## **Minimal Guide For Nodal Officer**

This document describes the minimal work to be done by the Nodal officer for functioning of BAS system. We assume that organization has on-boarded and nodal officer has received username and password.

 Visit to your website. e.g. <u>https://username.attendance.gov.in</u> and click on Login on left side menu



2. On the following screen enter the **username** and **password** received through email from Helpdesk Attendance.

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3. The welcome screen appears as follows. On the left side menu click Manage Masters a sub menu appears.

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» Office Locations	Employee Degistration	Installation Guide for BAS software	2
» Device Location	Employee Registration	1. Please download the BAS so 2. After installation the software	oftware for Desktop/tablet . a will ask to enter a device activation code.
» Office Timings	200	3. Select the entry point and au	thenticate with the Biometric admin.
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4. Click on the first option of the sub menu **Division/Units**. Click on **Add Division/Unit** button. A window asking for Division Name will appear. Enter the Division/unit name and submit. **Repeat** if your organization has more than one unit.

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 Now click on 2<sup>nd</sup> option Employee Designation of the Manage Masters menu. Click on the Add Designation button

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**6.** The following window appears. Select the designation from the Drop Down Menu that are applicable to your organization. **Repeat the same for each and every designation applicable.** 

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7. Click on 3<sup>rd</sup> option **Office Locations** of **Manage Masters** menu. Following Screen appears. Click on the **Add Office Location** Button. A menu asking for office location appears. Select office location from Drop Down and submit. Repeat if different units are situated in Different Locations(e.g. different districts).

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8. Click on 4<sup>th</sup> option **Device Locations** of **Manage Masters** menu. Following Screen appears. Click on the **Add Device Location** Button. A window asking for Device location appears. Enter the Device Location name(e.g. building name) and select office location from Drop Down and submit. Repeat for devices to be installed in different units situated in Different Locations(e.g. different districts).

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9. Select 5<sup>th</sup> option **Office Timings** from **Manage Masters** menu and enter timings as applicable to your office.

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After performing the above steps Nodal Officer can ask the employees of the organization including himself to register on the attendance portal <u>https://username.attendance.gov.in</u>.

10. Now click on the Manage Device menu. A sub menu appears. Click on the first option Biometric Admin. The following screen will appear click **Add Biometric Admin** button.

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11. The following screen appears. Fill in the required details (may follow instruction given on right side) of the biometric admin and click Add Biometric Admin button.

Note: Before adding as Biometric Admin an employee should be registered on the attendance portal. Biometric Admin is required for the activation of the Biometric (Finger Print etc.) devices. If the nodal officer want himself activate the devices he should add himself as biometric admin.

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12. This step is required when the application is installed on the Desktop/Tablet. The application on startup will ask for activation code. The nodal officer will login on the portal and will click on **Activation Code** option in **Manage Device** menu. The following screen will appear. Select Location, Biometric admin and click Generate Activation Code button. The activation code will be sent to biometric admin's mobile number and email id.

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13. Nodal officer is also required to add holidays applicable to the organization under **Holidays** Menu. Click on Add Holidays sub menu. The following screen will appear. Click on **Add Holiday** button.

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14. The following screen will appear. Enter the details of the holiday. Use instructions on right side.

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Note: In addition Nodal Officer can monitor attendance related activities of the e.g. attendance register, leaves, tours of the employees using the different menus.