

1<sup>st</sup> Open your attendance machine and configure wifi or insert Airtel sim card (airtel sim card provided by location user)

2<sup>nd</sup> install there app (1<sup>st</sup> SleepNWake.apk, 2<sup>nd</sup> BASLauncher.apk, 3<sup>rd</sup> BAS\_Client\_v2.458.apk)

3<sup>rd</sup> Attendance machine mount on wall (asper provided by user)

Open URL [www.attendance.gov.in](http://www.attendance.gov.in)

Click on login

Attendance.gov.in | Dashboard

\*Employee hierarchy is now incorporated in BAS. Pl login as an employee with your attendance id & update your

### Dashboard

500 Organizations

110873 Registered Employees

61611 Present Today

3896 Active Devices

#### Attendance Activity

#### Attendance Statistics

Active Employees	75147 / 110873
Biometric Terminals	797/1002
Desktop Device	3099/4401
Auth Request (Desktop)	33893 / 118790

09:26 Average In-Time

17:49 Average Out-Time

2.26 sec Average Response

attendance.gov.in/login

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Type user name and password- (Provide by location User)

### Sign In

Username

Password

Sign me in

Activate Windows  
Go to PC settings to activate Windows.

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1<sup>st</sup> Click on Manager Masters

2<sup>nd</sup> click on device Location

3<sup>rd</sup> Click Add Division/UNIT

Attendance.gov.in

Manage Masters | Dashboard

Division/Unit within Organization

Search Division/Unit  Search

S.No	Division ID	Division/Unit Name	Creation Date	Status		
1	003860	Aadhar Enabled Authentication	2014-11-28 14:33:47	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>
2	003861	Accounts Informatics	2014-11-28 14:34:26	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>
3	003862	Administration	2014-11-28 14:34:58	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>
4	003863	Administration -I	2014-11-28 14:35:10	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>
5	003864	Administration -II	2014-11-28 14:35:26	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>
6	003865	Administrative Reforms and Public Grievances	2014-11-28 14:36:06	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>
7	003168	aead	2014-11-18 17:02:16	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>
8	003866	Agriculture Cooperation	2014-11-28 14:36:40	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>
9	003867	Animal Husbandry, Dairying and Fisheries	2014-11-28 14:37:33	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>
10	003868	Application Security	2014-11-28 14:37:56	Active	<input type="button" value="Deactivate"/>	<input type="button" value="Edit"/>

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Enter Device location name Example – Reception or 1<sup>st</sup> floor

Select office location EXM -DEM O Gujarat

Manage Master | Dashboard

attendance.gov.in/manager/deviceloc

Add a Device Location

Device Location Name\*

Office Location\*  
- Select Office Location -  
- Select Office Location -  
Bahadur Shah Zafar Marg  
Central District, Daryaganj  
CGO Complex A- Block  
Deen Daya upadhyaya Marg  
Delhi Secretariat - I, P Estate  
Demo Bhopal, MP-1  
Demo Gujarat  
Demo NIC office Location  
DMRC Building, Shastri Park  
East District, Geeta Colony  
Krishi Anusandhan Bhavan I, Pusa  
Krishi Bhawan  
Lok Nayak Bhawan  
MEA- Patiala House  
National Data Center Shastri Park  
New Delhi District, Jam Nagar House  
NIC Delhi State Unit  
Nirman Bhawan New Delhi  
North District, 1 Kirpa Narayan Marg

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then Click on Submit

Attendance.gov.in

Manage Master

Add a Device Location

Device Location Name \*  
Reception

Office Location\*  
Demo Gujarat

Close Submit

then Click on Submit

S.No.	Office Location	Device Location	Edit	Status
1	Tughlaqab		Edit	Deactivate
2	CGO Complex A- Block		Edit	Deactivate
3	CGO Complex A- Block	A1B4-Bay-Third Floor	Edit	Deactivate
4	CGO Complex A- Block	A1b5-bay-Fourth Floor	Edit	Deactivate
5	CGO Complex A- Block	A1B6-Bay-Fifth Floor	Edit	Deactivate
6	CGO Complex A- Block	A1B7-Bay-Sixth Floor	Edit	Deactivate
7	CGO Complex A- Block	A1B8-Bay-Seventh Floor	Edit	Deactivate
8	CGO Complex A- Block	A2B3-2nd Floor Savta Dawar (STD)CAD Group	Edit	Deactivate
9	CGO Complex A- Block	A2B3-Bay-Second Floor	Edit	Deactivate
	CGO Complex A- Block	A2B5-Bay-Fourth Floor	Edit	Deactivate

