

AADHAAR AUTHENTICATION ECOSYSTEM PROJECT, DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION, GOR

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User Manual for Raj-UPASTHITI Mobile APPLICATION (Employee MODULE)

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1. Raj Attendance: Raj Upasthiti application provides an Aadhaar enabled platform to government employees/College Students to mark attendance. Attendance system enables an employee/College Students to register attendance by simply scanning the Face using smartphone camera. This event is authenticated online after one-to-one match with the Face biometric attributes stored in the UIDAI database against the employee/College Students’ Aadhaar number. This system provide facility to departments/colleges for on-boarding, employee/student registration and attendance report at centralize location.

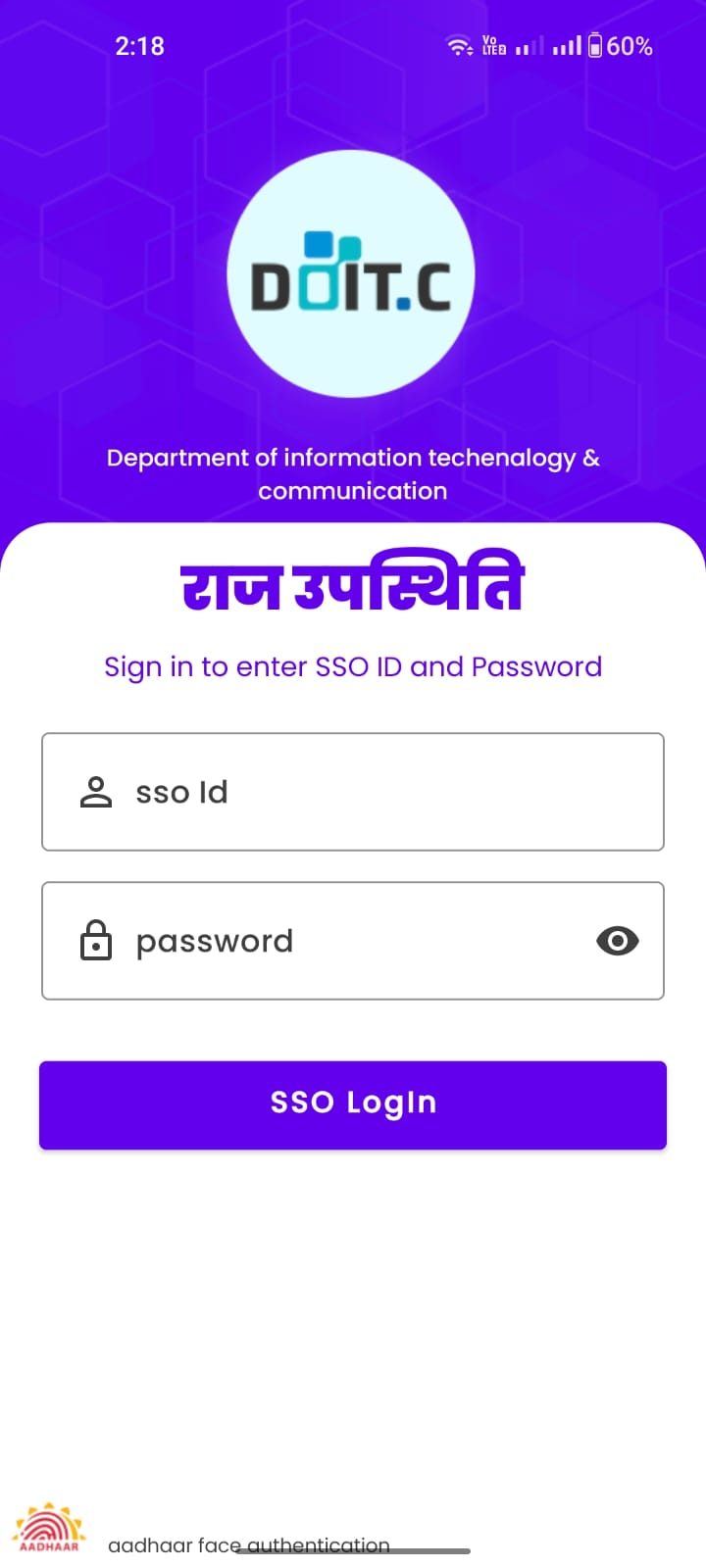
# Home Screen

As the application is launched, home screen will be displayed as shown in the image below.

