(Online Organization On-boarding Manual)

ONLINE ORGANIZATION ONBOARDING FORM

The Nodal officer will follow the below mentioned procedure to onboard his organization.

- On the attendance portal (http://attendance.gov.in), select 'Organization Registration' from the side menu.
- The Nodal Officer fills up the online form shown in the figure 1.1 and 1.2.

Central Attendance	it Newly Registered employees not activate	Aadhaar Enabled Bio-metric d by The Nodal officer will not be able to man	Altendance System(AE-BAS) Venion
6 Decisional	Organization Onboarding Form on	ale on-bearding Form	Party = Organization Ordenaulter
B Organization Registration			
D Attendance Reports 5	Organization Defails	Mada Chur Dalais	Kindly read the Mensal before schmitting the Online Organization Dri Boarding, Click here to Download Minisel
🖉 Login	Organization Type *		Steps to follow for Online Organization On-boarding :
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Figure 1.1

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Central Attendance	Aadhaar Enabled Bio-metric At y please ensure that all 'Newly Registered' employees are activated by them at the earliest.	tendance System(AE-BAS) Version Newly Registered employees not activated by The Nodal officer will not be able to mark
B Dashboard	Organization Onboarding Form create on-boarding Form	Home > Organization Onboarding
Organization Registration		
Attendance Reports	Organization Details NIC Coordinator Details Nodal Officer Details	Kindly read the Manual before submitting the Online Organization On-boarding. Click here to Download
🗗 Login	NIC Coordinator Details *	Steps to follow for Online Organization On-boarding :
Announcement	- Select State First-	 Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
? FAQ <	NIC Coordinator Name *	Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form.
	NIC Coordinator Name	3. Please review the form before submission.
	NIC Coordinator Mobile *	a. After submitting the form, Take print out.
	e.g. 09923456789	b. After your submission you can edit the data if require using OTP & temporary registeration number. Click here
	NIC Coordinator E-mail *	c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk. https://serviced.esk.nic.in
	org@org.com	
	Next	

Figure 1.2

Central Attendance	Addhaar Enabled Bio-metric Al Nodal officers may please ensure that all "Newly Registered" employees are activated	tendance System(AE-BAS) Version I by them at the earliest. 'Newly Registered' employees not activated by The Nodal office
d Dashboard	Organization Onboarding Form create on-boarding Form	Home > Organization Onboarding
Organization Registration		
Attendance Reports <	Organization Details NIC Coordinator Details Nodal Officer Details	Kindly read the Manual before submitting the Online Organization On-boarding. Click here to Download Manual.
🖌 Login	Nodal Officer Name (As on Aadhaar) *	Steps to follow for Gnilne Organization On-boarding :
Announcement	Nodal Officer Name	 Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
	Aadhaar Number *	Scan the filled, signed & stamped form and save it in "ipg" format of max file size 300 KB. The scanned file should be uploaded along with the web form.
7 MQ 5	Nodal Officer Aadhaar	3. Please review the form before submission.
	Designation *	Note: a. After submitting the form, Take print out
	Nodal Officer Designation	b. After your submission you can edit the data if require using OTP & temporary registeration number. Click here
	Mobile No *	c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk. https://deexisted.edk.nic.in.
	Nodal Officer Mobile No	поралостическаятися.
	E-mail (Please enter official e-mail id only) "	
	Nodal Officer Email	
	Enter the code exactly as it appears: $De9aEe$ Net reactable? Charge test.	
	Confirmation Code	
	Submit	

Figure 1.3

Having submitted the form, The system generates a *Temporary Registration Number* and sends it on Nodal Officers mobile number. Then the following screen will appear-

