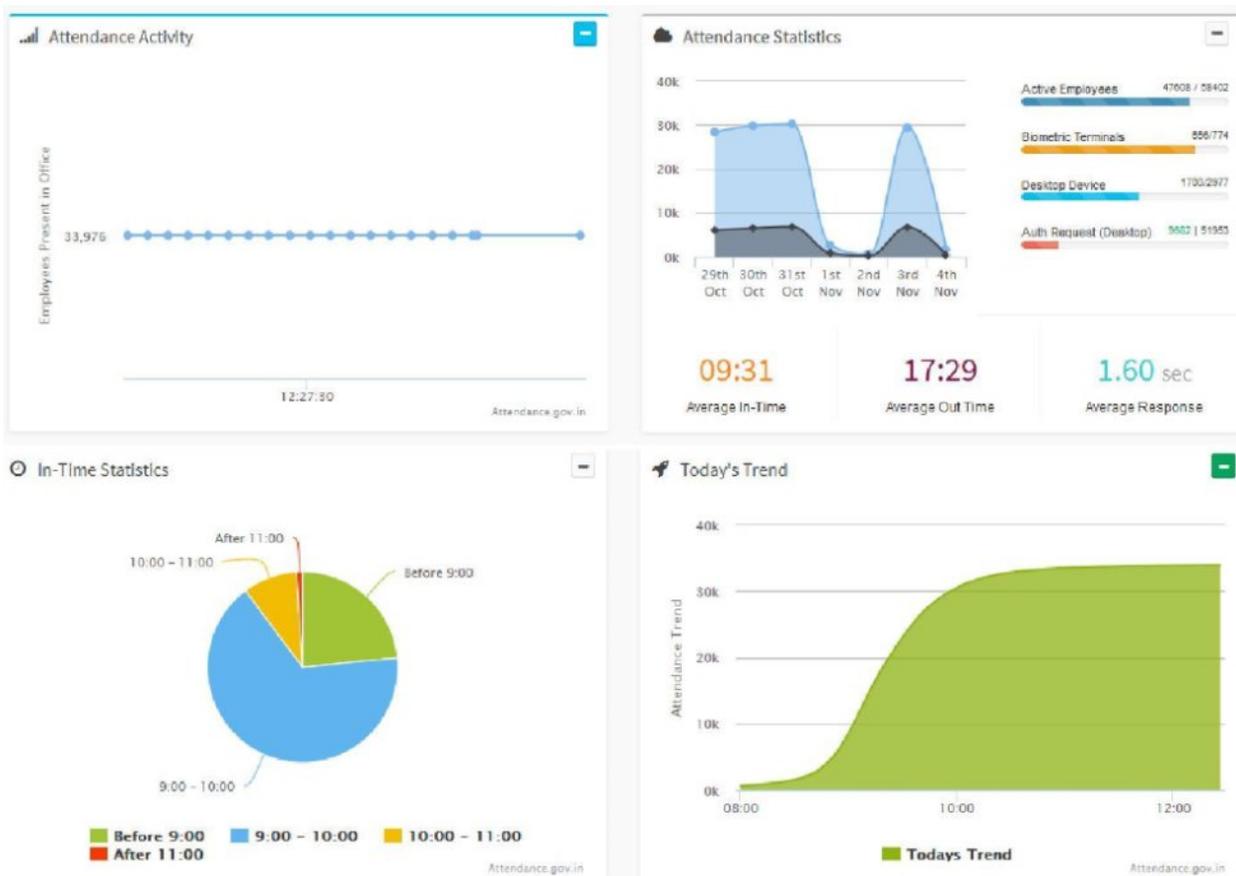


Aadhaar Enabled Biometric Attendance System (Employee User Manual)



1. Dashboard

- 1.1 Organization: Total Organization registered in the system with their details.
- 1.2 Registered Employees: Organization wise Registered Employees
- 1.3 Present Today: Organization wise present employees.
- 1.4 Active Devices: Organization wise Device report.
- 1.5 Graphs: Attendance Activity graphs, Attendance Statistics, In-Time Statistics
Pie chart and
Today's Trend graph.



