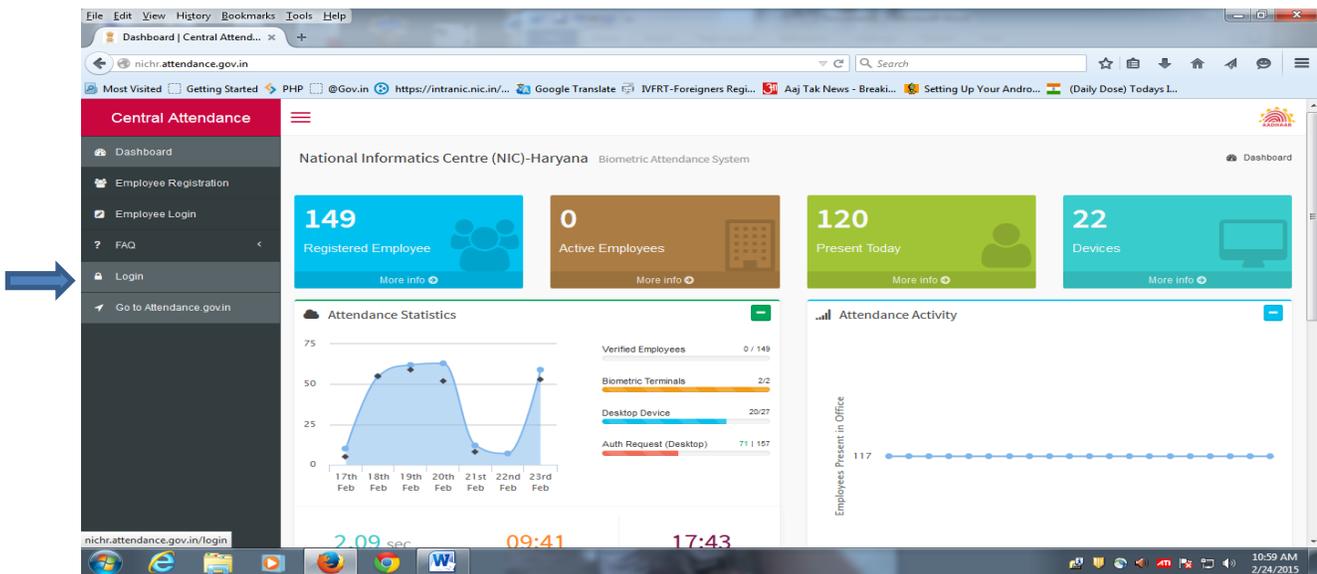


Minimal Guide For Nodal Officer

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.

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



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

The screenshot shows the login page of the Central Attendance system. The page has a dark background with a central white box containing a green header with the text 'Sign In'. Below the header are two input fields: 'Username' and 'Password'. At the bottom of the white box is a green button labeled 'Sign me in'. The browser's address bar shows the URL 'nichr.attendance.gov.in/login'.

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

The screenshot shows the 'Central Attendance' dashboard. On the left, a dark sidebar menu contains the following items: Dashboard, Console, Manage Masters (highlighted with a blue arrow), Division/Units, Employee Designation, Office Locations, Device Location, Office Timings, Manage Device, Manage Employee, Reports, Leaves, Tours, and Holidays. The main content area is titled 'Console' and includes a welcome message 'Hi! nichr', a 'Welcome to Biometric Attendance System (BAS) Management Console' message, and an 'Employee Registration' bar chart. The bar chart shows the following data:

Category	No. of Employees
Total Employees	90
Registered Employee	150
Aadhaar Verified	150
Aadhaar Rejected	0
QC Pending	0
Department Verified	0

