

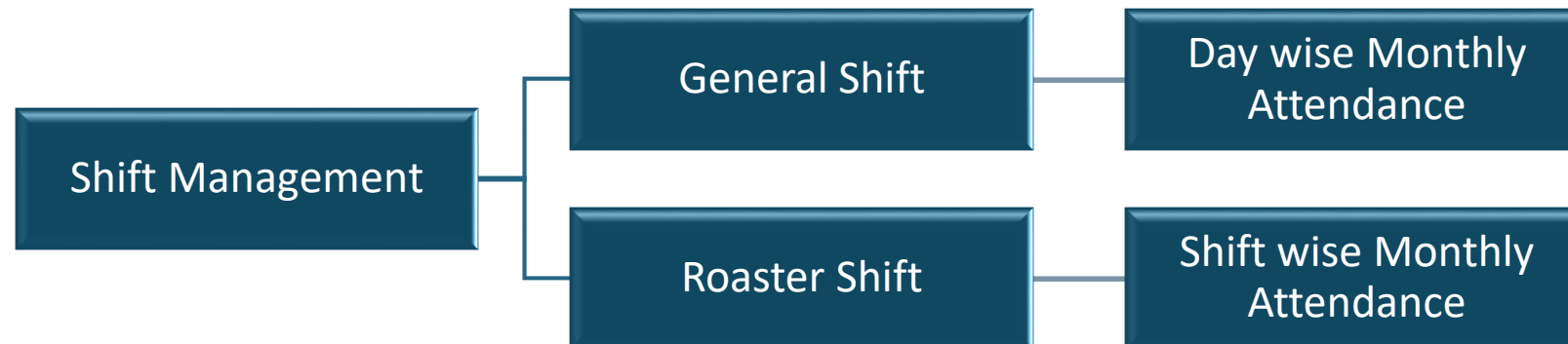
Bihar Biometric Attendance System Shift Management Process

Document Version History

Author	Release Date	Description	Version
Deepika Chouhan	11th Jan, 2024	User Manual	1.0
Mitesh Malviya	12th Jan, 2024	User Manual	1.0
Reviewer	Release Date	Description	Version
Kriti Sharma	15th Jan, 2024	User Manual	1.0

Shift Management Process

- Shift Management helps organize the work schedules of employees in organizations with different shift timings.
- Shift Management includes two types of shifts: General Shift and Roaster Shift, which are assigned based on the organization's requirements.



Shift Configuration

A Quick Walkthrough

Employee Details

How to allow the General/Roster shift to Employee?

- User can assign General Shift by selecting Is Shift Roaster Applicable as No.
- User can assign Roaster Shift by selecting Is Shift Roaster Applicable as Yes

Biometric Attendance System (Government of Bihar)
Welcome : Ankush KUMAR SINGH

Administrator Services Reports

Personal Detail

Name *	Father Name	Mother Name	Date Of Birth *
<input type="text" value="abhinav Kumar"/>	<input type="text" value="Test"/>	<input type="text" value="Test"/>	<input type="text" value="28-Jul-1970"/>
Gender *	Marital Status *	Spouse Name	Mobile Number
<input type="text" value="Female"/>	<input type="text" value="Married"/>	<input type="text"/>	<input type="text"/>
Pan Number	Aadhar Number	Permanent Address *	Current Address *
<input type="text" value="HHHHH8888H"/>	<input type="text" value="258789654123"/>	<input type="text" value="Test"/>	<input type="text" value="Test"/>

Office Details

Employee Type *	Designation *	Date Of Joining *	Biometric Enrollment Required	Is Active
<input type="text" value="Contractual"/>	<input type="text" value="Clerk"/>	<input type="text" value="01-May-2011"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Effective Date *	Is Shift Roaster Applicable	Shift Time *		
<input type="text"/>	<input type="text" value="No"/>	<input type="text" value="10:00 AM-05:30 PM"/>		

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Shift Master

How to create a General/Roster Shift?

