

Aadhaar Enabled Biometric Attendance System

(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.

The screenshot displays the 'Organization Onboarding Form' interface on the Attendance.gov.in website. The page features a dark sidebar with navigation options: Dashboard, Organization Registration, Attendance Reports, Login, Announcement, FAQ, All Dashboard, and RD Service Drivers. The main content area is titled 'Organization Onboarding Form' and includes a 'create on-boarding Form' link. A 'Manage Organization On-boarding Form' button is visible in the top right. The form is divided into two tabs: 'Organization Details' (active) and 'Nodal Officer Details'. The 'Organization Details' tab contains the following fields:

- Organization Type ***: A dropdown menu with the option '- Select Organization Type -'.
- Organization Name ***: A text input field.
- Parent Organization (if any)**: A dropdown menu with the option '- Select Parent Organization -'.
- Organization Communication Address ***: A text input field.
- State ***: A dropdown menu with the option '- Select State -'.
- District ***: A dropdown menu with the option '- Select State First -'.
- Pincode ***: A text input field.
- Landline Phone ***: A text input field with the example 'Eg. 011123456789'.
- NIC / IT Coordinator Name ***: A text input field.
- NIC Coordinator Name**: A text input field.
- NIC / IT Coordinator Mobile ***: A text input field with the example 'e.g. 09823456789'.
- NIC / IT Co-ordinator E-mail ***: A text input field with the example 'org@org.com'.
- Organization Website (if any)**: A text input field with the example 'abc.gov.in'.
- Number of Employees**: A text input field with the label 'Estimated Number of Employees'.
- Office Start Time**: A text input field with the value '09:00'.
- Office End Time**: A text input field with the value '17:30'.

At the bottom left of the form is a green 'Next' button. On the right side, there is a box titled 'Steps to complete the Organization On-boarding Form' with the following instructions:

1. Fill the form with the required information and print out the form, signed by the Head of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 500 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

Below the steps is a 'Note' section:

Note:

- a. After submitting the form, Take print out.
- b. After your submission you can edit the data if require using OTP.
- c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk, <https://aenvisordesk.nic.in>.

Figure 1.1

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The screenshot shows the 'Organization Onboarding Form' interface. The left sidebar contains navigation links: Dashboard, Organization Registration, Attendance Reports, Login, Announcement (NEW), FAQ, All Dashboard, and RD Service Drivers (NEW). The main content area is titled 'Organization Onboarding Form' and includes a 'create on-boarding Form' link. The form has two tabs: 'Organization Details' (active) and 'Nodal Officer Details'. The 'Organization Details' section contains the following fields: 'Nodal Officer Name (As on Aadhaar)*', 'Nodal Officer Name', 'Aadhaar Number*', 'Nodal Officer Aadhaar', 'Designation*', 'Nodal Officer Designation', 'Mobile No*', 'Nodal Officer Mobile No', 'E-mail (Please enter official e-mail id only)*', and 'Nodal Officer Email'. Below these fields is a CAPTCHA with the text 'Enter the code exactly as it appears: a1e0a6' and a 'Not readable? Change text' link. A 'Confirmation Code' field is also present. A green 'Submit' button is at the bottom of the form. On the right, a 'Manage Organization On-boarding Form' button is visible. A panel on the right provides instructions: 'Steps to complete the Organization On-boarding Form: 1. Fill the form with the required information and print out the form. Signed by the Head of the organization/department, with the organization stamp/seal. 2. 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. 3. Please review the form before submission. Note: a. After submitting the form, Take print out. b. After your submission you can edit the data if require using OTP. c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk. <https://servicesdesk.mic.in>.' The top right corner shows 'English' and 'Home > Organization Onboarding'.

Figure 1.2

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.

