List*
- *Attendance log of Employee*

NOTE: *The user can click on the Details tab and view the graphical representation of the employees daily in and out time. Clicking on Register allows the user to view the page where the presence, leaves, tours and holidays of the employee can be viewed. The details of his/her work hours can also be seen in terms of in-location with time, out-location with time, total number of in hours and status can be viewed by clicking on the Details tab.*

7. *B.A.S GRAPHICAL REPORTS*

A plethora of graphically represented reports are available for the user. This facilitates better understanding of the facts and figures pertaining to the attendance mechanism.

- *Stay Duration*
- *Error Type Percent*
- *Employee Name Wise Attendance*
- *Employee Id Wise Attendance*
- *Search Employee*
- *Employee Performance*
- *Employee Performance*
- *Device Number Wise Attendance*
- *Device Type Status*
- *Device Marking Status*
- *Attendance Incoming*
- *Attendance Outgoing*
- *Employee Marking Attendance in Other Organization*
- *Employee Marking Attendance*
- *Attendance Trends*
- *Error Trends*

NOTE: *For explanation of the reports refer to the User Manual.*

Leaves

Leaves of the employees can be managed by the Nodal Officer through this functionality.

1. *ADD LEAVE RECORD*

The Nodal Officer has the option of adding the leave record of an employee. He can accept or reject the leave, by clicking on the Cancel button. The system will ask for a confirmation. If confirmed the leave request gets cancelled.

Figure: 35

2. APPROVED LEAVES

The user can view a list of all the already approved leaves. The reason for which leave was requested is mentioned. Nodal Officer has the authority to cancel the leave if it is not availed.

Figure: 36

3. LEAVE REQUESTS

Fresh leave requests of the employee are reflected in this report. Details of leave request include the employee id, employee name, organization name, leave category, leave type, leave start date, leave end date, reason for leave and the action taken (Accept/Reject) on it can be seen here.

Figure: 37

Tours

Employees on tours have to be accounted for, so that they are not considered absent. This can be done through this functionality.

1. *ADD TOURS*

   To add the tour of an employee into the records

Figure: 38

2. *APPROVED TOURS*

   To get approved tour details of an employee.

Figure: 39

3. *TOUR REQUESTS*

   To get the Tour Request details of an Employee

Figure: 40

Holidays

This functionality helps to add holidays in the records.

1. *ADD HOLIDAYS*

   Nodal Officer is authorized to add holidays in the system, if they are not already added or have been declared later.

Figure: 41

User Manager

The Nodal Officer admin roles and adding a new user as a new Admin can be managed from here.

1. *ADD USER*

   A new user can be added by the Nodal Officer.

Figure: 42

2. *VIEW NODAL ADMIN*

   User can view a list of all the Nodal Admin here along with the last IP address and last login time and date.

Figure: 43

3. VIEW NODAL REPORT VIEWER

A list of all the Nodal Report Viewer along with the last IP address and last login time and date can be viewed. The nodal report viewer can be deactivated and in addition his email id and password can be reset through this screen. The Nodal Report Viewer can also be deleted.
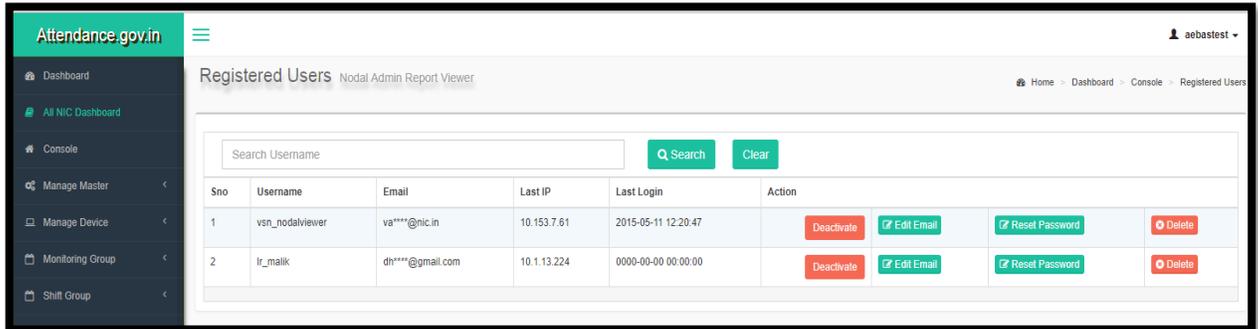
Figure: 44

Settings

Nodal Officer can *Activate* or *Deactivate* the daily SMS and Email service using this functionality. He may want to send SMS or Email or both related to attendance marked. This can be done by clicking on the *Add New* button, entering the *Name, Email Id and Mobile Number* of the concerned person. Select if *SMS and Emails* have to be sent and if the services have to be *Enabled* or *Disabled.*
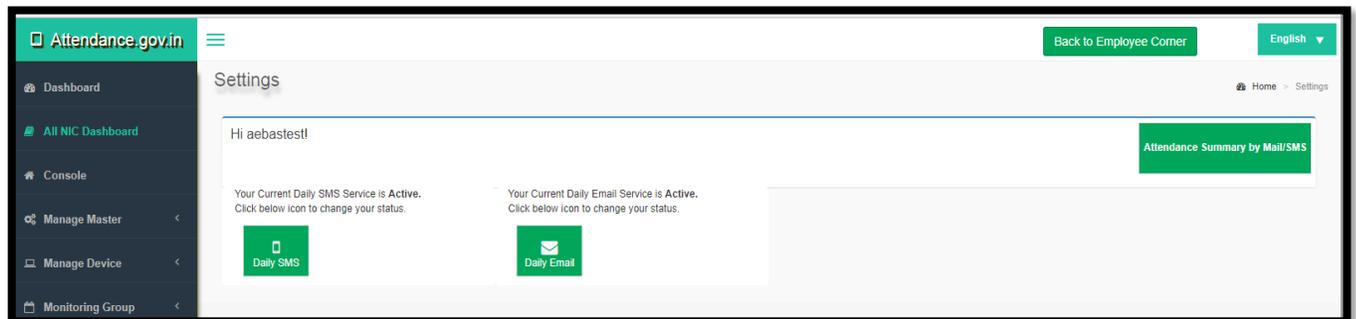
Figure: 45

Change Passwords

The Nodal Officer can reset his Password by entering the *Old Password* and then the new one. Confirm the new password. Click on *Submit.*

Ensure logging out after completing all activities.