Aadhaar Enabled Biometric Attendance System

(Employee User Manual)

For employee login and registration open your organizations attendance portal.

2. Registration: Click on "Employee Registration"



.On click shall open a new screen to register the profile. Read the instructions and fill the registration form. Registration is divided into two parts. Personal Details and Organization Details.

Employee Registration create on-boarding request

Home > Employee Registrati

Personal Details Organization Details

Employee Name *

Enter Employee Name

Date of Birth **Gender ***

dd----yyyy Gender

Enter Aadhaar Number *

Enter Aadhaar Number

E-Mail *

E-Mail

Mobile No. *

eg 9876512345

Next

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY)
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number
5. Enter your email.
6. Enter your 10 digit mobile number.
7. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
8. Select the name of your Organization, it will assist you in completing the name as you key in, if the name is available in our database.
If your organization does not list, please get in touch with your Organization's Nodal Officer to get your organization listed.
9. Select Employee Type
10. Enter the name of your Division/Unit within the Organization (you can choose from suggestions)
11. Select your Designation (only when Employee Type is Government)
12. Select your office location.(e.g. your office building name)
13. Upload your scanned/digital picture in ".jpg" format of max file size 150KB.
14. Please enter the captcha code.
15. Please review the form before submission.

Note:

a. If your Organization does not feature in the Organization list, please get in touch with your Nodal officer for getting the Organization on-boarded in the Attendance system.

b. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

c. 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).

Aadhaar Enabled Biometric Attendance System (Employee User Manual)

Employee Registration create on-boarding request Home > Employee Registrat

Personal Details Organization Details

Organization Name
National Informatics Centre (NIC) -DeitY

Employee Type * **Division/Unit within Organization ***
Select - Select Division/Unit -

Designation *
- Select Designation -

Office Location *
- Select Office Location -

Organization Employee Code
Enter Employee Code

Photograph (only .jpg format and size upto 150 KB) *
Browse... No file selected.

Enter the code exactly as it appears: * **yapaai** Not readable? Change text.

Confirmation Code

Disclaimer : I agree that I am using this system only for attendance marking and I have no objection in using my aadhaar number for verifying data from UIDAI as per aadhaar act 2016.

Submit

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name.
2. Enter date of birth (format DD-MM-YYYY)
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number
5. Enter your email.
6. Enter your 10 digit mobile number.
7. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
8. Select Employee Type
9. Select the name of your Division/Unit within the Organization
10. Select your Designation (only when Employee Type is Government)
11. Select your office location.(e.g. your office building name)
12. Upload your recent scanned/digital picture in ".jpg" format of max file size 100 KB.
13. Please enter the captcha code.
14. Please review the form before submission.

Note:

a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.

c. 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).

 Login

3. Employee Login: Click on the Login

Login to BAS

[Forgot Password](#)