- **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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The screenshot shows the 'Organization onboarding form details' page. The form is divided into several sections with the following fields:

- Organization Name:** abc
- Address:** 123, 1st floor
- State:** Andhra Pradesh
- Pincode:** 515001
- Phone:** 9112345678
- Organization's Website (if any):** www.abc.com
- No. of Employees:** 10
- Office Start Time:** 09:00
- Office End Time:** 05:00
- Master Officer Name:** Mr. John Doe
- Address Number:** 123
- Organization:** ABC COMPANY

A 'Back' button is located on the right side of the form.

Figure 1.24

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.



The screenshot shows the 'Edit' screen for the organization onboarding form. The form is identical to the one in Figure 1.24, but it includes an 'Edit' button at the bottom left corner.

Figure 1.25

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

- **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 1.26

➤ **Upload File-** The user will upload a picture and submit the form for processing.

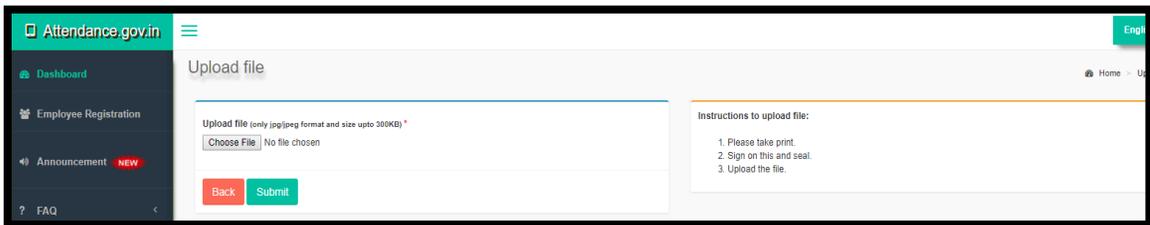


Figure 1.27

Upon submitting the form, the following screen will appear-

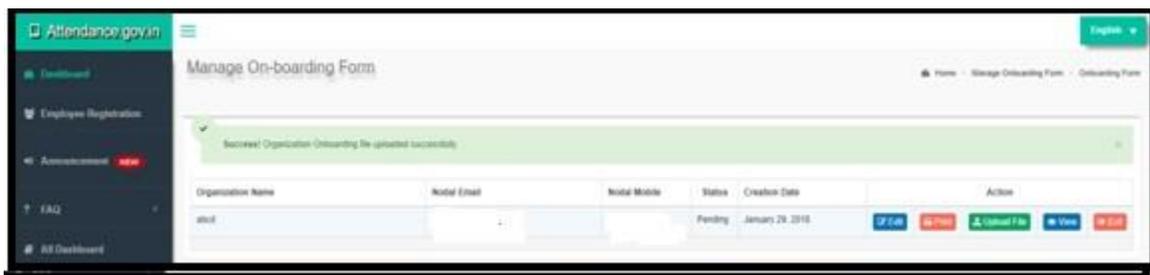


Figure 1.28

The form is uploaded successfully. The system generates a *Temporary Registration Number* and sends it on Nodal Officers mobile number.

When the user clicks on Exit, the following screen will appear-

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The screenshot shows the 'Manage Onboarding Form' page on the Attendance.gov.in website. The page is titled 'Manage Onboarding Form' and includes a 'Need OTP' indicator. The form contains the following fields and instructions:

- OTP Require:** A field for entering the OTP.
- Temporary Registration No. *:** A field with the instruction 'Enter Temporary Registration No.' and the value '7167230342'.
- Mobile Number *:** A field with the instruction 'Enter Nodal Mobile Number'.
- Confirmation Code:** A field with the instruction 'Enter the code exactly as it appears: * A6ABA4 Not readable? Change text.' and the value 'A6ABA4'.
- Submit:** A green button to submit the form.

On the right side, there are instructions for managing the onboarding form:

Steps to manage On-boarding Form:

1. Please enter the Temporary Registration Number.
2. Please enter the Nodal Officer's Mobile Number.
3. To get OTP.

In case of any difficulty please email us at [helpdesk-attendance\[at\]gov\[dot\]in](mailto:helpdesk-attendance[at]gov[dot]in).