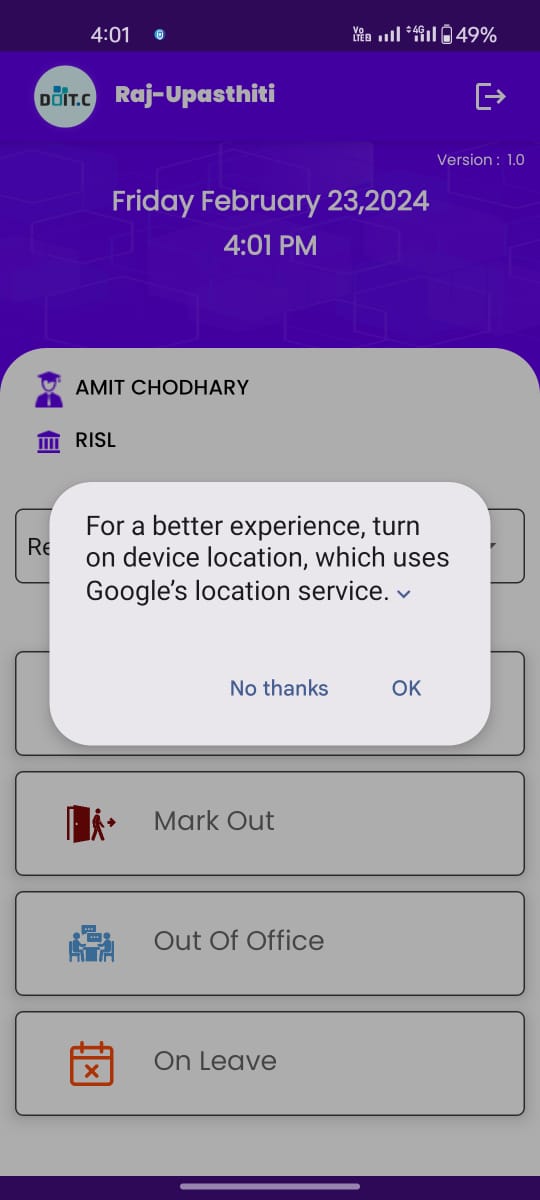
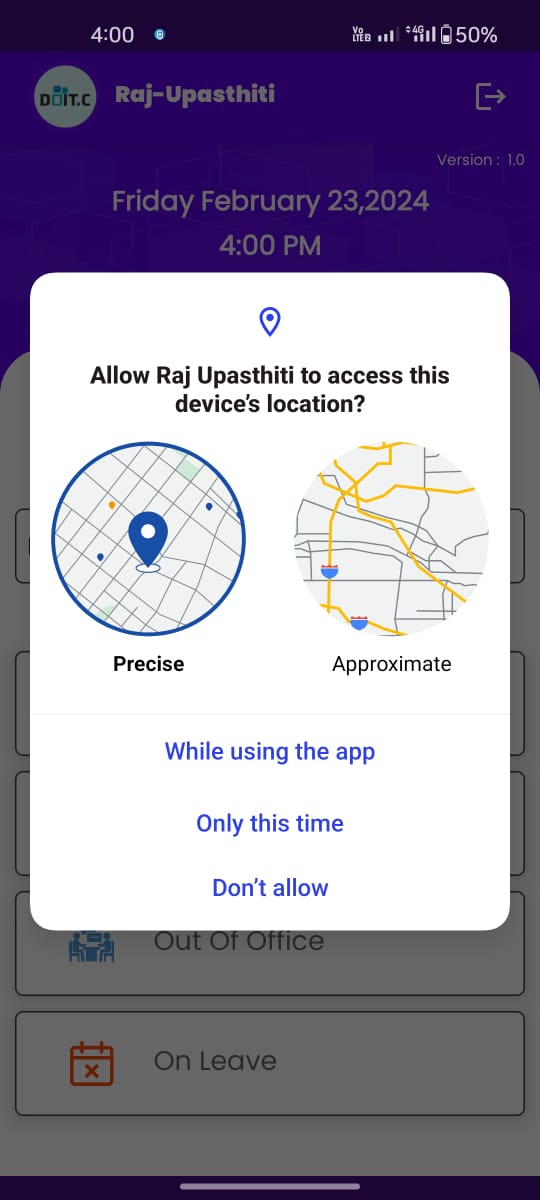


# Login as Employee

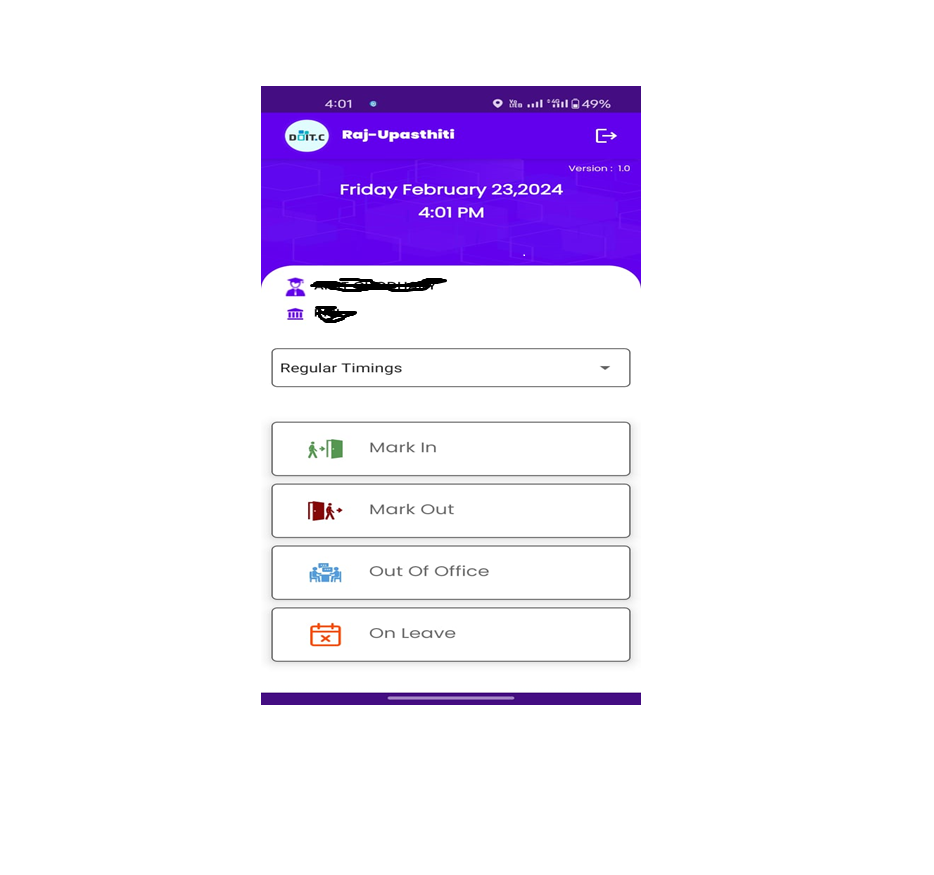
* Registered employee can login on the mobile app using SSO ID and Password.