### NEXT STEP – how to add Biometric Admin

1<sup>st</sup> Click on Manage Device

2<sup>nd</sup> Click on Biometric Admin

3<sup>rd</sup> Click on Add Biometric Admin

Biometric Admin | Dashboard

attendance.gov.in/device/bioadmin

Attendance.gov.in

Manage Device

whitelisted Biometric Admin

Biometric Admin

Search Biometric Admin Name

Search Clear

Add Biometric Admin

S. No.	Office Location	Aadhaar	Admin Name	Mobile	E-Mail	Edit	Status
1	Bahadur Shah Zafar Marg	236153439964	nehatest	9910038690	neha.upadthay@tcs.com	Edit	Activate
2	NIC Delhi State Unit	256815661222	Cathrine Gladys Gnanaselvi,A	9868457559	c.gladys@nic.in	Edit	Deactivate
3	CGO Complex A- Block	294604639216	Rajiv Rathi	9818300454	rajiv@nic.in	Edit	Deactivate
4	NIC Delhi State Unit	298379744932	Yogesh Tanwar	9810563409	y.tanwar@nic.in	Edit	Deactivate
5	South-West District, kapashera	306878140196	Kulwant	9899547823	kykulwant@gmail.com	Edit	Deactivate
6	NIC Delhi State Unit	341632111297	Vinay Bhushan	9968204793	vinayb@nic.in	Edit	Deactivate
7	CGO Complex A- Block	349959525512	s c dogra	9810481030	sc_dogra@yahoo.com	Edit	Activate
8	NIC Delhi State Unit	387260152399	Sanjeev Kumar Sharma	9990745500	sanjeevk.sharma@nic.in	Edit	Deactivate
9	CGO Complex A- Block	427553853170	Rakesh kumar	8826631333	rakesh.rana@nic.in	Edit	Deactivate

1<sup>st</sup> select office location

Then fill all the blanks box provided by location admin

Click on add biometric admin

Attendance.gov.in

Dashboard

Console

Manage Masters

Manage Device

Manage Employee

Reports

Leaves

Tours

Holidays

User Manager

Change Password

Logout

Manage Device add Biometric Admin

Home Manage Device Biometric Admin Add New

Add a Biometric Admin

Office Building Location \*

- Select Office Location - Please select an item in the list.

Admin Aadhaar \*

Admin Name \*

Admin Mobile \*

Admin Email \*

Add Biometric Admin

Instructions to add Biometric Admin in BAS:

1. Select the Organization Name.
2. Select the Office Building Location.
3. Enter the Aadhaar number of the Biometric Admin to be white listed for device activation.
4. Enter Biometric Admin Name.
5. Enter a valid 10 digit mobile number .
6. Enter a valid E-mail address.
7. Please review the form before submission.

Note:

a. Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops).

b. Please add authenticated users only. The Aadhaar number and Name will be verified with UIDAI for validity. Biometric Admins with incorrect information will be de-activated automatically.

c. Biometric Admins should have valid aadhaar number before addition.

Activate Windows  
Go to PC settings to activate Windows.

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Next Step – How to Generate Activation Code

1<sup>st</sup> click on manager device

2<sup>nd</sup> click on activation code

3<sup>rd</sup> Select location EXM -DEMO Gujrat

4<sup>th</sup> select biometric admin

5<sup>th</sup> click on Generate Activation code

Attendance.gov.in

Dashboard

Console

Manage Masters

Manage Device

Biometric Admin

Activation Code

Active Device

Inactive Device

Manage Employee

Reports

Leaves

Tours

Holidays

User Manager

Change Password

Manage Device generate device activation code

Home Manage Device Activation Code

Generate Device Activation Code

Office Building Location \*

- Select Location -

Biometric Admin \*

- Select Biometric Admin -

Generate Activation Code

Instructions to Generate Device activation code:

1. Select the Organization Name.
2. Select the Office Building Location.
3. Select the Biometric Admin.
4. Please review the form before submission.

Note:

a. After you press "Generate Activation Code", a six digit activation code is sent to the e-mail and mobile of the selected biometric admin only.

b. Device Activation Code is required to register the devices (Tablets & Desktop) software in the Attendance System.

c. To complete the registration of the device software, the biometric admin is also required to authenticate his/her biometric credentials with the Aadhaar system, through the Device being activated for Biometric Attendance System (BAS).

d. The activation code is valid through the generation date only. (e.g a activation code generated on 15-09-2014 will be valid for the same date only)

Activate Windows  
Go to PC settings to activate Windows.

11:35 AM  
3/18/2015

Note Down This Code and put in your Device

The screenshot shows a web browser window with the URL `attendance.gov.in/device/activate`. The page title is "Manage Device" with a sub-header "generate device activation code". A green success message states: "Device Activation Code successfully generated." Below this, the user's records are listed: Device ID: 020988, Biometric Admin: Mayank Nagar, Aadhaar Number: 850623221310, Mobile no: 0989336486, and E-Mail: nagar.mayank@nic.in. The generated Device Activation Code is **576586**. To the right, a box titled "Instructions to use Device Activation Code in BAS:" contains a 7-step process: 1. Install the Software on Tablet or Desktop device. 2. After Installation it will ask for the six digit code, enter the same as received in your biometric admin's email/mobile. 3. After the activation code is verified, you will be asked to choose the Entry Point Location. 4. Select the Location. 5. After the entry point is selected, the Biometric admin will be asked to provide his/her biometric credentials (either IRIS/ Fingerprint depending on the Biometric device plugged to the Tablet/desktop device). 6. The Biometric data is then verified using the Aadhaar system, if the authentication is successful, the software is registered and ready for use. 7. If the Authentication fails, start again from step one. Below the instructions, a "Note:" section provides additional details: a. Device Activation code should be used within the same day as it is valid for the generation date only. b. Entry Point Location is the physical location of the Tablet/Desktop device where it has been installed. c. Please ensure that you have properly created the master data for the entry Points in the Portal. At the bottom right, there is an "Activate Windows" watermark with the text "Go to PC settings to activate Windows." The Windows taskbar at the bottom shows the time as 11:46 AM on 3/18/2015.