

# ATTENDANCE MARKING THROUGH AADHAAR FACE AUTHENTICATION on :: PERSONAL MOBILE

## Nodal Officer Settings::

### 1. Nodal Officer to Login

Click on the Face Authentication > Personal Device Config.

The screenshot displays the application's main interface. On the left is a dark sidebar menu with the 'Attendance' header. The 'Face Authentication' option is highlighted with a yellow box. Below it, a sub-menu is shown, also with 'Personal Device Config.' highlighted in yellow. The main content area features a 'Console' section with a welcome message for user '\_nodal' and an 'Employee Registration' bar chart. The chart shows three categories: 'On-boarding Estimate' (brown bar, ~1150), 'Registered Employee' (blue bar, ~1150), and 'Department Verified' (green bar, ~1050). The y-axis is labeled 'No. of Employees' and ranges from 0 to 1500.

Category	No. of Employees
On-boarding Estimate	~1150
Registered Employee	~1150
Department Verified	~1050

2. On the Personal Device Config screen, following options are present ::

*All the below parameters combine to create the Geo Policy for the Organisation and related Personal Device*

*Nodal Officer to Ensure that Update button is clicked so that latest policy is available*

### Personal Device Configuration

Geofence Enforce \*  Yes  No

Distance(In Meter) \*

Only Self Attendance \*  Yes  NO

Entry point change permitted by employee \*  Yes  NO

Attendance allowed from other location(Roaming) \*  Yes  NO

The Parameters are described ::

**a. GeoFence Enforce**

- i. **Value Yes** : It restricts all the employees within the organisation to mark attendance within the Geo fenced periphery  
→ Nodal to set the permitted Distance within which employee would be allowed to mark attendance.
- ii. **Value No** : Allows all the employees within the organisation to mark attendance from any location.

**b. Distance ( In Meter ) :**

This option would be activated only when the Nodal has selected GeoFence Enforce as Yes.

- i. Nodal to set the permitted Distance within which employee would be allowed to mark attendance.
- ii. The value should be greater than 0

**c. Only Self Attendance**

- i. **Value Yes** : Restrict the Personal Device to be used by an individual Employee and associated attendance ID ONLY.
- ii. **Value No** : Allow the Personal Device of an employee to be used by other employees of the Organisation.

**d. Entry point change by Employee**

- i. **Value Yes** : Allows employee to change the Entry point if available.
- ii. **Value No** : Restricts the employee marking attendance for a particular entry point only.

e. Attendance allowed from other locations

*This facility is synonym for Roaming Facility for a set of employees*

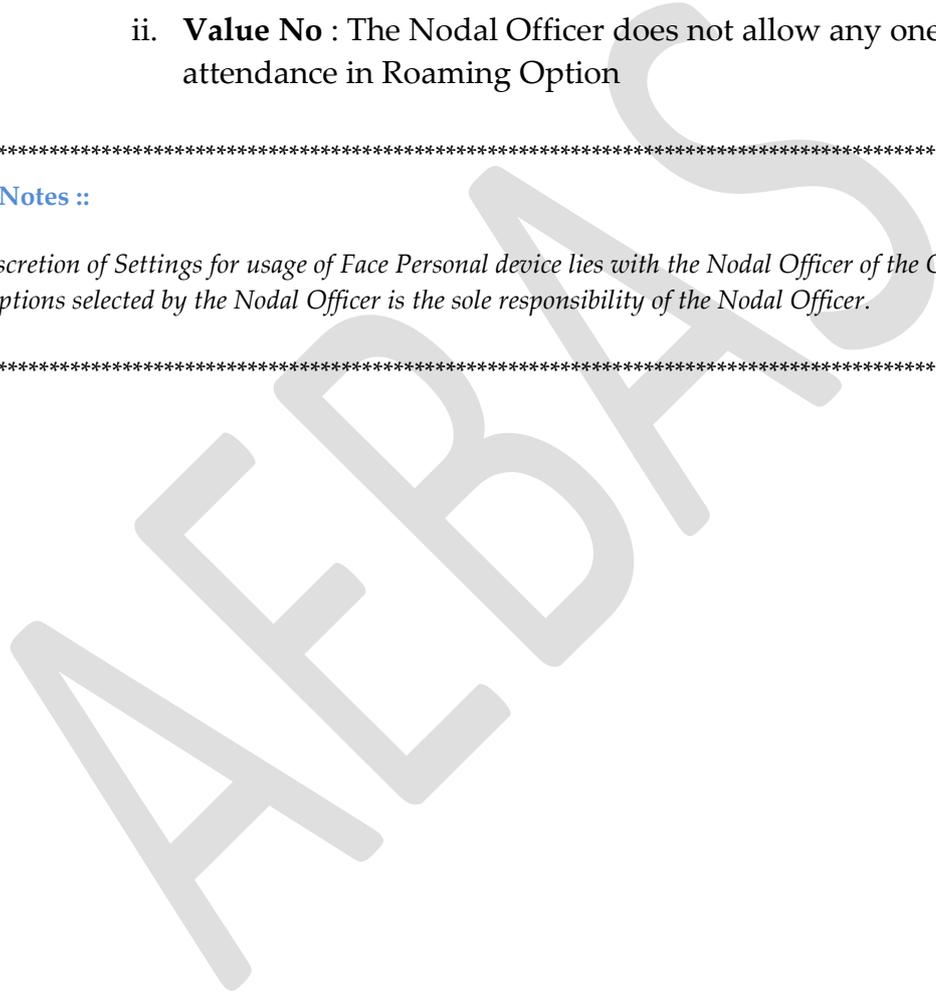
- i. **Value Yes** : The Nodal officer would allow a set of employees to mark attendance on Roaming.  
In order to use this option, Nodal officer to create a Roaming List for the same  
( [May refer Annexure : A](#) )
- ii. **Value No** : The Nodal Officer does not allow any one to mark attendance in Roaming Option

