



# Implementation and Maintenance of Human Resource Management System (HRMS)

## Standard Operating Procedure (SOP)

For Biometric Attendance System

Version 1.0

Jan 15, 2021



**KELLTON TECH**

## Revision History

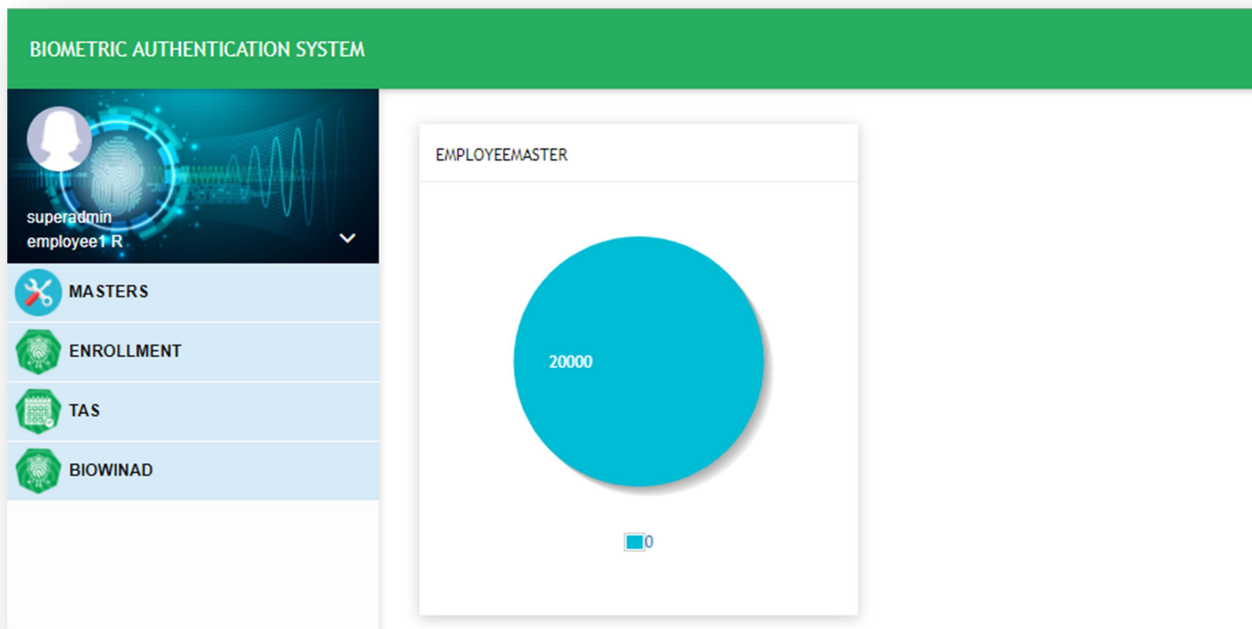
Core HR			
Version No.	Date	Version Detail	Author
1.0	Jan 15, 2021	Initial Draft	Sanjay Tiwari

## TABLE OF CONTENTS

1. Summary.....	3
2. Switch on the device .....	3
3. Run driver and applications .....	3
4. Biometric Application.....	3

## 1. Summary

As the part of the HRMS of Food Corporation of India. It has been decided to implement biometric attendance system. The proposed system would enable an employee to register attendance by presenting the his/ her biometric fingerprint. Which will be authenticated online by doing one or two match with biometric stored in the HRMS database against employee number. These devices would be connected to internet through LAN Cable or WIFI and it is wall mount devices.



## 2. Switch On the Device

This is wall mounted biometric device. There is a lock in the device. To switch on the device need to open the device lock and open the device. Press and hold power button for few seconds of the tablet installed in biometric device.

## 3. Run driver and applications

- i. Click on the InnalT Driver icon and wait until it close by itself.
- ii. Then click on the Precision\_innait icon.
- iii. And then click on the TAS icon for attendance.

## 4. Biometric Attendance

- i. Clean your hand(s)
- ii. Select the In Time or Out Time in the biometric device.
- iii. Place your finger on the biometric scanner.
- iv. Biometric device will display the response message.