* After successfully login, following screen will be displayed for the employee.

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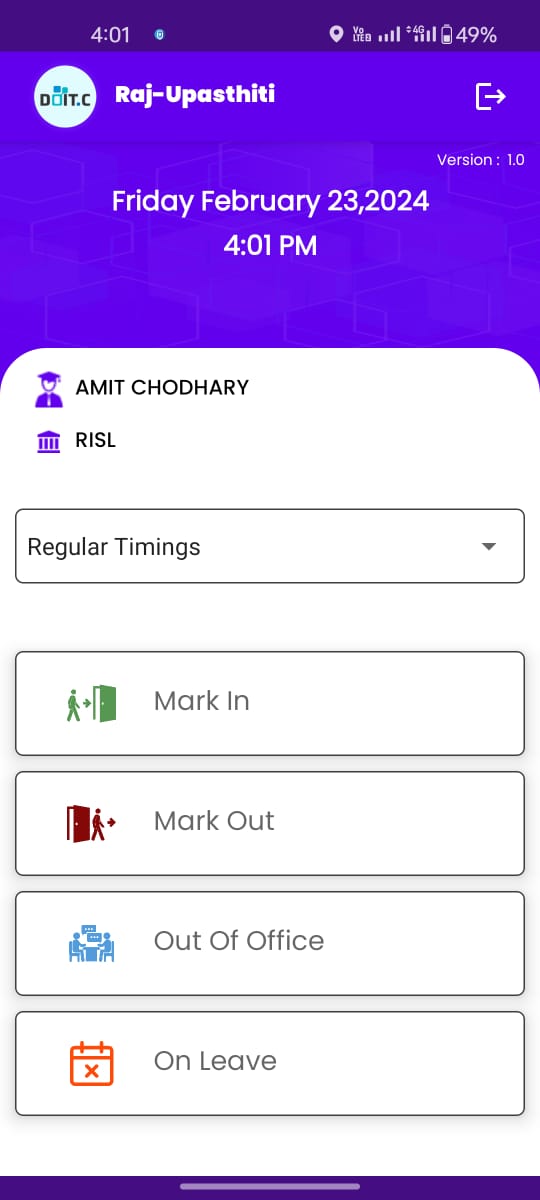
* Employee must allow the location and select either while using the app or only this time
* After turn on the device location, following screen will be displayed.

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* Employee name and department will be displayed

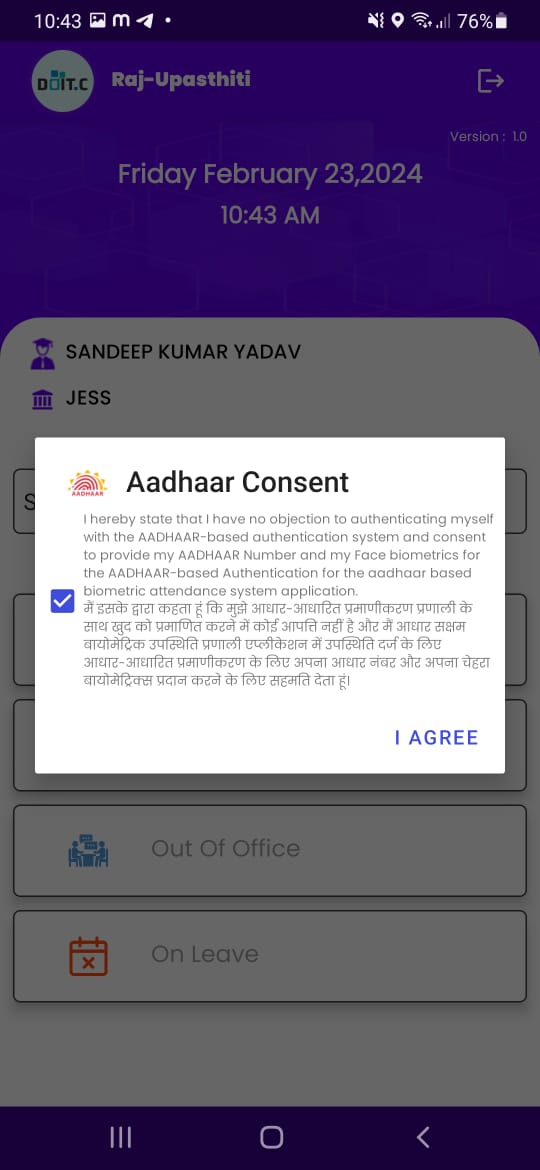
# Mark In Attendance

* In the Mark In attendance process, employee must select the shift timing i.e. Regular timing, Shift timing (S1), Shift timing (S2) and Shift timing (S3)

