Aadhaar Enabled Biometric Attendance System (AEBAS)

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Salient Features AEBAS

• Biometric Attendance System is based on Aadhaar Authentication [Fingerprint(FP) and Iris Based Authentication].
• It is an attendance system with real time monitoring.
• The system has comprehensive MIS.
• It is compatible with multiple platforms (Windows, Android) and devices (FP for Desktop and Tablets).
• Time taken to Record Attendance is as low as 1-2 Seconds on Wi-Fi.
• The System has an in-built leave management system wherein an employee can be marked “on leave” so that the system recognizes him/her as on leave.
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The Dashboard

The details displayed
- **Organization**: Total Organization registered in the system with their details.
- **Registered Employees**: Organization wise Registered Employees
- **Present Today**: Organization wise present employees.
- **Active Devices**: Organization wise Device report.
- **Graphs**: Attendance Activity graphs, Attendance Statistics, In-Time Statistics, Pie chart and Today’s Trend graph.
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Steps to BAS implementation

1. Identification of Nodal Officer.
2. On-boarding of Organization.
3. Creation of masters by Nodal Officer.
4. Registration of Employee.
5. Procurement of Devices (Parallel activity).
7. Site Identification and Preparation (Parallel activity).
8. Installation of Devices and BAS software.
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Site Preparation

• Procurement of Devices by Department:
  1) Fortuna DGS& D Rate Contract
• Procurement of Wi-Fi Access Points/ Data SIM for Tablet.
• Provision of Power Point and Cabling required at device locations.
• Provision of Internet connection to desktop computers with Internet connection.
• NIC will provide necessary Technical Guidance and help for
  – On-Boarding of the Organization process.
  – Software installation process.
  – Operationalisation of AEBAS process.
Step 1. Identification of Nodal Officer

To facilitate the implementation of the Biometric attendance system, the Department shall nominate a **Nodal Officer** who will be responsible for

- On-boarding,
- Creation of the masters,
- Adding of biometric Admin,
- Managing devices location,
- BAS installation (with technical guidance from NIC)
- And maintenance/monitoring.
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Step 2 : On boarding of the Organization

1. Send a email to helpdesk-attendance@gov.in to register the organization (enclosing the scanned copy of the signed on-boarding form in .jpg format).

2. Once the domain created, the same On-boarding form has to be submitted online.

3. The sub-domain creation can be checked in the URL
   For Delhi: http://attendance.gov.in
   For ROI: http://central.attendance.gov.in
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On-boarding procedure

1. Select the ‘Organization Registration’ link from central.attendance.gov.in

2. Select the option Download On-boarding Form
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On-Boarding Form

1. After filling the downloaded On-boarding form with all the required information, it has to be signed by the Head of the organization/department, with the organization stamp/seal.

2. The form has to be scanned and stored in ".jpg" format of max file size 200 Kb.
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Procedure for uploading the on-boarding form

1. Select the name of your organization from the drop down box. (If the organization name is not shown. Send email to helpdesk-attenadnce.gov.in).
2. Enter the required information.
3. Upload the scanned copy of the filled in download on-boarding
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Procedure on successful On-boarding of the Organization

1. Nodal officer will then be sent an email by the system giving **username** and a **password** i.e. the Nodal Officer Login.

2. **One Time Password (OTP)** will be sent to the nodal officer email and mobile.

3. To verify the form data submitted, the username and password needs to be entered again on the portal for verification.
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Nodal Officer Login

Select the ‘Login ‘ link in the xyz.attendance.gov.in portal
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Nodal Officer Login
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Manage Masters

This is to manage the Master details of organization such as Divisions, Employee Designations, Office Locations, Device Locations and Office In time and Out time.
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Manager Masters

Division/Units:
It provides the provision for searching and adding the new division and also update and Deactivate existing division

![Image of AEBAS interface showing Divisions/Units and options to add or deactivate]

Click to add division/units

Divisions/Units
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Employee Designation

It provides the provision to add the new designation and update the existing Designation of the organization as shown below.
The designation from the existing list can be selected, if a particular designation is **not available in the list**, an e-mail request has to be sent to [helpdesk-attendance@gov.in](mailto:helpdesk-attendance@gov.in) for adding the new designation in the list.
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Office Locations
To create, update and Deactivate the office location (building).
The office location from the existing list can be selected, from the dropdown list. If a particular office location is **not available in the list**, an e-mail request has to be sent to helpdesk-attendance@gov.in for adding the new office location in the list.
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Device Location

To Search, Update, Deactivate and Add new BAS device locations.
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Office Timings

To Set or update the office In and Out timings
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Installation of the BAS software

The BAS software can be downloaded for the Desktop/Tablet by selecting the Console option.
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Manage Device: To manage the organization Devices.

a). Biometric Admin:
To search, edit, deactivate and add new Biometric Admin. (the Biometric Admin need to be registered as an employee before registering as Biometric Admin)
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b). Activation Code: Procedure for Generating the Device activation code
   1). Select the Organization Name.
   2). Select the Office Building Location.
   3). Select the Biometric Admin.

