



ASSOCIATE ENROLMENT

PROCEDURE

Vendor Name:	Godrej and Boyce Mfg. Co. Ltd.	Document No	IOWMS/SOP/5
Contract No:	GEM/2023/B/4123905	Revision No	0
Contract Date:	7th June 2024	Effective date	19th Dec 2024

IOWMS
Procedure: Associate Enrolment



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1.Document Purpose

This document outlines the Enrolment procedure for all associates on IOWMS platform through Security SPOC login.

2. Enrolment Procedure

- 1) Click on URL <https://platform.betterplace.co.in>

- 2) Login into platform with Security SPOC Email ID and password. You can also Login with OTP.

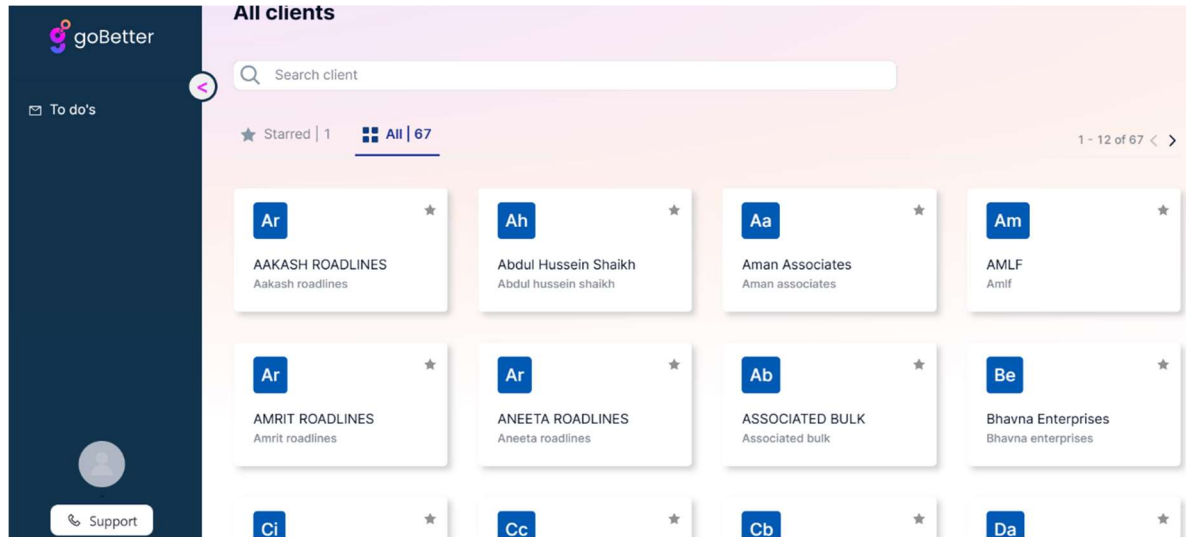
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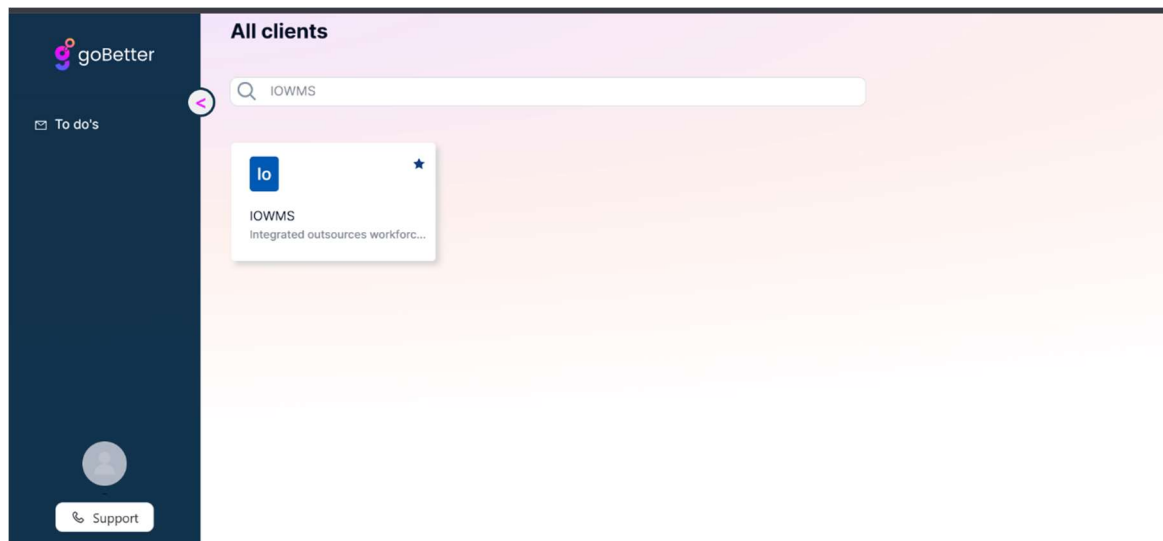
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3) After successful login, click on “ALL” option