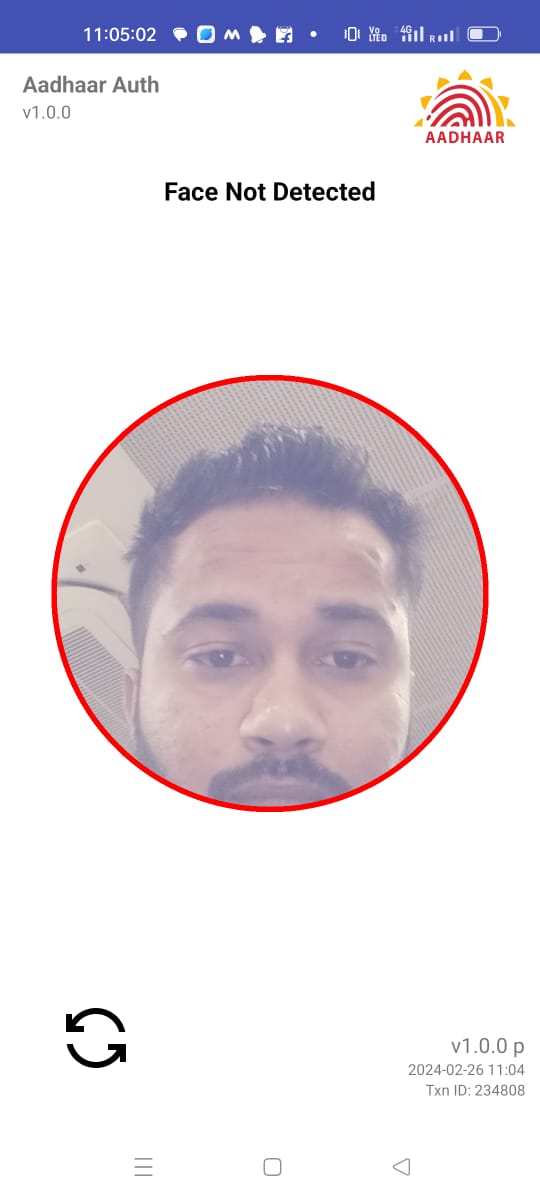
****

Click here to Mark In the attendance.

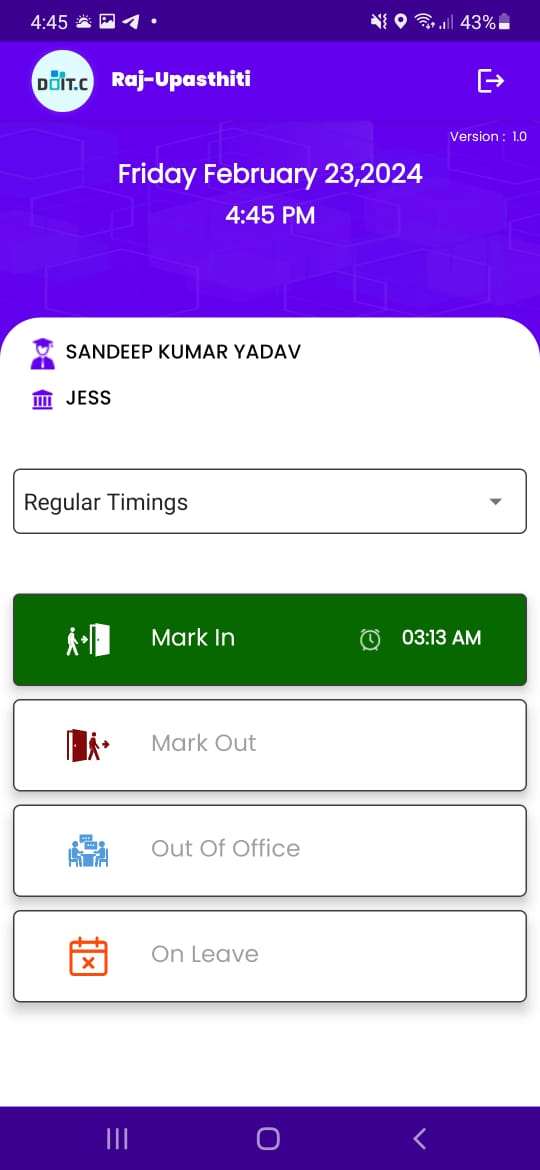
* To Mark In the attendance click on the **Mark In** and following screen will be displayed.

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* Accept the consent and click on **I AGREE** to scan Face using camera of smartphone.