Shift Master

Shift Master Detail

Shift Name * In Time * Out Time * Status

Shift Type*

Enter the Shift Name, In/Out Time, Status and Shift time

- On submission, the shift is created and reflected in the shift master list view.
- General and Roaster shift can be created by selecting Shift Type.

Click here to create the shift

Shift Master

S.No.	Shift Name	In Time	Out Time	Status	Duty Type	Edit	Delete
1	Shift A	08:00 AM	02:00 PM	Active	Roaster	<input type="button" value="Edit"/>	<input type="button" value="X"/>
2	Shift B	02:00 PM	09:00 PM	Active	Roaster	<input type="button" value="Edit"/>	<input type="button" value="X"/>
3	Shift C	09:00 PM	08:00 AM	Active	Roaster	<input type="button" value="Edit"/>	<input type="button" value="X"/>
4	Default Shift	10:00 AM	05:30 PM	Active	General	<input type="button" value="Edit"/>	<input type="button" value="X"/>

Duty Area Master

How to create the Duty Area?

- Admin can create Department wise Duty Area. By selecting the Area of Duty and Area of Duty Code, admin can create the Duty Area.

Select the "Area of Duty" and "Area of Duty Code"

Click here to create the area of duty

The screenshot displays the 'DUTY AREA MASTER' interface. At the top, there is a header for the Government of Bihar with navigation options like 'DOWNLOAD DOCUMENTS', '08045686957', 'HELPDESK', and 'SA'. Below the header, the 'DUTY AREA MASTER' section contains a form with three input fields: 'Department *' (pre-filled with 'Health Department'), 'Area of Duty *', and 'Area of Duty Code *'. An 'ADD' button is positioned to the right of the 'Area of Duty Code' field. A blue callout bubble points to the 'Area of Duty' and 'Area of Duty Code' fields with the text 'Select the "Area of Duty" and "Area of Duty Code"'. Another blue callout bubble points to the 'ADD' button with the text 'Click here to create the area of duty'. Below the form is a table listing existing duty areas.

SrNo	Area of Duty	Code	#
1	Operation Theatre	OT	Edit
2	Intensive Care Unit	ICU	Edit
3	Neurology Department	Neurology	Edit
4	Orthopedic Department	Orthopedic	Edit
5	Cardiology Department	Cardiology	Edit
6	ENT Department	ENT	Edit
7	Haematology Department	Haematology	Edit
8	Oncology Department	Oncology	Edit
9	Labour Room	Labour	Edit
10	Emergency Ward	Emergency	Edit
11	Surgery Ward	Surgery	Edit
12	OPD	OPD	Edit
13	Special Newborn Care Unit	SNCU	Edit

Working Designation Master

How to create the Working Designation?

- Admin can create Department-wise Working Designation. By selecting the Working Designation and Abbreviation, admin can create the Working Designation.

Select the "Working Designation" and "Abbreviation"

Click here to create the working designation

Government of Bihar

DOWNLOAD DOCUMENTS | 08045686957 | HELPDESK | SA

WORKING DESIGNATION MASTER

Department *
Health Department

Working Designation *

Abbreviation

ADD

SrNo	Working Designation	Abbreviation	#
1	Pharmacist	PH	Edit
2	Occupational therapist	OT	Edit
3	Dietitian	DI	Edit
4	Physician assistant	P Ass.	Edit
5	Other Desi.	OD	Edit

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Shift Roster Preparation

A Quick Walkthrough

Shift Roaster

It facilitates admin to view Employee and dates in one single screen

- Admin can prepare shift roster weekly and period wise.
- Prepared shift roster can be forwarded to next week.
- To prepare roster, admin has to just select duty area and click on any of these actions – Submit, Forward, Submit and Forward.

