**SOP**

***for Face and Finger Enrollment***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Created By** | **Reviewed By** | **Approved By** |
| **Name** |  |  |  |
| **Designation** |  |  |  |
| **Organization** |  |  |  |
| **Signature** |  |  |  |
| **Date** |  |  |  |

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# Enrolling Face and Finger in FRS System from Software

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

A screenshot of a login form

Description automatically generated

1. Login into software with Email ID and password. You can also Login with OTP.

A screenshot of a login screen

Description automatically generated

1. After successful login, click on “ALL” option and select BPCL on the main page.

A screenshot of a computer

Description automatically generated

1. Kindly select the company as “**BPCL**”

A screenshot of a computer

Description automatically generated

1. Click on the workflows in the left pane and then click on tasks on the top.

A screenshot of a computer

Description automatically generated

1. 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.

A screenshot of a computer

Description automatically generated

1. Click on “**Enroll Finger 1**” button at the bottom of the page as per SOP for finger Enrollment

A screenshot of a computer

Description automatically generated

1. Once Finger 1 is successfully enrolled, Finger 2 button will be visible for enrolment. Click “**Enroll Finger 2**”as per SOP for finger

A screenshot of a computer

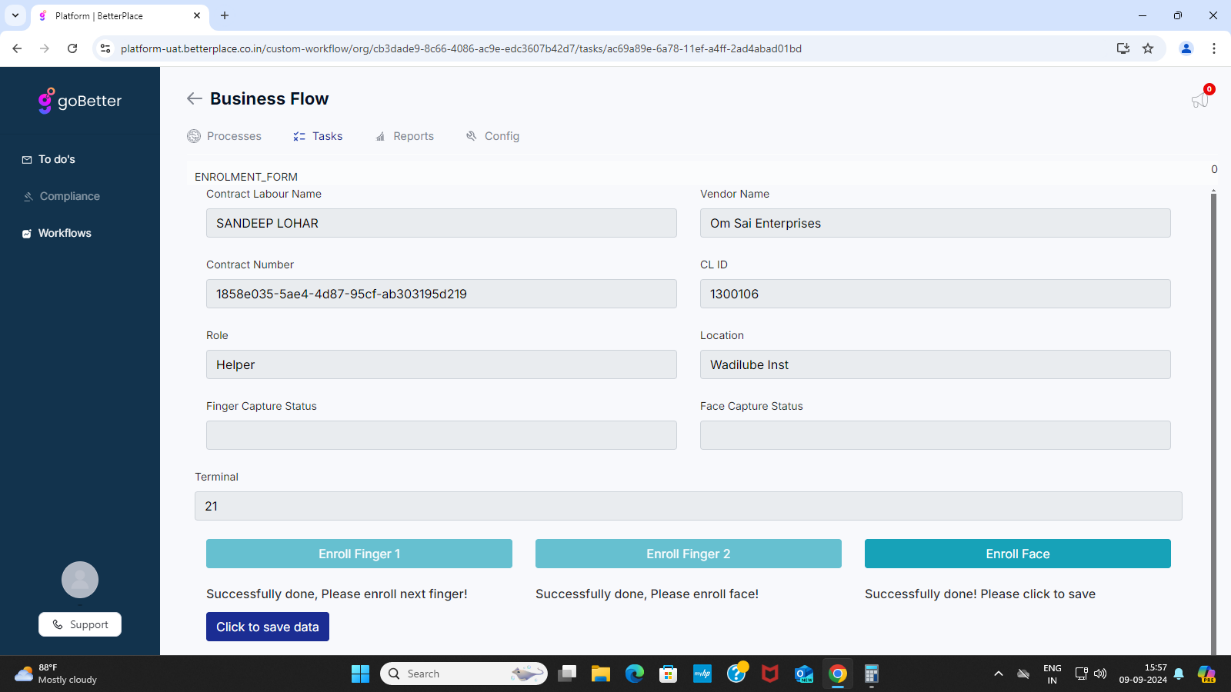
Description automatically generated

1. Once Finger 2 is successfully enrolled, Face button becomes visible. Click “**Enroll Face**” as per SOP for face.

A screenshot of a computer

Description automatically generated

1. After successful registration of Face, click on “**Click to save data**” button option will be visible.



# SOP for using Finger in FRS System Device – During Enrolment

**Step 1:** As shown below, once the “**Place Finger on senor**” 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.

# SOP for using Face FRS System Device – During Enrolment

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

A person taking a selfie

Description automatically generatedA person taking a selfie

Description automatically generated

* 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.
* A person with a face swap