Central Attendance	Addnaar Enabled Bio-metric At Nodal officers may please ensure that all "Newly Registered" employees are activated b	ITEROBICE SYSTEM(AE-BAS) Version by them at the earliest. 'Newly Registered' employees not activated by The Nodal offic	er v
n Dashboard	Manage Onboarding Form Need OTP	🏟 Home > Manage Onboardi	ng Form > OTP Require
Organization Registration	· · · · · · · · · · · · · · · · · · ·		
Attendance Reports	OTP Require	Steps to manage On-boarding Form:	
🖝 Login	Temporary Registration No. *	Please enter the Temporary Registration Number. Please enter the Nodal Officer's Mobile Number. To net OTP	
4 Announcement	Enter Temporary Registration No.	a logaron.	
7 FAQ <	Mobile Number*		
	Enter Nodal Mobile Number		
	Enter the code exactly as it appears: aGI712 Not reacted the Change Lest		
	Commination Code		
	Submit		
	Figure 1.4		

For uploading form it can be done as shown below-

- Enter the *Temporary Registration Number*' which is sent on Nodal Officers mobile as SMS.
- Enter Mobile Number.

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- Type the Security Code shown.
- Click on Submit

Central Attendance	Aadhaar Enabled Bio-metric Att Nodal officers may please ensure that all 'Newly Registered' employees are activated by th	tendance System(AE-BAS) Version tem at the earliest. 'Newly Registered' employees not activated by The Nodal officer will
Dashboard	Organization Onboarding Form OTP Verification	the Home ≥ Dashboard
Organization Registration	070.5	
Attendance Reports	OTPForm	Please enter the OTP number received on mobile.
🖝 Login	Please enter your OTP number received on mobile.	OTP number valid for 10 minutes.
4 Announcement	Enter OTP Number	
? ΕΛΩ <	Submit	



• Enter the OTP sent on the mobile of the Nodal Officer.

Having submitted the form, the details such as Organization Name, Nodal Email, Nodal Mobile, Status and Creation date will reflect on the screen along with the Actions that can be taken- Edit, Print, Upload File, View and Exit. A temporary registration Number is sent on the mobile through SMS/E-mail. Keep the temporary registration number safe as it will be required to login for edit/upload/Print of organization details before approval from our Helpdesk Team. The following screen will appear.

Central Attendance	≡	Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Vectors Nodal officers may please ensure that all 'Newly Registered' employees are activated by them at the earliest. 'Newly Registered' employees no								
🚓 Dashboard	Manage On-boarding Form						 Home 	> Manage Onboardi	ng Form > O	nbcaiding Form
Organization Registration										
Attendance Reports <	Organization Name	Nodal Email	Nodal Mobile	Status	Creation Date			Action		
📽 Login	testing organisation			Relected	March 4, 2021	🕼 Edit	⊖ Print	1 Upload File	@ View	S Ext
Anncuncement										
? FAD (

View- On selecting the View button, the following screen will appear where all details entered in the form can be seen and a checked for any errors.

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Central Attendance	æ	Aadhaar	Enabled Bio-metric Att yees are activated by them	endance System(AE-BAS) vestor at the earliest "Newly Registered" employees not activated by The Nor	ial officer will not
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		Phone 0	024297484641		
		NIC Coordinator Name S	Buryakant 9 Dhoke		
		NIC Coordinator Mobile 9	423102771		
		NIC Coordinator E-Mail 5	sdnoke@nic.in		
		Organization's Website (if any)			
		No. of Employees 0)		
		Office Start Time 0	99:00		
		Office End Time 1	17:30		
		Do you want to auto activate employee/candidate just after registration ? Y	res		
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Figure 1.6

The user can select **Back** to go to the previous screen.

Edit- In case of incorrect entry in any of the fields, the information can be edited by clicking on the Edit button. The following screen will appear where changes can be made.