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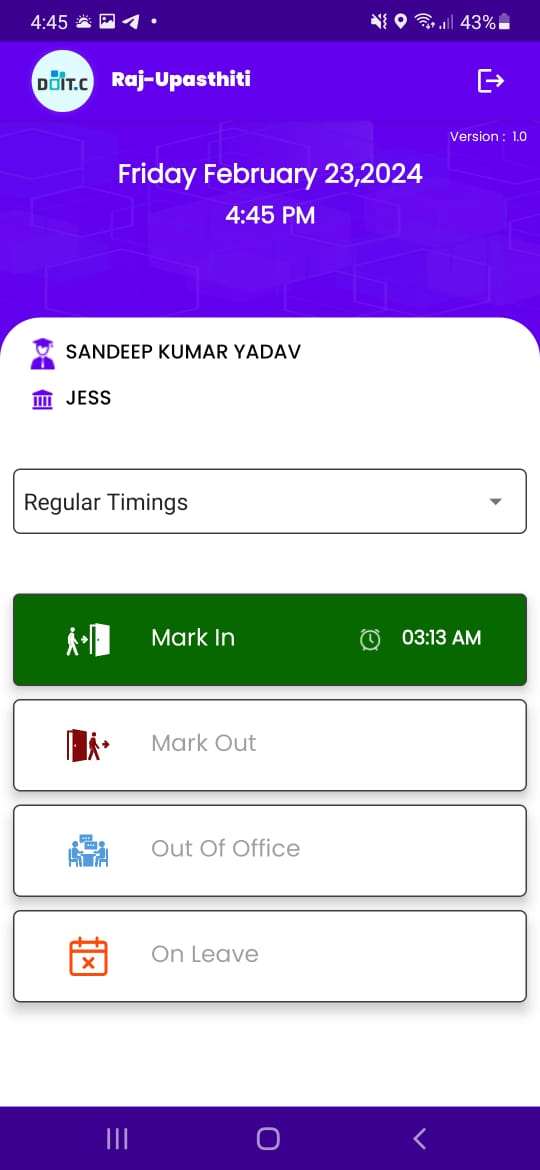
* Employee is required to show his/her face in front of Camera and blink his/her eyes once to capture the Face.
* After successful capture of the Face, Face authentication request will be sent to UIDAI for authentication of Face data against the Face data stored in UIDAI’s database along-with user’s Aadhaar number.
* Upon successful authentication of Face data by UIDAI, following screen will be displayed.

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* After successfully marking attendance, the Mark In button will change to a green color.

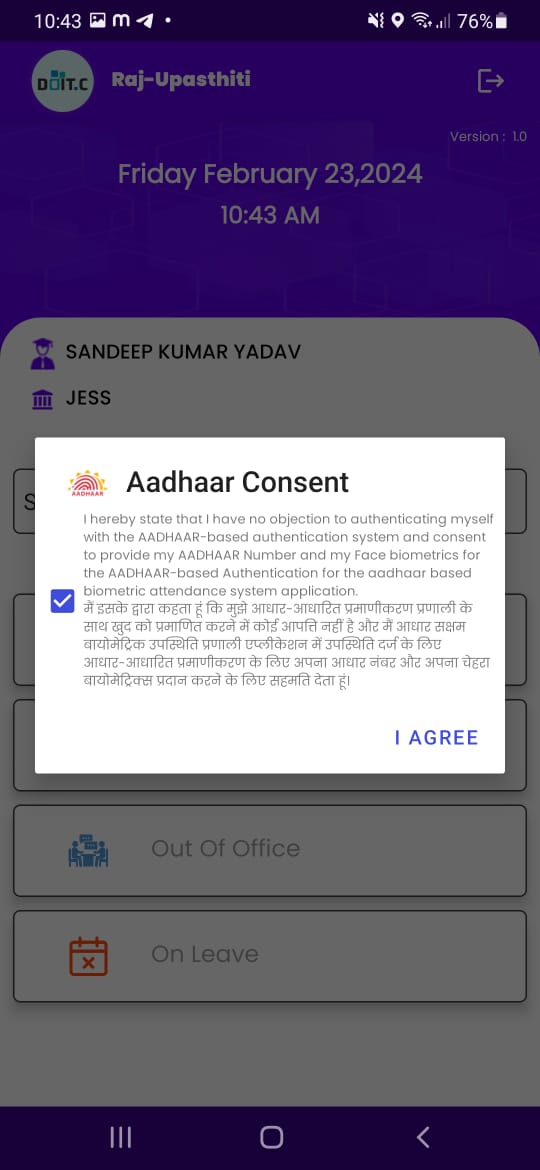
# Mark Out Attendance

* To Mark out the attendance, employee will click on the Mark out button.

