

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

2nd install there app (1st SleepNWake.apk, 2nd BASLauncher.apk, 3rd BAS_Client_v2.458.apk)

3rd Attendance machine mount on wall (asper provided by user)

Open URL 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

Biometric Attendance System

- 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

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.

1st Click on Manager Masters

2nd click on device Location

3rd Click Add Division/UNIT

Attendance.gov.in

Manage Masters | Dashboard

Division/Unit within Organization

Search Division/Unit

| 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"/> |

Enter Device location name Example – Reception or 1st 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

| S.No. | Office Location | Edit | Status |
|-------|----------------------|-------------------------------------|---|
| 1 | Tughlaqab | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |
| 2 | CGO Complex | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |
| 3 | OGO Complex | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |
| 4 | OGO Complex | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |
| 5 | CGO Complex | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |
| 6 | CGO Complex | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |
| 7 | OGO Complex | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |
| 8 | CGO Complex A- Block | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |
| 9 | CGO Complex A- Block | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |
| 10 | CGO Complex A- Block | <input type="button" value="Edit"/> | <input type="button" value="Deactivate"/> |

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 | Status |
|-------|----------------------|------------|
| 1 | Tughlaqab | Deactivate |
| 2 | CGO Complex A- Block | Deactivate |
| 3 | CGO Complex A- Block | Deactivate |
| 4 | CGO Complex A- Block | Deactivate |
| 5 | CGO Complex A- Block | Deactivate |
| 6 | CGO Complex A- Block | Deactivate |
| 7 | CGO Complex A- Block | Deactivate |
| 8 | CGO Complex A- Block | Deactivate |
| 9 | CGO Complex A- Block | Deactivate |

NEXT STEP – how to add Biometric Admin

1st Click on Manage Device

2nd Click on Biometric Admin

3rd Click on Add Biometric Admin

Biometric Admin | Dashboard

attendance.gov.in/device/bioadmin

Attendance.gov.in

Manage Device

whitelisted Biometric Admin

Search Biometric Admin Name

Search Clear

Add Biometric Admin

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

1st 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.

7:51 PM
3/17/2015

Next Step – How to Generate Activation Code

1st click on manager device

2nd click on activation code

3rd Select location EXM -DEMO Gujrat

4th select biometric admin

5th 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. A "Note:" section follows with three points: 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.