(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.

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Dashboard	Organization Onboarding Form create on-boarding Form		Manage Organization Dir-boarding Form
Organization Registration	Organization Defaile Nodel Officer Details		Steps to complete the Organization Clo-boarding. Form :
Attendance Reports	Organization Type *		 File for main the require information and prior out the form. Signed by the head of the organization/indepartment, with the organization transposal. Same the file signed a stranged from and a size in a "god" format of mass file sizes 200 KB. The sourced file should be updated adary with the eads from. Pressen envices the form before submission.
🗗 Login	- Select Organization Type -	Y	Note: a. After submitting the form, Take print out.
4) Announcement	Organization Name *		b. Mer you submision you can ells the data if require using OTP.
	Organization Name		c. If your organization type does not feature in the list, please get in lauch with the Atlandance helpford. https://lean/todesk.nlc.in.
? FAQ <	Parent Organization (If any)		
	- Select Parent Organization -	Ŧ	
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RD Service Drivers	Communication Address		
LI ND SERVICE DRIVETS	State *	District *	
	- Select State - *	Select State First-	
	Pincode *	Landline Phone *	
	Pincode	Eg.011123456789	
	NIC / IT Coordinator Name*		
	NIC Coordinator Name		
	NIC / IT Coordinator Mobile *		
	e.g. 09923458789		
	NIC / IT Co-ordinator E-mail *		
	org@org.com		
	Organization Website (if any)		
	abc.gov.in		
	Number of Employees		
	Estimated Number of Employees		
	Office start Time		
	09:00		
	Office End Time		
	17:30		
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Figure 1.1

(Online Organization On-boarding Manual)

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B Dashboard	Organization Onboarding Form create on-boarding Form	Manage Organization On-boarding Form
Organization Registration	Organization Details Nodal Officer Details	Steps to complete the Organization On-boarding Form :
Attendance Reports	Nodal Officer Name (As on Aadhaar) *	 Fill the form with the required information and print out the form. Signed by the Head of the organization/department, with the organization stampbead. Scan the files, signed & stamped form and save it in "jpg" format of max file size 300 KB. The scanned file should be
🖬 Login	Nodal Officer Name	 commentary agrice stamped on an association and part of the agric of the maxime accidence. The assimption he should be upbaced along with the web form. Please review the form before submission.
	Aadhaar Number *	Note:
Announcement	Nodal Officer Aadhaar	a. After submitting the form, Take print out.
	Designation *	b. After your submission you can edit the data if require using OTP.
? FAQ <	Nodal Officer Designation	c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk. https://servicedesk.nic.in.
All Dashboard	Mobile No*	
	Nodal Officer Mobile No	
RD Service Drivers	E-mail (Please enter official e-mail id only) *	
	Nodal Officer Email	
	Enter the code exactly as it appears: * $a1e0a6$ Her residule? Charge text	
	Confirmation Code	
	Submit	

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.

<u>View</u>- 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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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.

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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.

(Online Organization On-boarding Manual)

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Figure 1.26

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

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B Dashboard	Upload file	øða Home ⊳ Us
Employee Registration	Upload file (only jpgipeg format and size upto 300KB) *	Instructions to upload file:
Announcement	Choose File No file chosen	1 Please take print 2 Sign on this and seal 3 Upload the file.
?FAQ <	Back Submit	

Figure 1.27

Upon submitting the form, the following screen will appear-

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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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Attendance.gov.in	=	English v
B Dashboard	Manage Onboarding Form Need OTP.	Home > Manage Onboarding Form > OTP Require
Organization Registration	OTP Require	
Attendance Reports <		Steps to manage On-boarding Form: 1. Please enter the Temporary Registration Number. 2. Please enter the Nodel Officer's Mobile Number.
🗗 Login	Temporary Registration No. * Enter Temporary Registration No.	3. To get OTP.
40 Announcement	Mobile Number*	In case of any difficulty please email us at helpdesk-attendance[at]gov[dot]in .
? FAQ <	Enter the code exactly as it appears: A 6A BA 4 Not restable? Charge text.	
All Dashboard	Confirmation Code	
RD Service Drivers	Submit	

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

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Figure 1.30

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

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• Click Submit.

Attendance.gov.in	=	English -
🕿 Dashboard	Organization Onboarding Form OTP Verification	🚯 Home > Dashbox
Employee Registration	OTP Form	Please enter the OTP number received on mobile.
Announcement NEW	Please enter your OTP number received on mobile.	Prease enter ine OLP number tecenes on module. OTP number valid for 10 minutes.
? FAQ <	614894	
🛢 All Dashboard	Submit	



The following screen will appear.

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Figure 1.32

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-

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Bashboard	Confirmation organization on-boarding Request	de Home
Employee Registration	Confirmation organization on-boarding completed successfully.	Further Process:
Announcement New FAQ	Dear SinMadam, Continuation organization on-bearding form for the organization " abod " is completed. We will process your request shortly.	The submitted information will be checked for correctness. Note: For any other assistance please get in louch with Heipdesk on 1990 111 555.

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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.