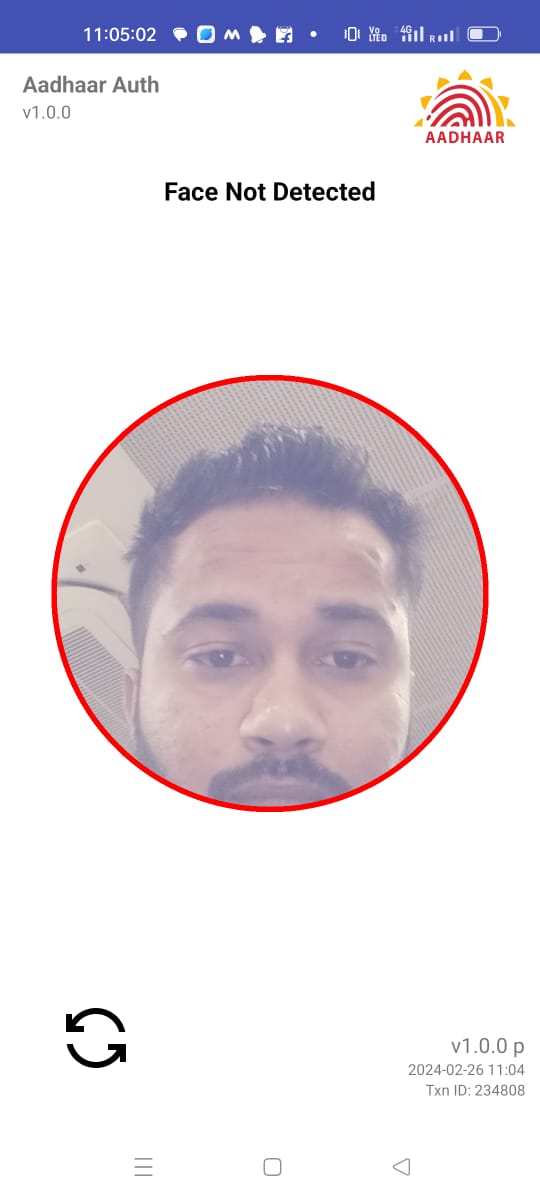
****

Click here to Mark Out the Attendance

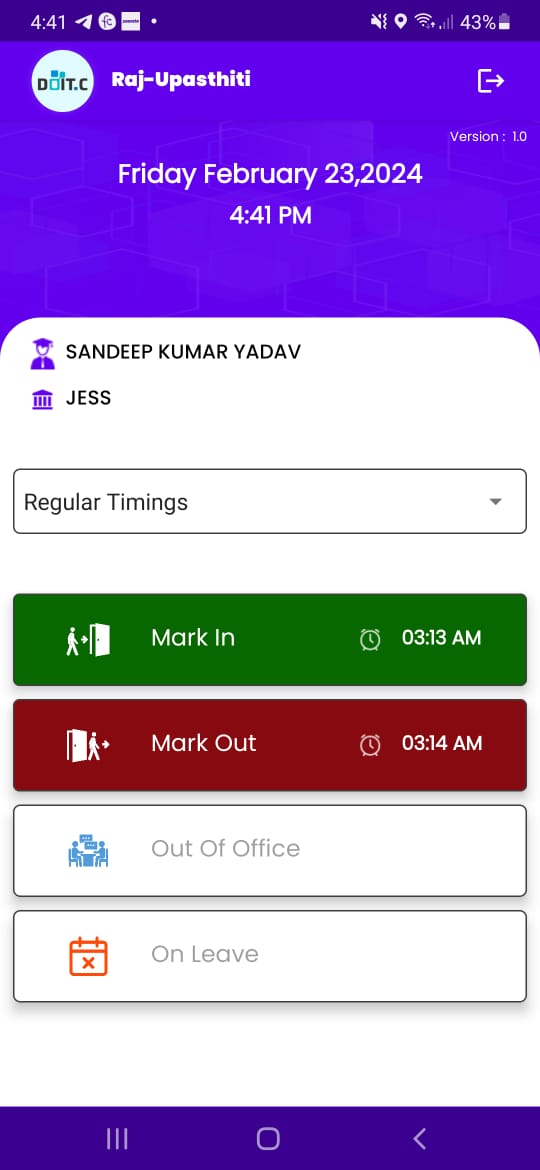
* After clicking on the Mark out button following screen will be displayed

****

* Accept the consent and click on **I AGREE** to scan Face using camera of smartphone.

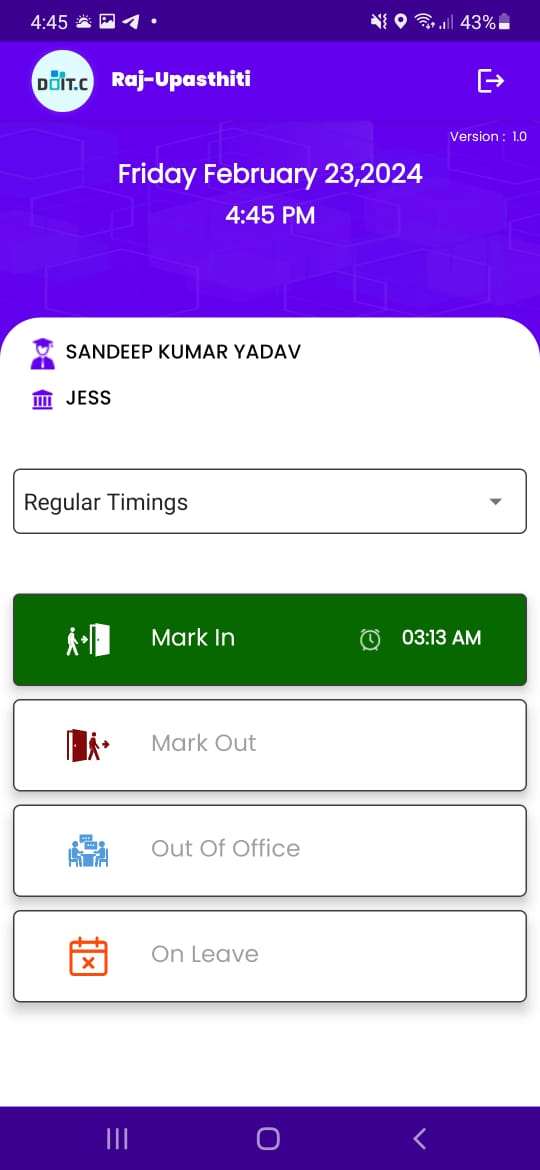
****

* Employee is required to show his/her face in front of Camera and blink his/her eyes once to capture the Face.
* After successful capture of the Face, Face authentication request will be sent to UIDAI for authentication of Face data against the Face data stored in UIDAI’s database along-with user’s Aadhaar number.
* Upon successful authentication of Face data by UIDAI, following screen will be displayed.