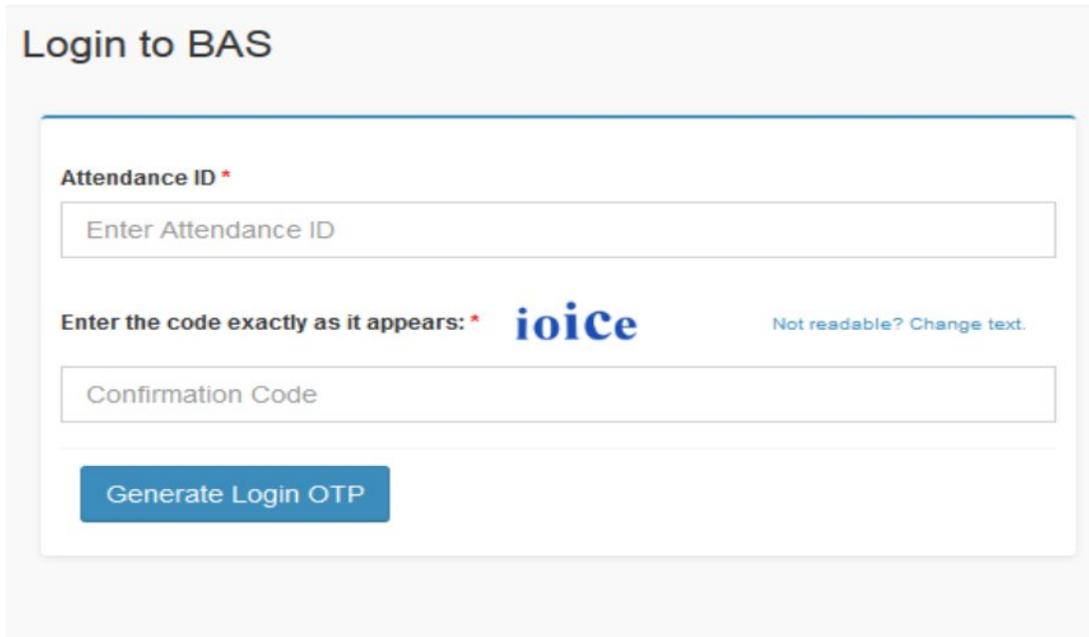
[Don't have an account? Click here](#)

Sign me in

Aadhaar Enabled Biometric Attendance System

(Employee User Manual)

First time registered employee click on the "Don't have an account". This will open a new screen.



Login to BAS

Attendance ID *

Enter Attendance ID

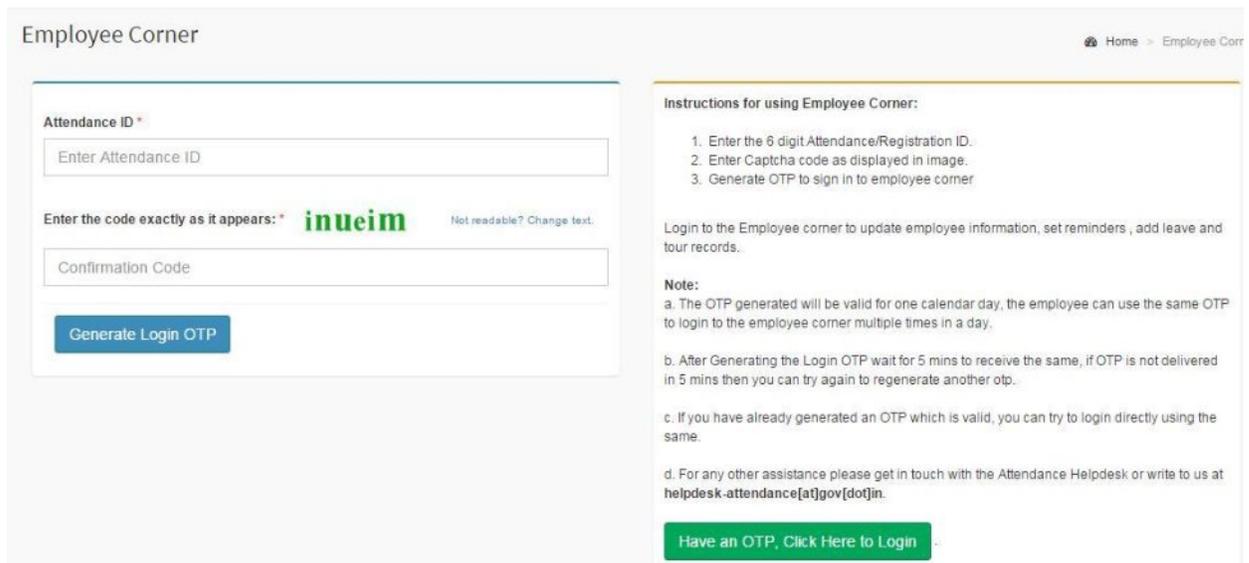
Enter the code exactly as it appears: * **ioice** [Not readable? Change text.](#)

Confirmation Code

[Generate Login OTP](#)

Here employee has to input a attendance ID received in registered mobile no along with captcha code as it appears. Then click on "Generate Login OTP". A OTP is sent to registered mobile no. Input the same in new screen.