Figure 1.29

In case the user wants to edit some information provided in the form earlier it can be done as shown below-

- Enter the *Temporary Registration Number* which is sent on Nodal Officers mobile as SMS.
- Enter Mobile Number.
- Type the Security Code shown.
- Click on Submit

This screenshot shows the same 'Manage Onboarding Form' page as Figure 1.29, but with the OTP field updated. The 'OTP Require' field now contains the value 'A6ABA4'. The 'Submit' button remains visible at the bottom of the form.

Figure 1.30

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

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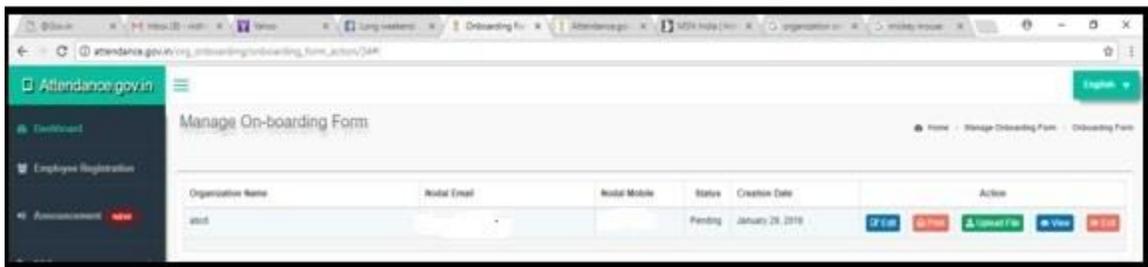
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- Click Submit.



Figure 1.31

The following screen will appear.



Organization Name	Nodal Email	Nodal Mobile	Status	Creation Date	Action
abcd			Pending	January 28, 2019	Edit Delete Upload File View Close

Figure 1.32

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

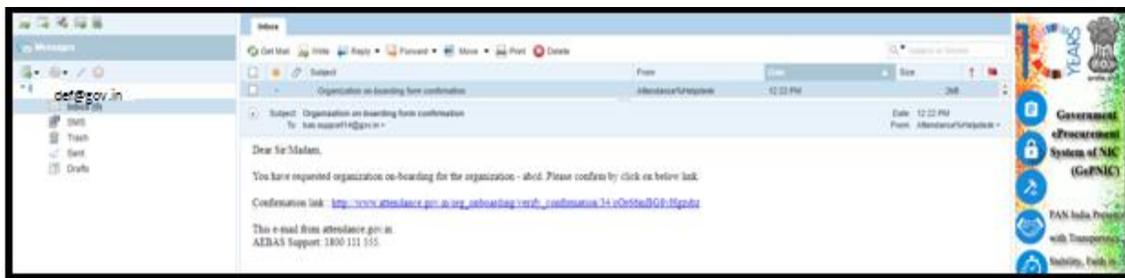
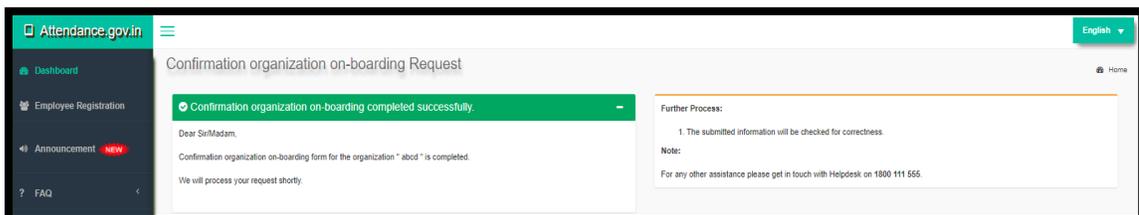


Figure 1.33

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



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Figure 1.34

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.