4) Kindly select the “IOWMS”



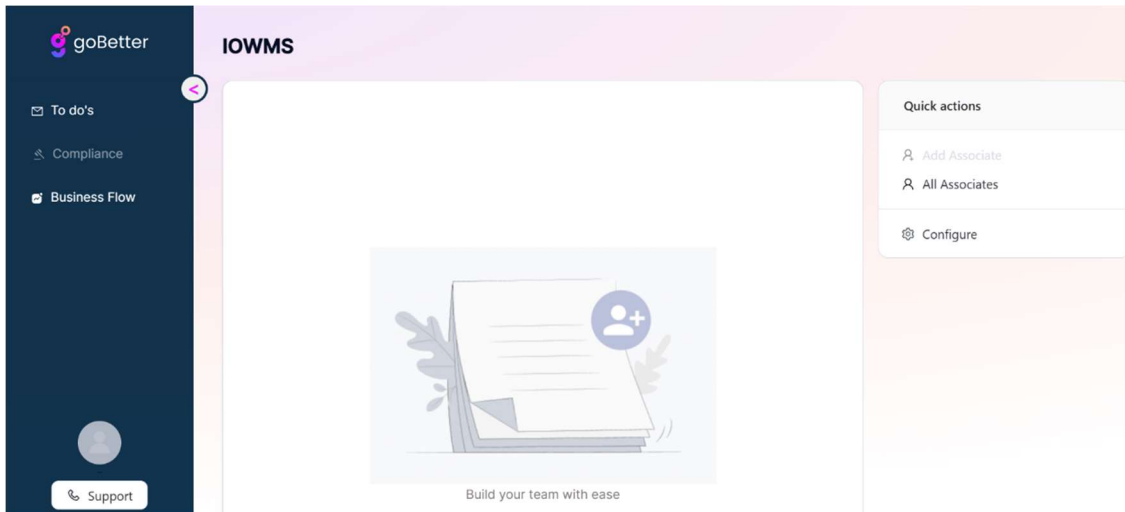
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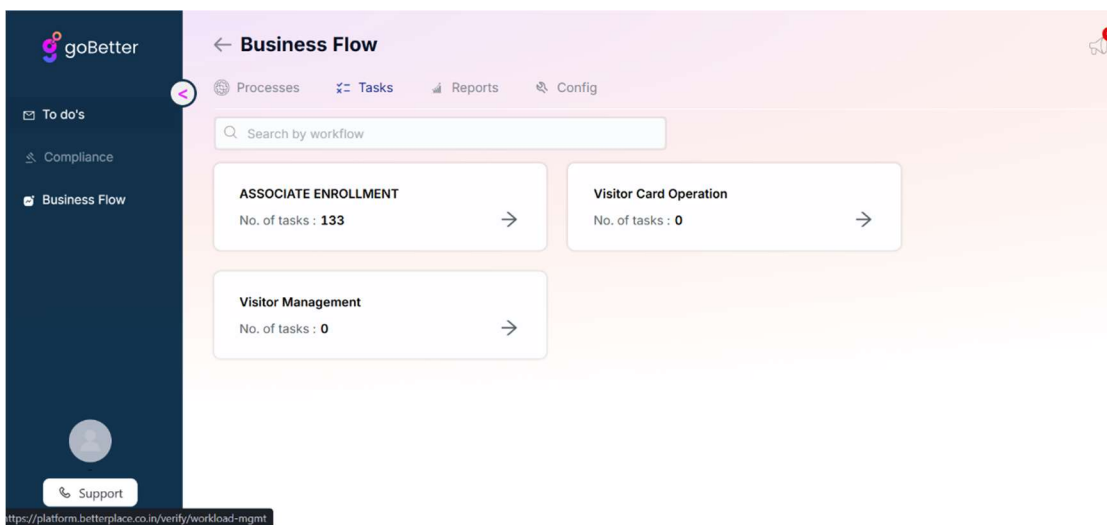
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5) Click on the Business workflows in the left pane and then click on tasks on the top.



6) Select Associate Enrolment under “Tasks” tab



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- 7) A list of associates of the location will be displayed in “**My tasks**”. Associate can be searched by his name/Emp code and associate can be searched by name/code/phone number. Click on “**Action**” to Start the Enrollment.