Fill the attendance Id and generate the OTP, that will sent on your mobile and login with the received OTP code.



Employee Corner Home > Employee Corr

Attendance ID *

Enter Attendance ID

Enter the code exactly as it appears: * **inueim** [Not readable? Change text.](#)

Confirmation Code

[Generate Login OTP](#)

Instructions for using Employee Corner:

1. Enter the 6 digit Attendance/Registration ID.
2. Enter Captcha code as displayed in image.
3. Generate OTP to sign in to employee corner

Login to the Employee corner to update employee information, set reminders, add leave and tour records.

Note:

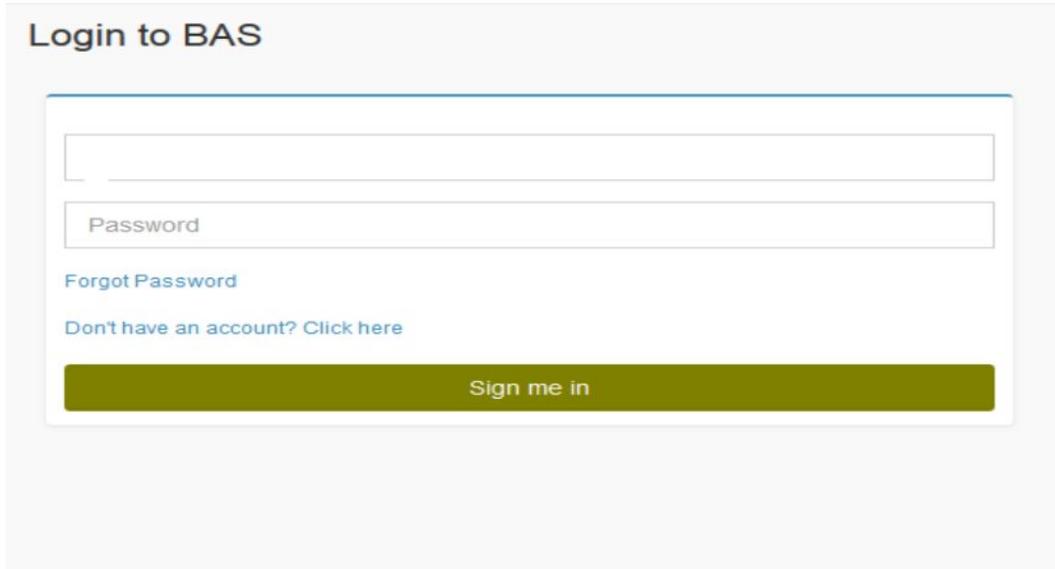
- a. The OTP generated will be valid for one calendar day, the employee can use the same OTP to login to the employee corner multiple times in a day.
- b. After Generating the Login OTP wait for 5 mins to receive the same, if OTP is not delivered in 5 mins then you can try again to regenerate another otp.
- c. If you have already generated an OTP which is valid, you can try to login directly using the same.
- d. 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).

[Have an OTP, Click Here to Login](#)

Aadhaar Enabled Biometric Attendance System (Employee User Manual)

Once everything is successful, employee can login to the portal as follows.

Fill the attendance Id and password. On successful Logged-in will take employee to Home Screen.