  Description automatically generatedIn 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.
* A black and white glasses

  Description automatically generatedIf user change the glasses/spectacles, he should remove the glasses and then register.
* In case of drastic changes in facial parameter like clean shave to long beard or moustache, it is recommended to re-enroll.

A sign with a face and a red x

Description automatically generated

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

A black face mask in a red circle

Description automatically generated A sign with a hat in the middle

Description automatically generated A no hat sign

Description automatically generated A sign with sunglasses in the middle

Description automatically generated A no cell phone sign

Description automatically generated A red circle with a black and white sign with a person in a hat

Description automatically generated A blue sign with a face shield

Description automatically generated A scarf with a red cross

Description automatically generated

# SOP for using Finger in FRS System Device – During Authentication

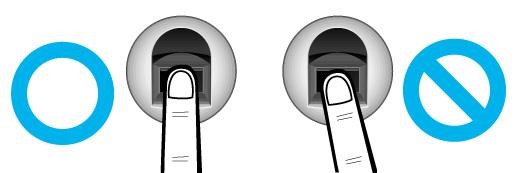
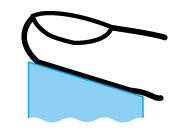
* Place your index finger on the window just as you do with a finger stamp. Do not use the tip of the finger.



* 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.



* If possible, please enter the fingerprint of your index finger. If you use your index finger, you can enter your fingerprint accurately and stably.
* Use index or middle finger for enrolment as it is the easiest for orientation and guarantees a stable input method. Using the thumb or baby finger can be awkward



* Whether for enrolment or authentication, ensure you place your fingerprint properly.

|  |  |
| --- | --- |
| Proper Position |  |
| Avoid rotation |  |
| Proper Pressure |  |

* Check if your fingerprint is unclear or damaged. It is tricky to recognize fingerprints on dry, wet, unclear, or injured fingers. Use another finger in such case.

**Note:**

* If the fingerprint is damaged or very unclear, then it cannot be recognized. Please use a face/card instead in this case.
* When a finger is dry, breathe on the finger for smooth operation.
* It is recommended that user enroll index finger of both hands, so he can place finger with ease irrespective of device being position on his left or right. If enrolling 4 fingers it is recommended to enroll middle and index finger of both hands.

# SOP for using Face FRS System Device – During Authentication

* Maintain 50 cm distance between the terminal and face, while scanning.

* In case of drastic changes in facial parameter like clean shave to long beard or moustache it is recommended to re-enroll.

A sign with a face and a red x

Description automatically generated

* If user change the glasses/spectacles, he should repeat the registration procedures.
* While doing authentication with specs if not working, try doing it removing the specs. It can happen because of IR light glare on specs.

A pair of glasses with a white background

Description automatically generated

* Tall person can stand a bit far and bend from waist for aligning themselves in circular guideline. And short person can move a bit closer.

A close-up of a sign

Description automatically generated

# Note:

* All units on turnstile at Main entrance and license area entry should be mounted on same height.
* Enrolment unit and Door Unit is to be installed at the same height and angle as that of turnstile unit using the bracket provided along with the unit.
* 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.

# SOP for using Face FRS System Device – During Re-enrolment

* In case the face of an associate is not working, then a form needs to be filled as per the **Annexure A.**
* Once the form is filled up by the associate, it needs to be submitted to BPCL HO.
* Based on the case, the re-enrolment for the employee will be initiated from the software to capture a new template.
* The remaining process for Re-enrolment will be as it is as that of Enrolment.