- 8) Click on “**Enroll Finger 1**” button at the bottom of the page for finger Enrollment (Left Hand Index Finger)

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Step 1: As shown below, once the “**Place Finger on sensor**” message is displayed on the screen and the fingerprint sensor light lit up on the sensor, place your index finger on the fingerprint sensor and wait for 2~3 seconds until the fingerprint sensor light is turned off.



Step 2: Once done, the message box disappears from the screen and again reappears for the second time and the same message appears on the screen.

Step 3: Then kindly place your index finger on the fingerprint sensor for the second time wait for 2~3 seconds until the fingerprint sensor light is turned off.

Step 4: Once the success message appears in the software then the enrollment procedure is complete

- 9) Once Finger 1 is successfully enrolled, Finger 2 button will be visible for enrolment. Click “**Enroll Finger 2**” (for Right Hand Index Finger)
Follow the same steps as mentioned above for finger enrolment

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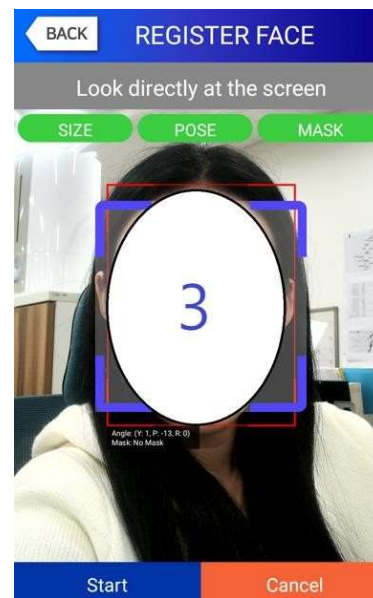
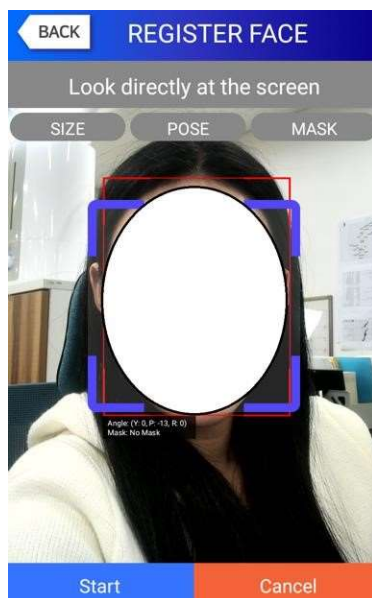
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10) Once Finger 2 is successfully enrolled, Face button becomes visible. Click “**Enroll Face**”

As shown below, align your face with the red guide that recognizes the face with the center of blue outline and register.



- Press the [Start] button to register the face. The counts starts from 3 to 0.
- During this time, align your face in such a way that Size, Pose and Mask, all 3 parameters are green.
- Do not blink your eyes during this time.
- Even if one of the parameters is Red at the count of 0, the face will not get registered.

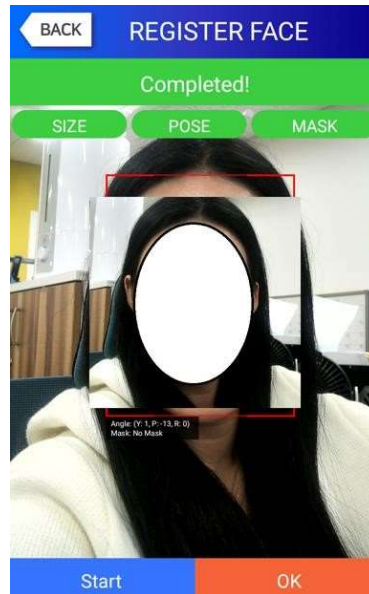
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- In that case, again press Start and repeat the above process and ensure that all 3 parameters are Green.



- When the registration is completed, '**Completed!**' message is shown on the screen. If you click [OK] button, the face registration gets completed and the screen is moved to the previous screen.
- Person must actively cooperate while doing enrolment. Register the face following the audio-visual instructions.
- If user change the glasses/spectacles, he should remove the glasses and then register.



- To capture face properly, user must not wear any mask, cap, hats sunglasses, hood. Face shield, scarf etc. which might cover the facial skin.



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11) After successful registration of Face, click on “Click to save data” button.

