VU/Circular/2023-24/012-01

Date: 18-01-2024

Circular

All the Faculty and staff members of Vishwakarma University, Pune, are hereby informed that, the VI-ERP Mobile App Attendance module is now ready for use. All are required to install the app and register for its daily use. To streamline the registration process, refer the below steps:-

1. Install the mobile app "**VIERP-faculties**" from the Play Store.
2. Enter your credentials (ID & Password) which you are using for VI-ERP website.
3. Click on the Biometric icon within the app.
4. Register as a user by selecting the second face icon (Static based 2).
5. Choose appropriate location from the dropdown menu as per the expected location to record the daily attendance.
6. Register your face by allowing the app to capture your photo according to instructions.

For detailed instructions, please refer to the following YouTube links:

1. How to register employee for Biometric Mobile App:

   https://www.youtube.com/watch?v=PqjRslKELbl&pp=ygUraHR0cHM6Ly93d3cueW91c ViZS5jb20vd2F0Y2g_dj1QcWpSc2xLRUxiSQ%3D%3D

2. How to mark attendance using Mobile App:

   https://www.youtube.com/watch?v=ZK_ls55KE9w

Note- a. If the in time is recorded through VI-ERP mobile app on any day, the out time on the same day also needs to be recorded through VI-ERP mobile app only.

   b. If anyone is unable to register for biometric registration, go to the link which is given on home screen under "Customer Support" link.

   c. For any query please mail to coordinator.establishment@vupune.ac.in.

Registrar