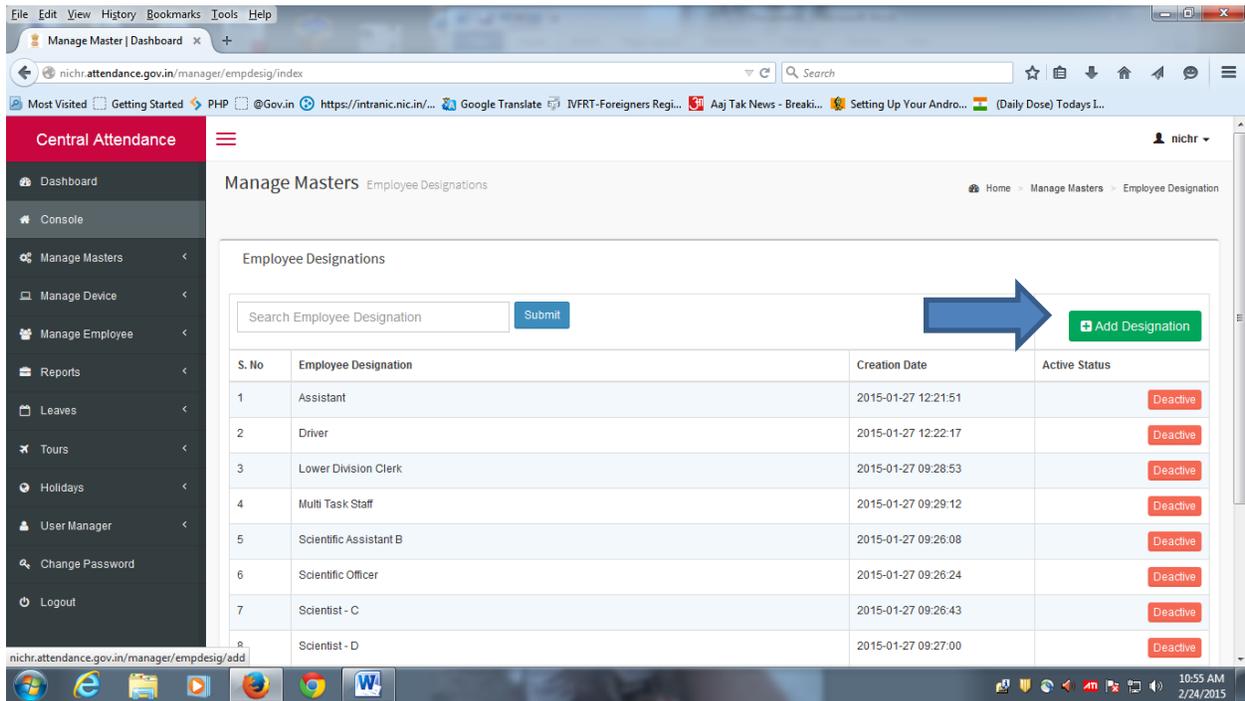
Below the chart is an 'Installation Guide for BAS software' with three steps: 1. Please download the BAS software for Desktop/tablet. 2. After installation the software will ask to enter a device activation code. 3. Select the entry point and authenticate with the Biometric admin. A note states: 'Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops)'. Buttons for 'Download for Android', 'Download for Desktop', and 'Export Employee Data' are also visible.

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.**

The screenshot shows the 'Manage Masters' page with a modal dialog box titled 'Add a Division/Unit within Organization'. The dialog has a text input field labeled 'Division/Unit Name *' with the placeholder text 'Enter Division/Unit'. Below the input field are 'Close' and 'Submit' buttons. A blue arrow points to the 'Add Division/Unit' button on the main page. The background shows a table of existing divisions with columns for S.No, Division ID, Name, Date, and Status.

S.No	Division ID	Division Name	Date	Status	Actions
1	002235			Active	Deactivate Edit
2	002229	Data Centre / Network Support	2015-02-11 10:38:58	Active	Deactivate Edit
3	002234	e-Procurement / GepNIC	2015-02-11 10:44:26	Active	Deactivate Edit
4	002233	Education / Counselling	2015-02-11 10:41:08	Active	Deactivate Edit
5	002231	Finance / Treasuries	2015-02-11 10:40:00	Active	Deactivate Edit
6	002230	Health Project	2015-02-11 10:39:33	Active	Deactivate Edit
7	002236	House Keeping / Security	2015-02-11 10:49:20	Active	Deactivate Edit
8	000409	NIC ambala	2015-01-27 12:32:35	Active	Deactivate Edit
9	000423	NIC Bhiwani	2015-01-27 12:35:49	Active	Deactivate Edit