Central Attendance		Nodal officers may please er	nsure	Aadhaar Enabled Bio-metric that all 'Newly Registered' employees are	Attendance System(AE-BAS) Version activated by them at the earliest. 'Newly Registered' employees not activated by The Nod
n Dashboard		Edit organization onboarding for	rm		Home > Edit organization onboarding
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Attendance Reports	۲.	Organization Details NIC Coordinator Details	s	Nodal Officer Details	Back
📭 Login		Organization Type *			
4 Announcement		State		¥	
? FAQ	<	Organization Name *			
		testing organisation			
		Parent Organization(If any)			
		Government of Maharashtra		*	
		Organization Communication Address *			
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		State *	E	District *	
		Maharashtra		Pune *	
		Pincode *	L.	andline Phone *	
		411054		024257484541	
		Organization's Website (If any)			
		abc.gov.in			
		Number of Employees			
		0			
		Office Start Time			
		09:00			
		Office End Time			
		17:30			



Once the details in the screen are corrected, the form can be submitted, so that it can be processed.

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Print- The user will take a Print out of the form and get it signed and stamped, so that it can be uploaded.

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Figure 1.8

> **<u>Upload File</u>**- The user will upload a picture and submit the form for processing.

Central Attendance	Aadhaar Enabled Bio-metric Atte Nodal officers may please ensure that all 'Newly Registered' employees are activated by them	Indance System(AE-BAS) Version
🚯 Dashboard	Upload file	⊕ Home > Upload file
Organization Registration		
Attendance Reports	Upload file (only jpg/jp+g format and size upto 300KB) * Choose File No file chosen	Instructions to upload file: 1. Please take print.
🗗 Login		2. Sign on this and seal. 3. Upload the file.
Announcement	Back Submit	
7 FAQ <		



Upon submitting the form, the following screen will appear-

Central Attendance	Addhaar Enabled Blo-metric Attendance System(AE-BAS) Verview Nodal officers may please ensure that all Newly Registered employees are advaced by them at the sarilest. Newly Registered employ						- - 		
🖨 Deshboard	Manage On-boarding Form								
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Allendance Reports	Successi Organization Onboarding file uploaded succ	asstully							
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49 Announcement	Organization Name	Nodal Emeil	Nodel Mobile	Statu s	Creation Date		Action		
7 FAQ <	testing organisation			Rejected	March 4, 2021	C' Edit 🔒 Print	1 Upload File	👁 View 💽	Exit

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The form is uploaded successfully. When the user clicks on Exit, the following screen will appear-

Central Attendance	Additional Enabled blo-metric Attendance System(At-bAS) Version Nodal officers may please ensure that all "Newly Registered" employees are activated by them at the earliest. Newly Registered" employees not activated by The Nodal officer v					
n Dashboard	Manage Onboarding Form Need OTP	ab Home	> Manage Onboarding Form > OTP Require			
Organization Registration						
Attendance Reports	OTP Require	Steps to manage On-boarding Form:				
🖌 Login	Temporary Registration No. •	Please enter the Temporary Registration Number. Please enter the Nodal Officer's Mobile Number. To net OTP				
4 Announcement	Enter Temporary Registration No.	6. 10 Jul 011.				
? FAQ <	Mobile Number*					
	Enter Nodal Mobile Number					
	Enter the code exactly as it appears: $aGI7I2$ Not reactable? Charge text.					
	Confirmation Code					
	Submit					

Figure 1.11

A system generated confirmatory mail is sent on Nodal Officers Email.

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The Nodal Officer clicks on the link sent through mail. The following screen will appear-

Central Attendance	Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version Nodal officers may please ensure that all 'Newly Registered' employees are activated by them at the earliest. Newly Registered' employees not activated by Tr			
Dashboard	Confirmation organization on-boarding Request	🙆 Home		
 Employee Registration Employee Login 	Confirmation organization on-boarding completed successfully			
? FAQ <	Dear Sinitiadam, 1. The submitted information will be checked for correctness. Confirmation organization on-boarding form for the organization "New District Test Org " is completed. Note:			
🖴 Login	We will process your request shortly. For any other assistance please get in touch with Helpdesk on 1880 111 555.			
oto central.attendance.gov.in				

Figure 1.13

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The request is then sent to the Helpdesk Team. Once it is approved; organization attendance URL and nodal credential are shared. This process may take 2-3 days.

Thereafter Nodal Officer can login into its own attendance portal and get employee registration and other modules ready accordingly.