

Activation of employees to enable Marking of Attendance

To facilitate speedy registration and marking of attendance of large number of employees of an Organization, system has permitted marking of attendance without activation of registered employees.

This may enable wrongly registered employees / candidate in AEBAS to mark attendance in an Organization. In order to avoid such cases, activation of employees by Nodal Officer of the Organization will be made compulsory from dated: 01-10-2021.

To help nodal officers in activation, AEBAS has introduced a new feature of “Auto activate” at the time of registration. This facility is required to be selected/checked by the nodal officer in nodal officer login.

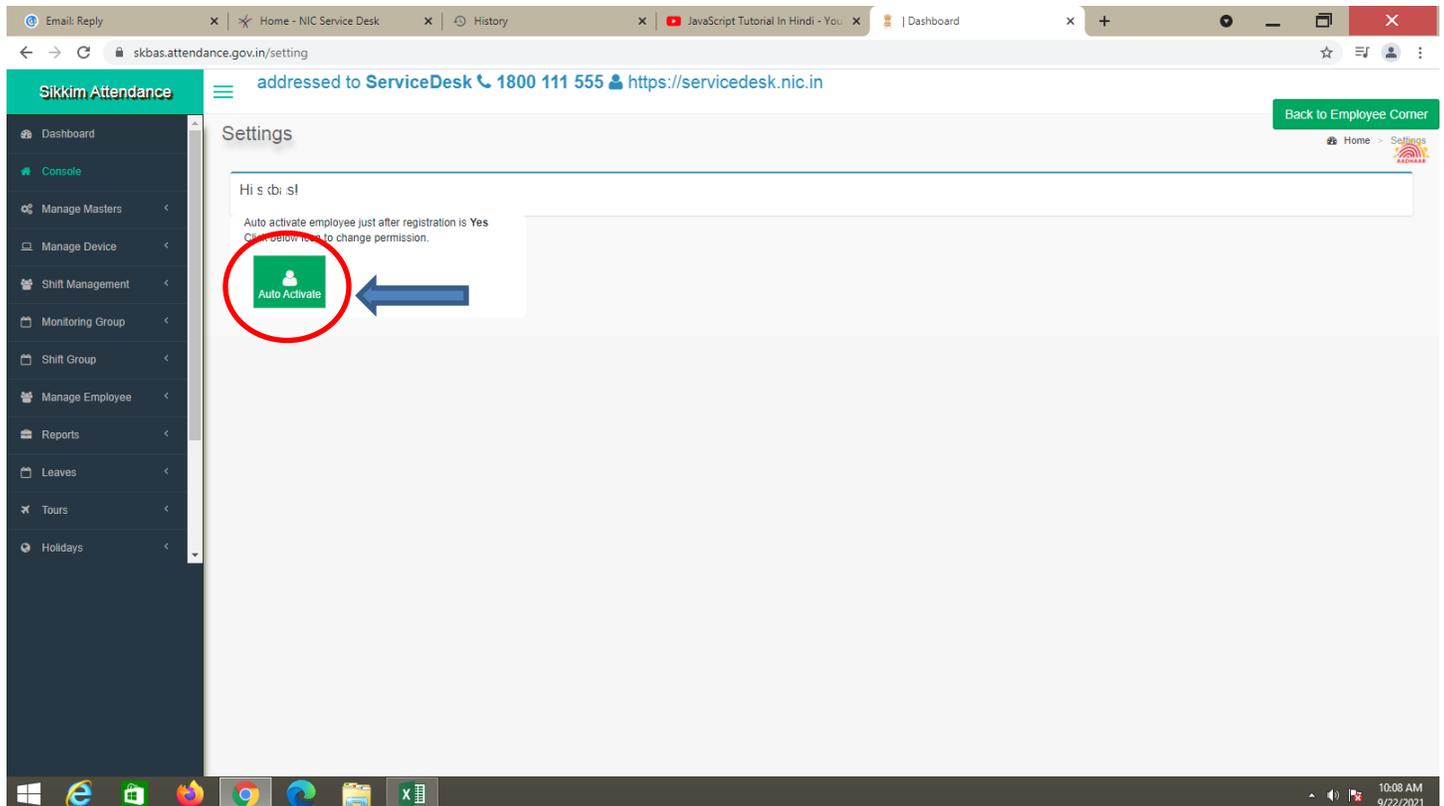
Auto activation and manual activation process are explained below:

1. Auto-activation:

This feature will activate employees automatically after registration and hence the employees will be able to mark attendance just after registration.

To facilitate this, Option for setting the Auto activation to Yes/No is given in Nodal Officer Login.

Admin Panel -> Settings -> Auto Activate



2. Manual Activation of employees:

If auto activation is "No" then, Nodal Officer has to activate each registered employee:

Admin Panel -> Manage Employee -> Employees New Request -> Click **Process Button against employee to be activated**

The screenshot displays the Sikkim Attendance web application. The left sidebar contains navigation options: Dashboard, Console, Manage Masters, Manage Device, Shift Management, Monitoring Group, Shift Group, Manage Employee, Reports, Leaves, Tours, and Holidays. The main content area is titled 'Manage Employee' and includes a sub-section for 'Employee New Request'. A search bar at the top of the table allows filtering by Name/Mobile. An 'Export' button is located in the top right corner of the table area. The table lists seven employees with columns for S.No., Attendance ID, Employee Name, Mobile No., Designation, Division, and Office Location. Each row has 'Edit' and 'Process' buttons. The 'Process' button for the first employee, 'Jebakumar J', is circled in red, and a blue arrow points to it from the right. The system header shows the URL 'skbas.attendance.gov.in/employee/listVerified' and a 'Back to Employee Corner' button. The Windows taskbar at the bottom shows the time as 11:32 AM on 9/22/2021.

S.No.	Attendance ID	Employee Name	Mobile No.	Designation	Division	Office Location	
1	77848	Jebakumar J	xxxxxx 9188	Cgo	Demo	Cgo	Edit Process
2	36349	Kumar Verma	xxxxxx 3612	System Administrator	Hqrs-Personnel	Technology Bhawan	Edit Process
3	53439	Upadhayay	xxxxxx 8690	Cgo	Hqrs-Genral Admin	Cgo	Edit Process
4	78309	Francis Thambusamy A	xxxxxx 1963	Cgo	Demo	Cgo	Edit Process
5	75457	Singh	xxxxxx 0661	Cgo	Hqrs-Personnel	Cgo	Edit Process
6	23330	Orlind Punitha	xxxxxx 9641	Cgo	Demo	Cgo	Edit Process
7	36982	George Bahl	xxxxxx 3169	Cgo	Hqrs-Personnel		Edit Process