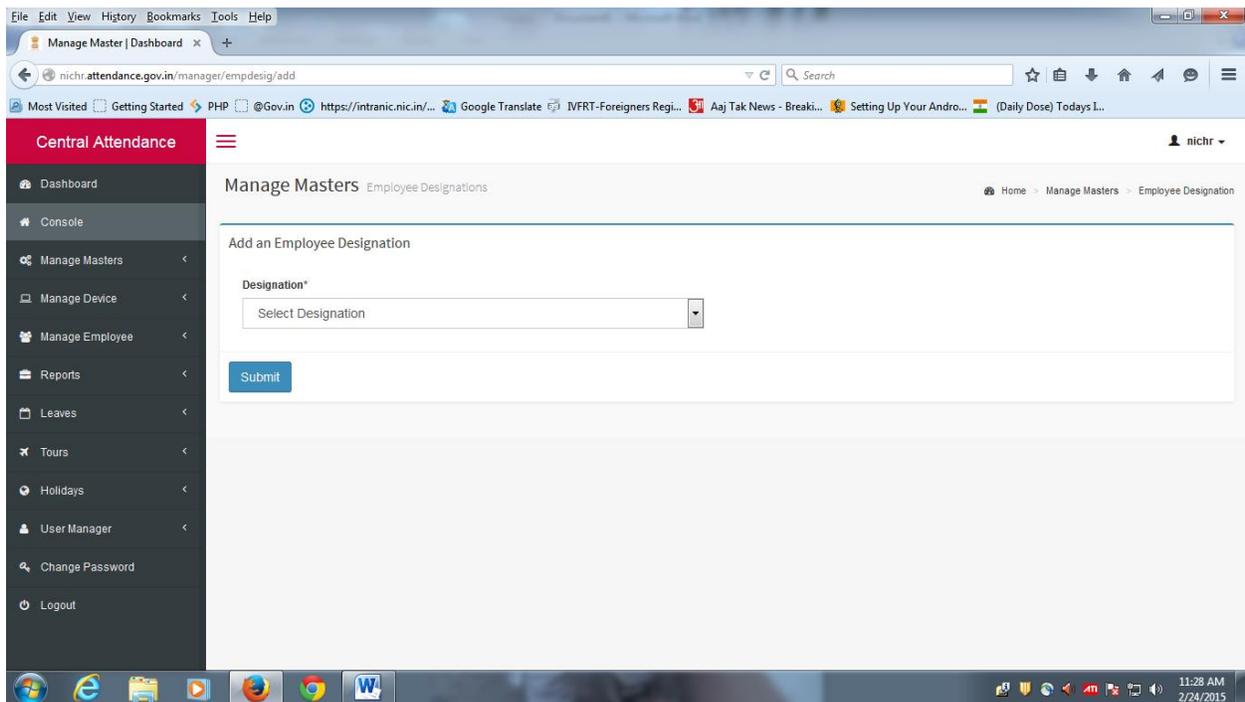
5. Now click on 2nd option **Employee Designation** of the **Manage Masters** menu. Click on the **Add Designation** button



The screenshot shows the 'Manage Masters Employee Designations' page. At the top, there is a search bar labeled 'Search Employee Designation' and a 'Submit' button. To the right of the search bar is a green 'Add Designation' button, which is highlighted by a blue arrow. Below the search bar is a table with the following data:

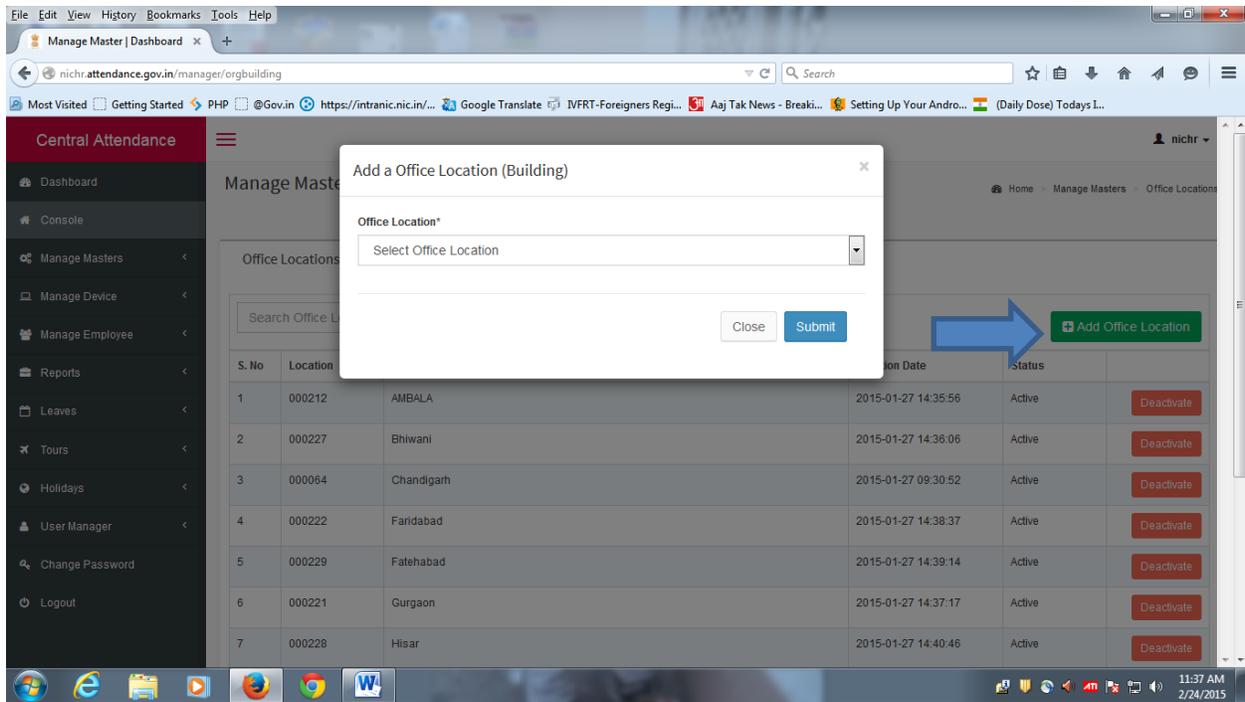
S.No	Employee Designation	Creation Date	Active Status
1	Assistant	2015-01-27 12:21:51	Deactive
2	Driver	2015-01-27 12:22:17	Deactive
3	Lower Division Clerk	2015-01-27 09:28:53	Deactive
4	Multi Task Staff	2015-01-27 09:29:12	Deactive
5	Scientific Assistant B	2015-01-27 09:26:08	Deactive
6	Scientific Officer	2015-01-27 09:26:24	Deactive
7	Scientist - C	2015-01-27 09:26:43	Deactive
8	Scientist - D	2015-01-27 09:27:00	Deactive

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.

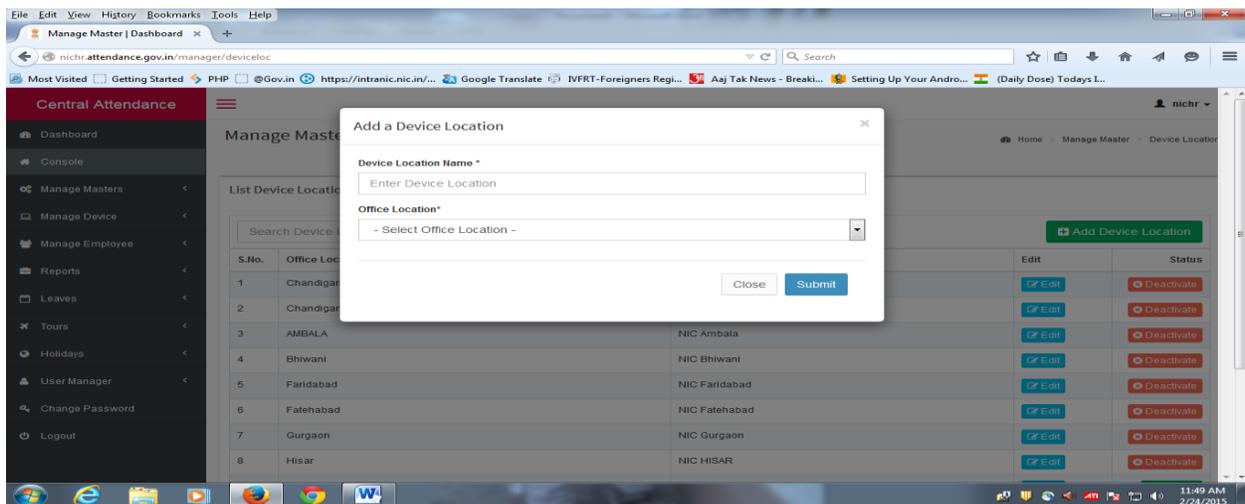


The screenshot shows the 'Add an Employee Designation' form. The 'Designation*' field is a dropdown menu with 'Select Designation' selected. Below the dropdown menu is a 'Submit' button.

- Click on 3rd 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).



- Click on 4th 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).



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

The screenshot shows the 'Edit Organization Office Timings' page. The form contains the following fields:

- Office In-Time: 09:00
- Office Out-Time: 17:00

There is an 'Update Timings' button below the form. To the right, the instructions are:

1. Choose Office Start Time.
2. Choose Office End Time.
3. Please review the form 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)

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

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.