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**General Notes ::**

*\*\* The Discretion of Settings for usage of Face Personal device lies with the Nodal Officer of the Organisation. Values / options selected by the Nodal Officer is the sole responsibility of the Nodal Officer.*

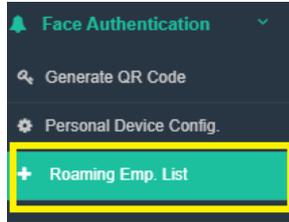
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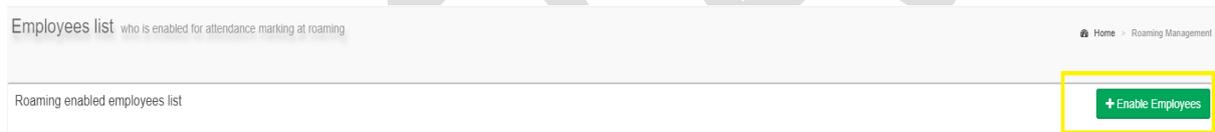
## Annexure : A : Creation of Roaming List

A 1. The Nodal to ensure that this set of employees are permitted the same. The Nodal to click on Face Authentication > Roaming Emp. List

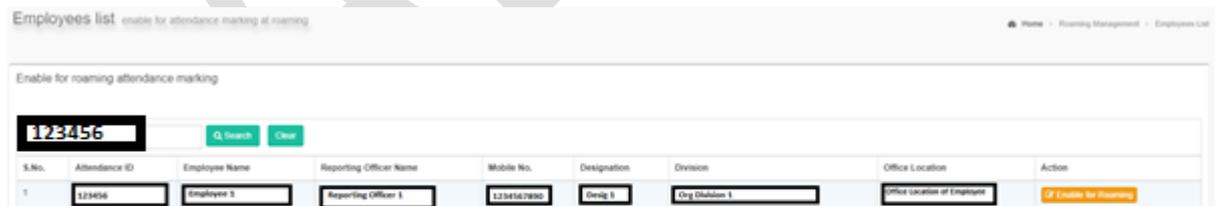


→ All the employees who have been permitted to mark attendance on Roaming, the list of these employees would be populated.

A 2. Enabling the Employees : Nodal to click on Enable Employee to choose the employees



A 3. Choosing the Employees : List would be populated of all active employees of the organisation, Nodal to search by name the desired employee for availing the Roaming facility



#### A 4. Specifying the Date Range to allow the Roaming Facility

Select Date Range x

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Date range \*

Select Date range

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Close
Submit

A 5. Nodal Officer to Submit the same. The required Employee selected by the Nodal officer would be allowed for attendance marking on Roaming for the permitted duration.

The list of Employees permitted for Roaming would be displayed

Employees list who is enabled for attendance marking at roaming Home -> Roaming Management

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Roaming enabled employees list + Enable Employees

Q Search
Clear

S.No.	Attendance ID	Employee Name	Mobile No.	Start Date	End Date	Created at	Status	Action
1	123456	Employee 1	1234567890	22-12-2023	22-03-2024	22-12-2023 11:18:15	Active	<span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">Of Inactive</span>

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