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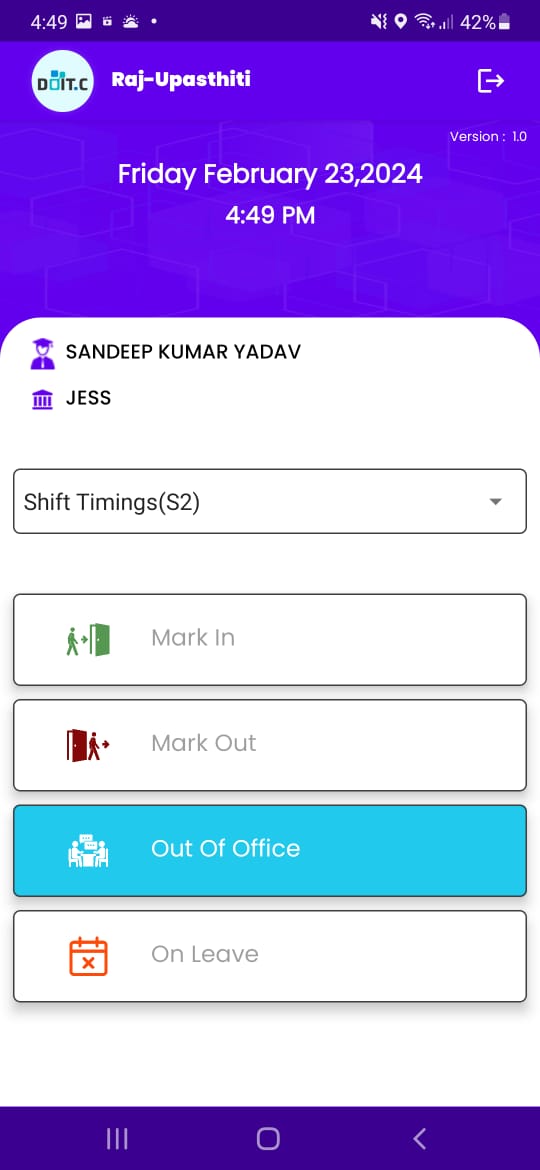
* After successfully marking out attendance, the Mark Out button will change to a red color.

# Marking as Out of Office

* ****Employee will be able to Mark as an out of office, employee will click on the Out of office.

Click here to Mark as an out of office.

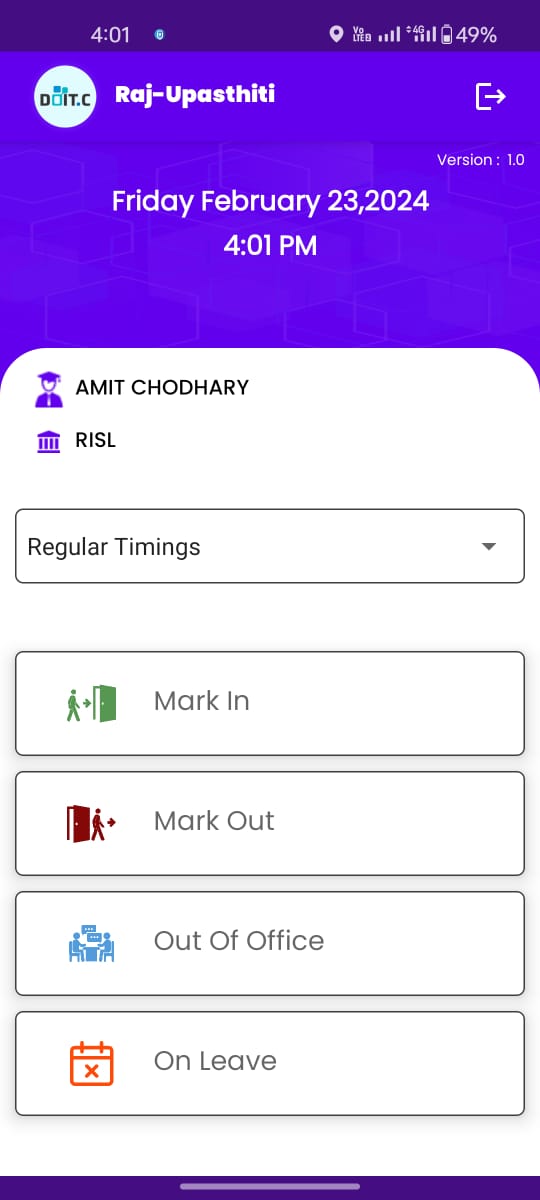
* Click on the Out of Office and the following screen will be displayed.

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* After successfully marking as an Out of Office, the Out of Office button will change to a sky color.