Business Flow

Processes Tasks Reports Config

ENROLMENT_FORM

Contract Labour Name: SANDEEP LOHAR

Vendor Name: Om Sai Enterprises

Contract Number: 1858e035-5ae4-4d87-95cf-ab303195d219

CL ID: 1300106

Role: Helper

Location: Wadilube Inst

Finger Capture Status:

Face Capture Status:

Terminal: 21

Enroll Finger 1 Enroll Finger 2 Enroll Face

Successfully done, Please enroll next finger! Successfully done, Please enroll face! Successfully done! Please click to save

Click to save data

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Annexure I

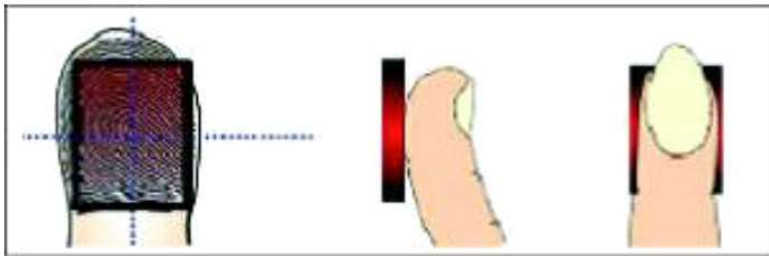
Guidelines for proper positioning of Finger and Face during Enrolment and Authentication

a. Finger Enrolment and Authentication

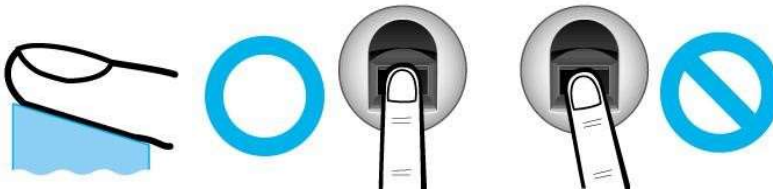
- Place your index finger on the window just as you do with a finger stamp. Do not use the tip of the finger.





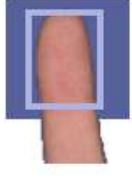



- Just slightly touching the fingertips is not the right way to register/input.



- Make sure the center of your finger touches the sensor glass window.



- Please ensure the fingerprint of index finger is captured.
- Use index fingers of both hands for enrolment and authentication,
- For both enrolment and authentication, ensure you place your fingerprint properly.

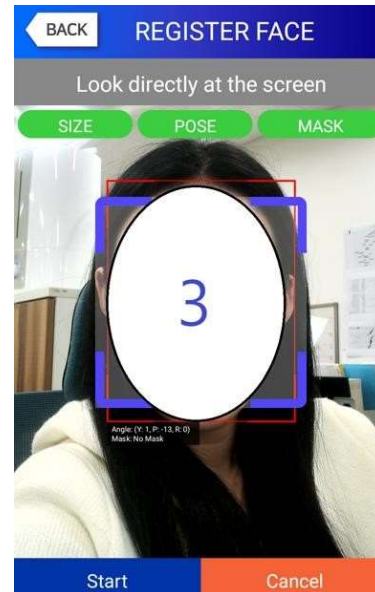
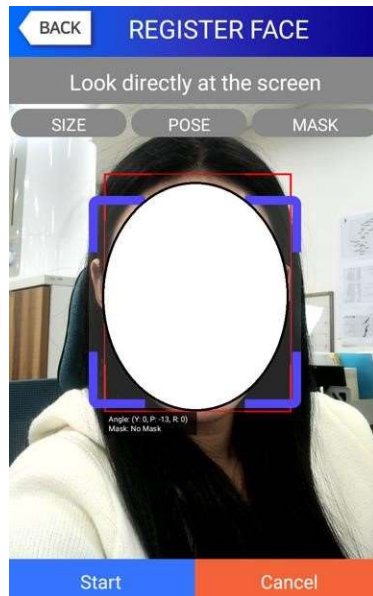
Proper Position			
Avoid rotation			

Proper Pressure



b. Face Enrolment and Authentication

As shown below, align your face with the red guide that recognizes the face with the center of blue outline and register.



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- During this time, align your face in such a way that Size, Pose and Mask, all 3 parameters are green.
- Do not blink your eyes during this time.
- Even if one of the parameters is Red at the count of 0, the face will not get registered.
- In that case, again press Start and repeat the above process and ensure that all 3 parameters are Green.



- When the registration is completed, 'Completed!' message is shown on the screen. If you click

[OK] button, the face registration gets completed and the screen is moved to the previous screen.

- Person must actively cooperate while doing enrolment. Register the face following the audio-visual instructions.
- If user wear the glasses/spectacles, he should remove the glasses during registration.



- To capture face properly, user must not wear any mask, cap, hats sunglasses, hood. Face shield, scarf etc. which might cover the facial skin.



During Enrolment as well as Authentication following points to be taken care:

- Maintain 50 cm distance between the terminal and face, while scanning
- Avoid Back Light in device camera Field of View.
- Avoid direct sunlight through windows, oblique sunlight through windows, and light source at short distance in the device field of view.
- Face should be focused in the center of the screen within the Face outline visible on screen.