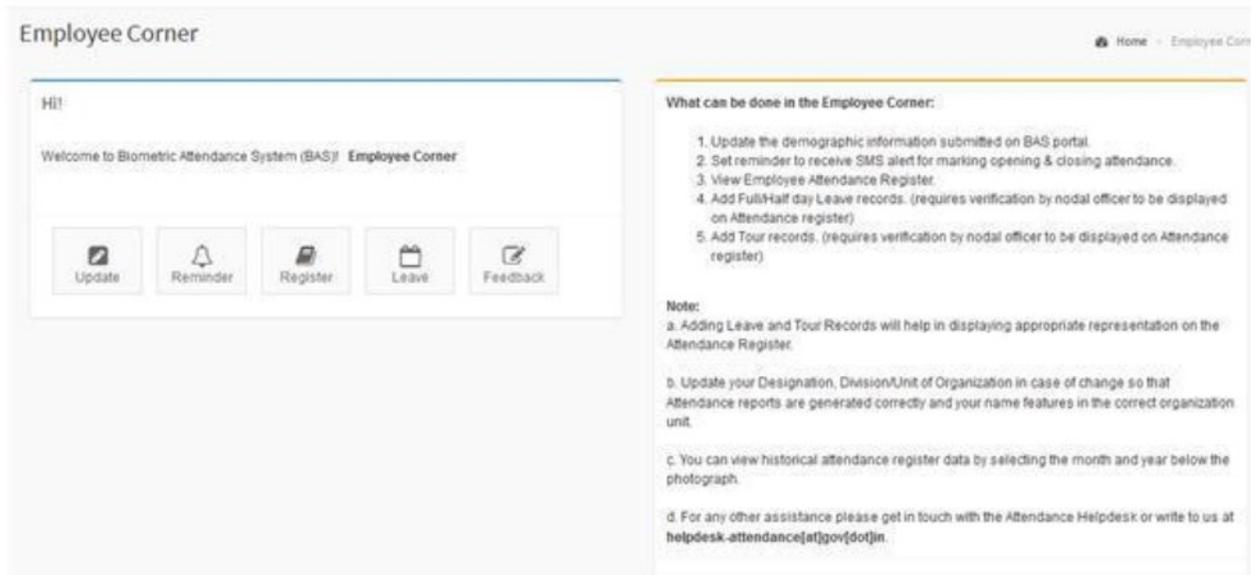
Login to BAS

[Forgot Password](#)

[Don't have an account? Click here](#)

Sign me in

4. My Home: You can view and update your profile using available links.



Employee Corner Home - Employee Cor

Hi!

Welcome to Biometric Attendance System (BAS) **Employee Corner**

[Update](#) [Reminder](#) [Register](#) [Leave](#) [Feedback](#)

What can be done in the Employee Corner:

1. Update the demographic information submitted on BAS portal.
2. Set reminder to receive SMS alert for marking opening & closing attendance.
3. View Employee Attendance Register.
4. Add Full/Half day Leave records. (requires verification by nodal officer to be displayed on Attendance register)
5. Add Tour records. (requires verification by nodal officer to be displayed on Attendance register)

Note:

- a. Adding Leave and Tour Records will help in displaying appropriate representation on the Attendance Register.
- b. Update your Designation, Division/Unit of Organization in case of change so that Attendance reports are generated correctly and your name features in the correct organization unit.
- c. You can view historical attendance register data by selecting the month and year below the photograph.
- d. 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).

Aadhaar Enabled Biometric Attendance System (Employee User Manual)

4.1 Update Information: To update your Personnel and organization details.

Employee Registration Update Employee Information

Home - Update Employee Information

Personal Details Organization Details

Employee Name *
user name

Mobile No. *
10 digit mobile no.

E-Mail *
valid email id

Next

user Photo

Instructions to update Employee Information.

1. Aadhaar number is not allowed to be edited.
2. Correct only the fields where you require correction
3. Submit the corrected information.
4. Upload your scanned JPG pic of max file size 100kb.
5. Please review the form thoroughly before submission.

Note:

- a. Please ensure that the data is updated carefully; if you are unable to do it yourself please contact your concerned officer for support.
- b. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.
- c. 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).