![Activation Code Procedure](image-url)
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• Select "Generate Activation Code", a six digit activation code is sent to the e-mail and mobile of the selected biometric admin only.

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

• 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).

• The activation code is valid through the generation date only. (e.g. a activation code generated on 01-01-2015 will be valid for the same date only)
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Adding Access Code in the BAS

1. The BAS will be invoked and access code for the device is fed into the system.

2. The device gets identified with the location and binds to a particular location and device.
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c). Active Device: To get the details of Active Devices

d). Inactive Device: To get the details of Inactive Devices
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Manage Employee: To manage the new employee requests, check his Aadhaar Status, verify the employee in attendance system and active, Inactive and transfer of the employee.

Employee New Request: To view and edit the details of requested employee.
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**Aadhaar Rejected Employees**: To check Aadhaar Rejected status of Requested employee.
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Aadhaar Verified Employee: To check Aadhaar verified Status of the Requested employee.
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**Active Employees:** To manage the details of active Employees and also deactivate the employee.
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In Active Employees: To activate and get the list of Inactive employees.
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**Search Employees:** To Search the employee and get their Details.

**Transfer Employees**

![Image of AEBAS system interface]

Search Employee
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REPORTS
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**Reports:** To get the various reports as attendance register, Advance Report, Date wise Attendance and Weakly/Monthly report.

a). **Attendance Register:** To get Attendance Register report between the date range.
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b). Advance Report: To generate the advance report and export data into Excel.
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Date wise Attendance Report: To get the date wise report and export data into excel.
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Weekly/Monthly Report: To generate the weekly/monthly report and export data into excel.
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Leaves: To manage the leaves of the employee.
  a). Add Leave Record: To add the leaves requested by employee into record which will reflect into his attendance Register.

Add Leave Record
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b). **Approved Leaves**: Search approved leaves of an Employee and take necessary action.

![Image of AEBAS interface showing Approved Leaves section]
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c). Leave Request: To get the leave requests of an employee and take necessary action.
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Tour: To add the tour of an employee into the records.

a). Add Tours:
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b). Approved Tours: To Get approved tour details of an employee.
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c) Tour Requests: To get the Tour Request details of an Employee.
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Holidays: To add holidays into records.
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**User Manager:** To Manage the Nodal officer admin roles and add new user as Admin.

1. **Add User:** To add the user and assign the Nodal Admin or Nodal Report Viewer role to the user.
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a.1). View Nodal Admin: To deactivate and reset the password of the Admin user.
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a.2) View Nodal Admin Report Viewer: To view and Manage the Nodal Admin Report viewer.
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**Change Password:** To change your Password.

![Change Password screenshot](image.png)
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Logout: Logout from the application
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Enter AEBS Registration id

Typical Wall Mounted Tablet PC
Designed for AEBS
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Insert finger for biometric capture, when light glows
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Desktop Based – Biometric Attendance Capture Device
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USB Type Finger print device – Connected through USB Port of Desktop/ Laptop
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Download the appropriate s/w for the device

Installation Guide for BAS software:

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.

Notes:
Biomometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktops).
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Process of Installation.

1. Unzip the **BAS_setup_v1.5.zip** file to a location on your PC.
2. Please check your Operating System compatibility. (right click on **My Computer** icon then click on properties)
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3. Open the folder where the contents of the file has been unzipped, Double click on the BASSsetup3.5.exe/ BASSsetup4.0.exe (as per .net framework).
4. Select the Operating System and the Window 32/64 bit for and hit the Next button
5. The installation will complete and will reboot your computer
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6. Go to C:\ drive and locate the folder Fingerprint Sensors
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7. Inside the **Fingerprint Sensors folder** locate the **Drivers folder** and install the device driver for the device to be used on the system for the **OS architecture 32/64 bit**
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8. Log on to the Attendance Portal and generate the device activation code. To activate a device please ensure the following are added on the portal:
   a. Office Location b. Biometric Admin c. Device Location

9. Please Step 1. To Step 8 is successfully completed.
10. Connect your biometric fingerprint/Iris device to your computer and then double click on the BAS icon on the desktop to launch the application.

12. Select the domain and application name for which the application has to be configured, if you are unsure of the domain please get in touch with the nodal officer/technical co-ordinator.

13. After the domain is selected the application will ask for Activation code. Enter the Device Activation code and press the Submit button, upon validation of the code, it will ask you to select a Entry Point/Device Location (location where the device will be installed)
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11. The application will open and launch the domain selection window.
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14. After Selecting the Entry Point hit the verify button and provide your biometric for authentication. Only successful authentication will activate the client.
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15. After the client is authorized restart the client and you can use for marking your attendance.
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Thank you !!!