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.
2. **Console:** To download Desktop application and Export the Employee Data.

![Download for Desktop](image1) ![Export Employee Data](image2)

**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.

**Note:**
Biometric Admin - are designated person who can register the Attendance Software on the BAS devices (Tablets & Desktop).

3. **Manage Master:** To manage the Master details of organization as Division, Employee Designation, office Locations, Device Location and office In time and Out Time.

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

   ![Manage Masters](image3)

   **Division/Unit within Organization**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Division ID</th>
<th>Division/Unit Name</th>
<th>Creation Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>001144</td>
<td>AAI Section</td>
<td>2014-08-19 03:41:42</td>
<td>Active</td>
<td>Disable [Edit]</td>
</tr>
<tr>
<td>2</td>
<td>001148</td>
<td>AD Section</td>
<td>2014-08-19 03:42:33</td>
<td>Active</td>
<td>Disable [Edit]</td>
</tr>
<tr>
<td>3</td>
<td>003330</td>
<td>Admin</td>
<td>2014-08-20 05:29:22</td>
<td>Active</td>
<td>Disable [Edit]</td>
</tr>
</tbody>
</table>

   **3.2 Employee Designation:** It provides the provision to add the new designation and update the existing Designation of the organization.

   ![Employee Designations](image4)

   **Employee Designations**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Employee Designation</th>
<th>Creation Date</th>
<th>Active Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3.3 **Office Locations:** To create, update, and Deactivate the office location (building).

<table>
<thead>
<tr>
<th>S. No</th>
<th>Location</th>
<th>Office Location Name</th>
<th>Creation Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>000019</td>
<td>Rajiv Gandhi Bhawan</td>
<td>2014-09-23 12:25:12</td>
<td>Active</td>
</tr>
</tbody>
</table>

3.4 **Device Location:** To search, update, Deactivate and Add new device location.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Office Location</th>
<th>Device Location Name</th>
<th>Edit</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rajiv Gandhi Bhawan</td>
<td>AS &amp; PB 4CB 3rd Flr</td>
<td>Edit</td>
<td>Deactivate</td>
</tr>
</tbody>
</table>

3.5 **Office Timings:** To Set or update the office In and Out timings.

4. **Manage Device:** To manage the organization Devices.

4.1 **Biometric Admin:** To search, edit, deactivate and add new Biometric Admin.
4.2 **Activation Code:** To Generate the Activation code.

4.3 **Active Device:** To get the details of Active Devices.

4.4 **Inactive Device:** To get the details of Inactive Devices.
5. **Manage Employee:** To manage the new employee request, check his Aadhaar Status, verify the employee in attendance system and active, inactive and transfer of the employee.

5.1 **Employee New Request:** To view and edit the details of requested employee.

5.2 **Aadhaar Rejected Employees:** To check Aadhaar Rejected status of Requested employee.

5.3 **Aadhaar Verified Employee:** To check Aadhaar verified Status of the Requested employee.

5.4 **Active Employees:** To manage the details of active Employees and also deactivate the employee using Detail Tab:

### Active Employees on (BAS)
5.5 **In Active Employees**: To activate and get the list of Inactive employees.

![In Active Employees](image)

5.6 **Transfer Employees**

5.7 **Search Employees**: To Search the employee and get their Details.

![Search Employees](image)
6. **Reports:** To get the various reports as attendance register, Advance Report, Date wise Attendance and Weakly/Monthly report.

6.1 **Attendance Register:** To get Attendance Register report between the date range.

6.2 **Advance Report:** To generate the advance report and the data into Excel.
6.3 **Date wise Attendance Report**: To get the date wise report and export the data into excel.

![Date wise Attendance Report]

<table>
<thead>
<tr>
<th>Sro</th>
<th>Name</th>
<th>Designation</th>
<th>Division</th>
<th>Status</th>
<th>In Time</th>
<th>Out Time</th>
<th>In Time_Short Fall</th>
<th>Out Time_Short Fall</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hem Chandra Thakur</td>
<td>MultiTasking Staff</td>
<td>Off (Rel)</td>
<td>P</td>
<td>2014-11-04 15:16:13</td>
<td>00:00:00</td>
<td>09:00:00</td>
<td>01:16:13</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Manish Ram</td>
<td>MultiTasking Staff</td>
<td>Off (Rel)</td>
<td>P</td>
<td>2014-11-04 08:24:12</td>
<td>02:44:12</td>
<td>18:24:12</td>
<td>00:58:00</td>
<td>04:24:12</td>
</tr>
<tr>
<td>3</td>
<td>Rekha</td>
<td>Multi Tasking Staff</td>
<td>Cr Unit</td>
<td>P</td>
<td>2014-11-04 17:16:24</td>
<td>00:00:00</td>
<td>09:00:00</td>
<td>06:10:54</td>
<td></td>
</tr>
</tbody>
</table>

6.4 **Weekly/Monthly Report**: To generate the weekly/monthly report and export data into excel.

![Weekly/Monthly Report]

**Instructions**:
1. Select the name of your Organization.
2. Select the Office Location.
3. Select the Division/Unit for which the register has to be generated.
4. Please review the form before submission.

**Note**:
- If your Office Location, Division/Unit does not appear, please add Office Location and Division/Unit from your Organization from your Nodal Officer's login.
- Before creating Division/Unit, please ensure employee information is updated accordingly by linking employees to the correct Division/Unit for the Organization.
- For any other assistance, please get in touch with the Attendance Helpdesk or write to us at helpdesk.attendance@nic.in.
7. **Leaves**: To manage the leaves of the employee.

   **7.1 Add Leave Record**: To add the leaves requested by employee into record which will reflect into his attendance Register.

   ![Add Leave Record](image)

   **Instructions for adding a leave record of an employee**
   1. Select the name of Employee
   2. Select Leave Type
   3. Select the Division/Unit
   4. Enter the leave start and end date in dd-mm-yyyy format
   5. Enter the reason.

   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.in.

   ![Add Leave Record Instructions](image)

   **7.2 Approved Leaves**: Search approved leaves of an Employee and take necessary action.

   ![Approved Leaves](image)

   **7.3 Leave Request**: To get the leave requests of an employee and take necessary action.

   ![Leave Request](image)

8. **Tour**: To add the tour of an employee into the records.

   **8.1 Add Tours**

   ![Add Tours](image)
8.2 Approved Tours: To get approved tour details of an employee.

8.3 Tour Requests: To get the Tour Request details of an Employee.

9. Holidays: To add holidays into records.
10. **User Manager:** To manage the nodal officer admin roles and add new users as Admin.

10.1 **Add User:** To add the user and assign the Nodal Admin or Nodal Report Viewer Role to the user.

10.2 **View Nodal Admin:** To deactivate and reset the password of the Admin user.

10.3 **View Nodal Admin Report Viewer:** To view and manage the Nodal Admin Report viewer.
11. **Change Password**: To change your Password.

12. **Logout**: Logout from the application.