4.2 Attendance Register: To check your attendance status of the month and punch in and out time details. Using [Load Register](#)

Employee Corner Attendance Register

Home - Employee Corner - View Attendance Register

User Photo

Name	Gaurav Singh
Designation	Others
E-Mail	ga****@gmail.com
Mobile	XXXXX x 4403

Data for Month

10-2014

Load Register

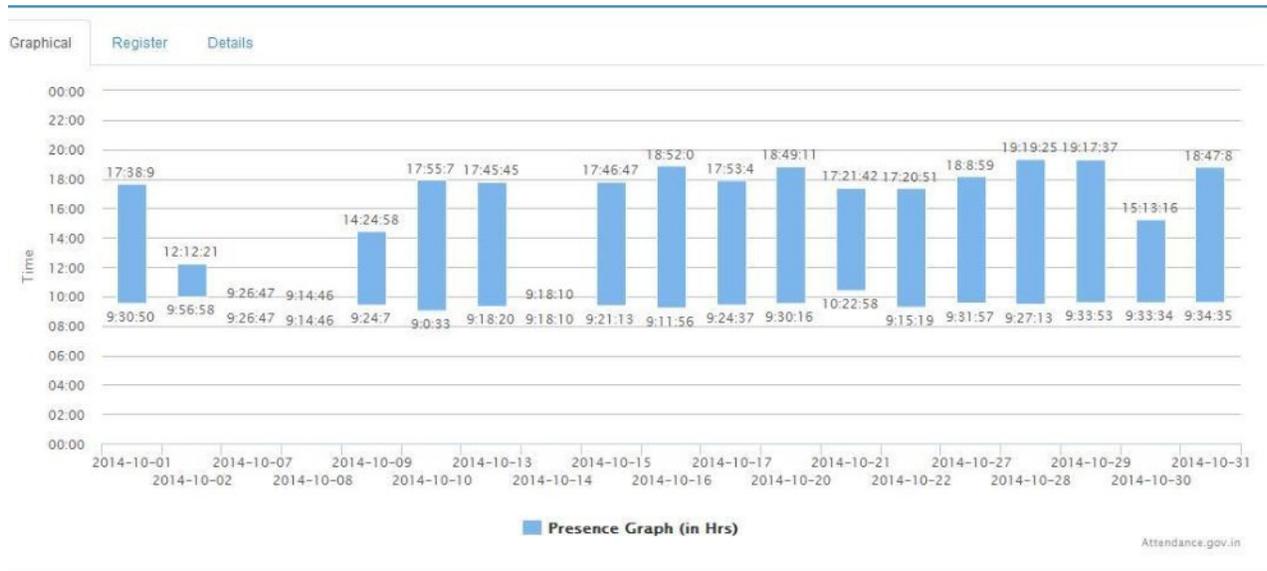
Organization	National Informatics Centre (NIC) -DeitY
Division/Unit	
Office Location	CGO Complex A- Block
Activity Today	
In Time	05-11-2014 09:42:15
Out Time	
Average Response Time	

contact your concerned officer for support.

- a. Please ensure that the data is updated carefully; if you are unable to do it yourself please contact your concerned officer for support.
- b. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.
- c. 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).

Aadhaar Enabled Biometric Attendance System (Employee User Manual)