Select duty area

Biometric Attendance System (Government of Bihar)
Welcome : Ankush KUMAR SINGH

Administrator Services Reports

Shift Roaster
 Roaster week: 01-Jan-2024 | Designation: --ALL-- | Working Designation: --ALL--
 [Week] [Period] [Go]

S.No.	Employee	Designation	Working Designation	Mon, 01-Jan			Tue, 02-Jan		
				08:00 - 14:00	14:00 - 21:00	21:00 - 08:00	08:00 - 14:00	14:00 - 21:00	21:00 - 08:00
1	Anjali jain (D130)	DENTIST	-						Haematology
2	Dinesh Singh (D125)	Nurse Grade A	-			Labour		ENT	
3	harshal kumar (76876)	Nurse	-						SNCU
4	namit kumar (D132)	Homeopathy Doctor	-		ENT		Surgery		
5	Pramod Agarawal (2328)	Senior Public Health Nurse	Dietitian	Oncology		ENT		OT	
6	Snehil kumar (9878)	Nurse	-						Orthopedic
7	Somnath Rajan (449959599)	Homeopathy Doctor	-			ICU			
8	Tarun patel (D133)	Homeopathy Doctor	-		Oncology				Emergency

Submit Forward Submit and Forward Cancel

Click here to submit roster for selected week

Click here to forward the roster to next week

Click here to create and forward the shift roster to next week

Note: Roster cannot be defined for past dates

MIS

A Quick Walkthrough

Duty Report

- Admin can view the employee wise report for selected time duration.
- The report contains employee name, Duty Type, Duty Date and Day with Shift details.
- In and Out time also visible for each employee duty.

Biometric Attendance System (Government of Bihar)
Welcome : Ankush KUMAR SINGH

Administrator Services Reports

Duty Report

Employee Name: From Date: To Date:

Main Report

Bihar Biometric Attendance System
PATNA MEDICAL COLLEGE & HOSPITAL PATNA
Government of Bihar

Duty Report Report Date : 15-Jan-2024

Period From : 01-Dec-2023 To : 21-Jan-2024

S No	Employee Name	Duty Type	Duty Date	Day	Shift	Area of Duty	In Time	Out Time
1	Anjali jain (D130)	Roaster	02-Jan-2024	Tuesday	09:00 PM-08:00 AM (Shift C)	Hae matology		
2	Anjali jain (D130)	Roaster	03-Jan-2024	Wednesday	08:00 AM-02:00 PM (Shift A)	ENT		
3	Anjali jain (D130)	Roaster	04-Jan-2024	Thursday	02:00 PM-09:00 PM (Shift B)	Hae matology		
4	Anjali jain (D130)	Roaster	07-Jan-2024	Sunday	08:00 AM-02:00 PM (Shift A)	Hae matology		
5	Anjali jain (D130)	Roaster	07-Jan-2024	Sunday	09:00 PM-08:00 AM (Shift C)	Surgery		

Monthly attendance Report

- The monthly attendance report provides a detailed overview of each employee's attendance.
- The attendance of the employees in the report is marked as “P”, “A”, and “PP”.
- Attendance marking represent as
 - “A” indicates “Absent”
 - “P” indicates “Present”
 - “PP” indicates “Partially Present”

The screenshot displays the 'Biometric Attendance System (Government of Bihar)' interface. The main content area shows a 'Monthly Attendance Report' for the period 'Dec-2023'. The report is titled 'Bihar Biometric Attendance System PATNA MEDICAL COLLEGE & HOSPITAL PATNA Government of Bihar' and is dated '15-Jan-2024'. The report is presented as a table with columns for days of the month (1-31) and rows for employees. The attendance status for each day is indicated by a colored triangle: red for 'A' (Absent), blue for 'P' (Present), and green for 'PP' (Partially Present).

Period	Dec-2023																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
abhinav kumar - 143 (G)	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	A	W	
Ruchita Jain - 159 (G)	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	A	W	
Aayan Kumar - 144 (G)	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	A	W	
akshmeet ranjan - 156 (G)	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	A	W	
Amit kumar - 140 (G)	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	A	W	
Anjali Jain - 155 (G)	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	A	W	A	A	A	A	A	W	A	A	A	A	A	A	W	

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THANK YOU