The screenshot shows the 'Manage Device' page with a sub-menu for 'Biometric Admin'. The page displays a table of whitelisted Biometric Admins. A blue arrow points to the 'Add Biometric Admin' button in the top right corner of the table area.

S. No.	Office Location	Aadhaar	Admin Name	Mobile	E-Mail	Edit	Deactivate
1	Yamunanagar	206825629109	Viney Gulati	9416195018	gulati.v@nic.in	Edit	Deactivate
2	Faridabad	285291386104	Laxmi Narayan Mittal	9871194954	mittal.ln@nic.in	Edit	Deactivate
3	Karnal	288038923121	Mahipal Sikri	9416484286	mahipal.sikri@nic.in	Edit	Deactivate
4	Chandigarh	312257123350	Satpal Sharma	8557980395	sp.sharma@nic.in	Edit	Deactivate
5	Mahendergarh	319800724201	Jinender	9416302250	jinender@nic.in	Edit	Deactivate
6	Jhajjar	361864811958	Amit bansal	9355805581	amit.bansal78@nic.in	Edit	Deactivate
7	PANCHKULA	373203343158	Manju Aggarwal	9417069017	a.manju@nic.in	Edit	Deactivate
8	Chandigarh	380648445372	Pankaj Kumar	9023477440	k.pankaj@nic.in	Edit	Deactivate

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.

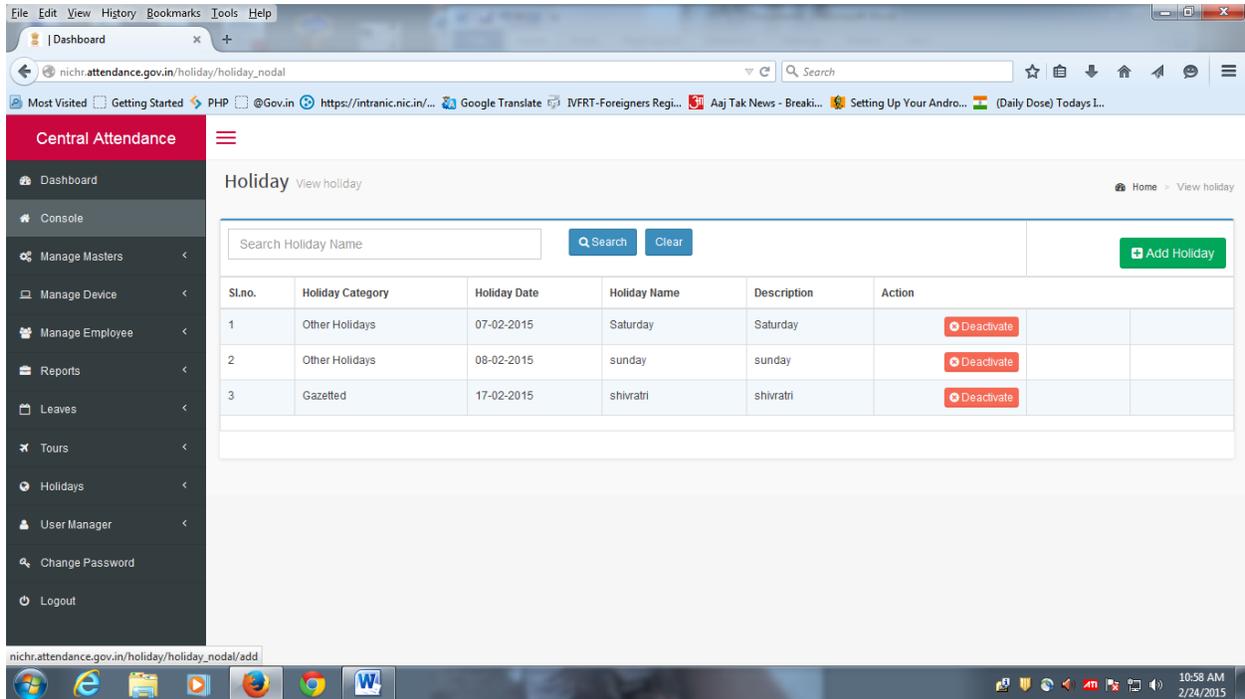
Note: Before adding as Biometric Admin an employee should be registered on the attendance portal. Biometric Admin is required for the activation of the Biometric (Finger Print etc.) devices. If the nodal officer want himself activate the devices he should add himself as biometric admin.