4.2.1 Graphical view:



4.2.2 Register View:



4.2.3 Details:

S. No	Date	Location (In)	Location (Out)	In Time	Out Time	Stay (in Hrs)	Status
1	01-10-2014	CGO Complex A- Block	CGO Complex A- Block	01-10-2014 09:30:50	01-10-2014 17:38:09	08:07:19	Closed
2	02-10-2014	CGO Complex A- Block	CGO Complex A- Block	02-10-2014 09:56:58	02-10-2014 12:12:21	02:15:23	Closed
3	07-10-2014	CGO Complex A- Block		07-10-2014 09:26:47		00:00:00	Open
4	08-10-2014	CGO Complex A- Block		08-10-2014 09:14:46		00:00:00	Open
5	09-10-2014	CGO Complex A- Block	CGO Complex A- Block	09-10-2014 09:24:07	09-10-2014 14:24:58	05:00:51	Closed
6	10-10-2014	CGO Complex A- Block	CGO Complex A- Block	10-10-2014 09:00:33	10-10-2014 17:55:07	08:54:34	Closed
7	13-10-2014	CGO Complex A- Block	CGO Complex A- Block	13-10-2014 09:18:20	13-10-2014 17:45:45	08:27:25	Closed
8	14-10-2014	CGO Complex A- Block		14-10-2014 09:18:10		00:00:00	Open
9	15-10-2014	CGO Complex A- Block	CGO Complex A- Block	15-10-2014 09:21:13	15-10-2014 17:46:47	08:25:34	Closed

Aadhaar Enabled Biometric Attendance System

(Employee User Manual)

5. Reminders: Set Opening and Closing attendance reminders.

5.1 Opening Attendance Reminder

Employee Corner set opening attendance reminder

Home > Employee Corner > Reminders - Opening Attendance

Select Opening Attendance Reminder Time:
02:00

Reminder for in-time not set
Reminder Message *

Reminder Active Reminder De-activated

Update

Instructions for setting up reminder

1. Select the time for Opening Attendance marking alert.
2. Enter the message you want to receive.
3. In case updating your reminder please check whether the service is active/inactive.

Note:
a. Employee can set custom reminders with custom message, these messages are delivered on mobile through SMS service.
b. 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).

5.2 Closing Attendance Reminder

Employee Corner set closing attendance reminder

Home > Employee Corner > Reminders - Closing Attendance

Select Closing Attendance Reminder Time:
00:00

Reminder for out-time not set
Reminder Message *

Reminder Active Reminder De-activated

Update

Instructions for setting up reminder

1. Select the time for Closing Attendance marking alert.
2. Enter the message you want to receive.
3. In case updating your reminder please check whether the service is active/inactive.

Note:
a. Employee can set custom reminders with custom message, these messages are delivered on mobile through SMS service.
b. 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).

6. Leave: To add and view your leaves

6.1 Add Leave

Add Leave employee leave record

Home > Employee Corner > Add Leave

Leave Type *
- Select -

Leave Category *
- Select -

Description
Reason

Submit

Instructions for adding a leave record

1. Select Leave type
2. Select Leave category
3. Enter the leave start and end date in dd-mm-yyyy format
4. Enter the leave description.

Note:
a. Employee leave record added in the leave register will be represented accordingly in the employee attendance register.
b. 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).

6.2 View Leave: To view and search your leaves.

Leave employee leave record

Home > Employee Corner > Leave Record

Start Date Search by Date

Sl.No.	Leave Type	Leave Start Date	Leave End Date	Description	Action
--------	------------	------------------	----------------	-------------	--------

Aadhaar Enabled Biometric Attendance System (Employee User Manual)

7. Tour: To add and view your Tour.

7.1 Add Tour

Home > Employee Corner > Add T

Tour Start Date **Tour Start Date**

Select Tour Start Date Select Tour End Date

Description

Reason

Submit

Instructions for adding a tour record

1. Enter the tour start and end date in dd-mm-yyyy format
2. Enter the tour description.

Note:

- a. Employee tour record added will be represented accordingly in the employee attendance register.
- b. For any other assistance please get in touch with the Attendance Helpdesk or write to us at helpdesk-attendance[at]gov[dot]in

7.2 View Tour: To view and search your Tours.

Home > Employee Corner > Tour Records

Start Date Search by Date Search Clear

Sl.no.	Tour Start Date	Tour End Date	Description	Action
--------	-----------------	---------------	-------------	--------

8. Bas Reports: To view reports related to attendance. On click on BAS Reports a new screen shall open.



Status Report of AEBAS

1. Employee Attendance

Aadhaar Enabled Biometric Attendance System

(Employee User Manual)

8.1 Employee Attendance: To view and download attendance of a single month on selection of Month and Year.

Year: 2016 ▾

Select Month: January ▾

Submit

On click on submit; attendance shall be visible along with Download option.