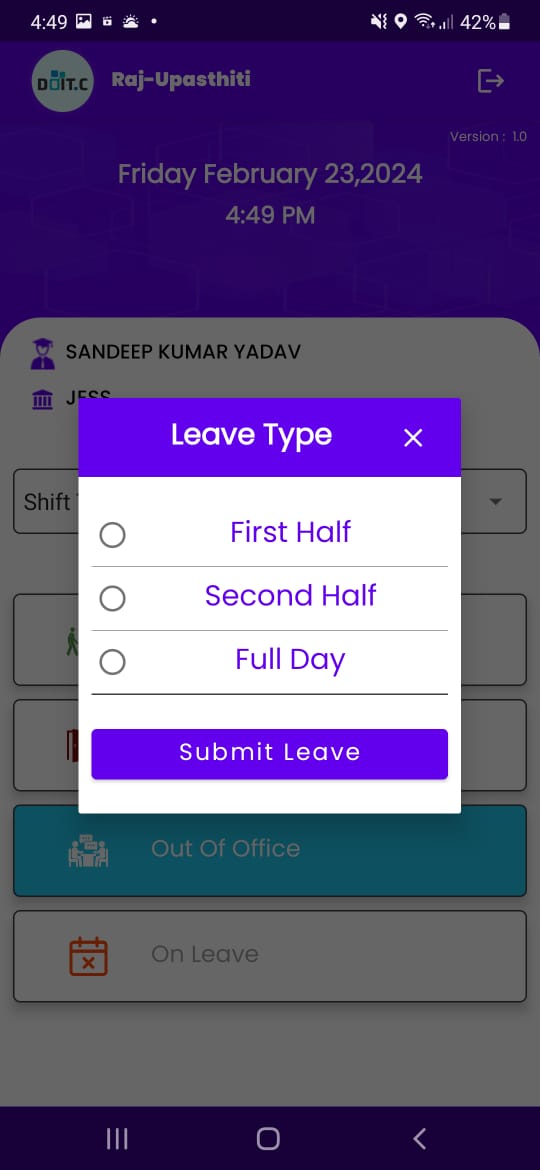
# Marking as On Leave

* Employee can Mark the leave if the employee is on leave. Following is the process to mark as on leave.

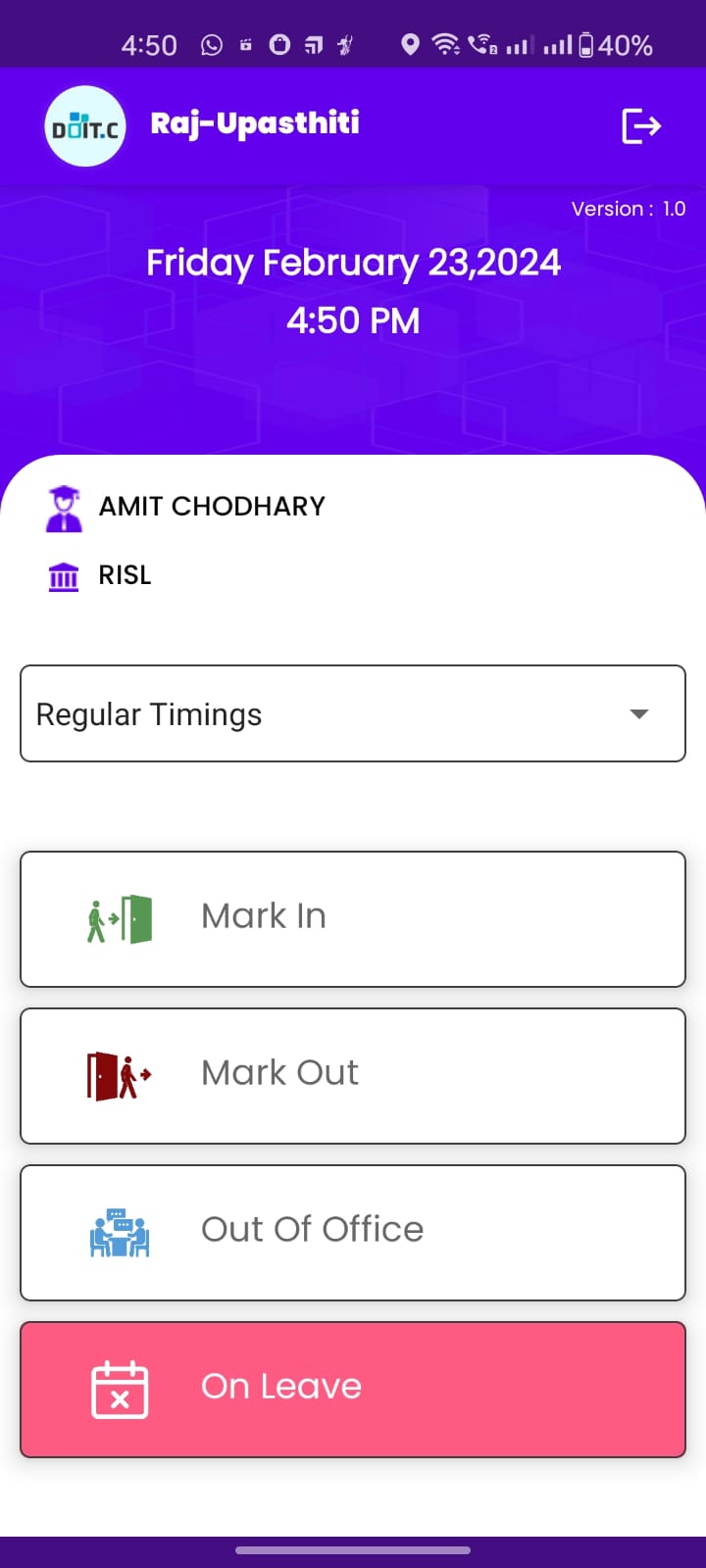
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Click here to mark as On Leave

* Employee will click on the **On Leave** button and the following screen will be displayed.



* Employee will select the Leave type i.e. First Half, Second Half, and full day leave.
* Select the leave type and click on the **Submit Leave** button, the following screen will be displayed.



* After successfully marking the Leave, the On Leave button will change to a pink color.

**The End**