The screenshot shows a web browser window with the URL nchr.attendance.gov.in/device/bioadmin/add. The page title is "Add Biometric Admin" and the breadcrumb is "Home - Manage Device - Biometric Admin - Add New". The main content area is titled "Manage Device add Biometric Admin" and contains a form to "Add a Biometric Admin". The form fields are: "Office Building Location" (dropdown menu), "Admin Aadhaar" (text input), "Admin Name" (text input), "Admin Mobile" (text input), and "Admin Email" (text input). A blue arrow points to the "Add Biometric Admin" button. To the right of the form is a box titled "Instructions to add Biometric Admin in BAS:" with a list of 7 steps and a "Note" section. The "Note" section contains three points (a, b, c) regarding the role of a Biometric Admin and the requirements for adding one.

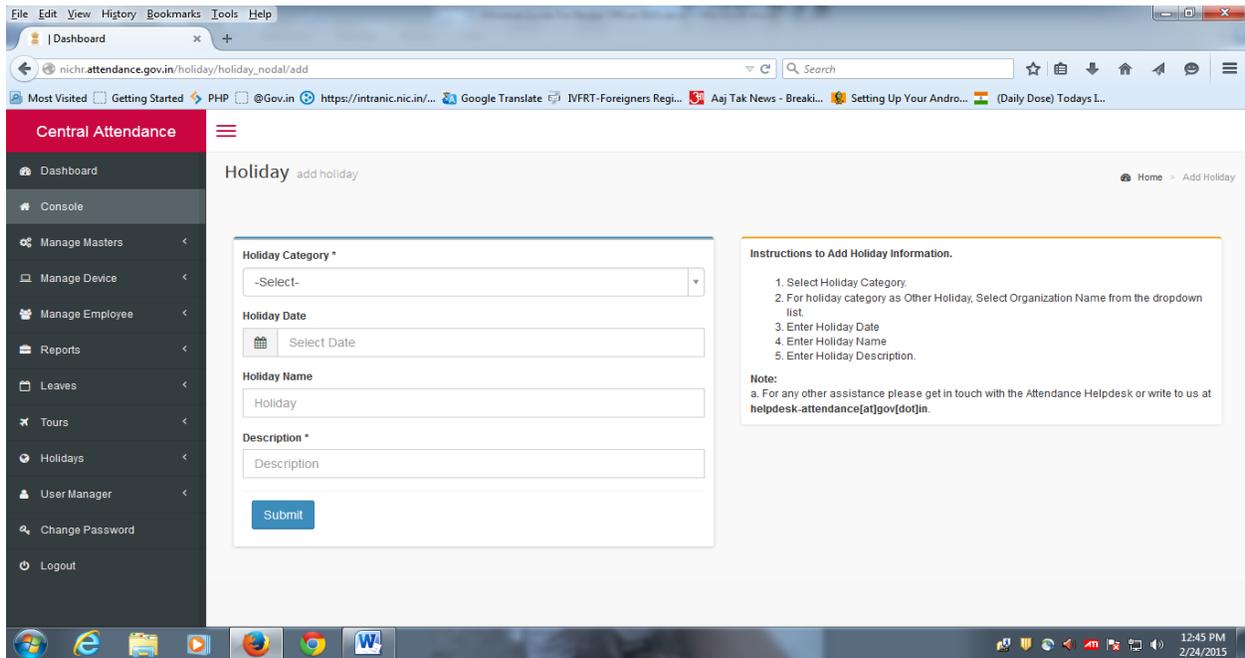
12. This step is required when the application is installed on the Desktop/Tablet. The application on startup will ask for activation code. The nodal officer will login on the portal and will click on **Activation Code** option in **Manage Device** menu. The following screen will appear. Select Location,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

The screenshot shows a web browser window with the URL nchr.attendance.gov.in/device/activate. The page title is "Generate Device Activation Code" and the breadcrumb is "Home - Manage Device - Activation Code". The main content area is titled "Manage Device generate device activation code" and contains a form to "Generate Device Activation Code". The form fields are: "Office Building Location" (dropdown menu) and "Biometric Admin" (dropdown menu). A blue button labeled "Generate Activation Code" is at the bottom of the form. To the right of the form is a box titled "Instructions to Generate Device activation code:" with a list of 4 steps and a "Note" section. The "Note" section contains four points (a, b, c, d) regarding the generation and validity of the activation code.

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.



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



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.