Aadhaar Enabled Biometric Attendance System (Employee User Manual)

[Download Report](#)

Employee Attendance report for the month of July 2016

Employee Details		Current Organization Nodal Officer Details	
Emp Id	: xxxxxxxx		Nodal Officer Name : xxxxxx
Designation	: Project Manager (NG)		Nodal Officer Designation: xxxxxxxx
Name	: Lokesh Mani		Nodal Officer Email : xxxxxxxx
Date of Birth	: 2xxxxxxxxx		Nodal Officer Mobile : xxxxxxxx
Current Organization	: National Informatics Centre (NIC) -DeitY		
Email	: xxxxxxxxxxxxxxxxxxxxxxxx		
Aadhaar	: xxxxxxxxxxxx		

Total Working hours during the month:	: 182:18:13
Closed Attendance:	: 20
Unclosed Attendance	: 0
Total Attendance:	: 20
Average Stay per day:	: 09:35:44

Employee Working more than 8.5 hours
Employee Working more than 4 hours but less than 8.5 hours
Employee Working less than 4 hours

Attendance Details (National Informatics Centre (NIC) -DeitY)

S.No.	Date	In Time	Out Time	Stay Duration (hh:mm:ss)
1	01-07-2016	09:13:07	18:32:59	09:19:52
2	04-07-2016	09:28:05	18:29:51	09:01:46
3	05-07-2016	09:23:13	19:01:40	09:38:27
4	06-07-2016	09:20:42	18:27:09	09:06:27
5	08-07-2016	09:22:42	18:10:22	08:47:40
6	11-07-2016	09:09:34	18:14:55	09:05:21
7	12-07-2016	09:18:55	18:28:03	09:09:08
8	13-07-2016	09:10:34	18:15:38	09:05:04
9	14-07-2016	09:17:17	18:29:53	09:12:36
10	15-07-2016	09:17:56	18:14:48	08:56:52
11	18-07-2016	09:29:14	18:32:50	09:03:36
12	19-07-2016	09:20:38	18:19:15	08:58:37
13	20-07-2016	10:21:04	18:50:49	08:29:45
14	21-07-2016	09:17:34	18:12:18	08:54:44
15	22-07-2016	09:13:13	18:17:03	09:03:50
16	25-07-2016	09:14:02	18:50:42	09:36:40
17	26-07-2016	09:19:44	18:34:09	09:14:25
18	27-07-2016	09:25:34	18:40:04	09:14:30
19	28-07-2016	09:23:21	18:10:07	08:46:46
20	29-07-2016	09:16:09	18:49:16	09:33:07

Aadhaar Enabled Biometric Attendance System (Employee User Manual)

9. Tour: To add and view your Tour.

9.1 Apply Tour: To add tour by selecting tour category and input of description.

Add Tour employee tour record

Home > Employee Corner > Add Tour

Tour Category *
- Select -

Description
Reason

Submit

Instructions for adding a tour record

1. Enter the tour start and end date in dd-mm-yyyy format
2. Enter the tour description.

Note:

- a. Employee tour record added will be represented accordingly in the employee attendance register.
- b. 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).

9.2 View Tour: To view list of added tours by a employee.

Tour employee tour record

Home > Employee Corner > Tour Records

Start Date [v] [Calendar icon] Search by Date [Search] [Clear]

SL.no.	Tour Category	Tour Start Date	Tour End Date	Description	Action
No Records					

10. Feedback: Submit your feedback if any to attendance.gov.in



Employee Corner feedback

Home > Employee Corner > Feedback

Subject *
Subject

Feedback Type *
- Select -

Description *
Not more than 200 words

Submit

Instructions to send Feedback.

1. Enter the Subject of the Feedback.
2. Choose Feedback Type from the drop-down list.
3. Enter the description.
4. Please review the form thoroughly 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).