

# CHWs-BIOMETRIC SYSTEM USER GUIDE.

## C.H.Ws BIOMETRIC SYSTEM



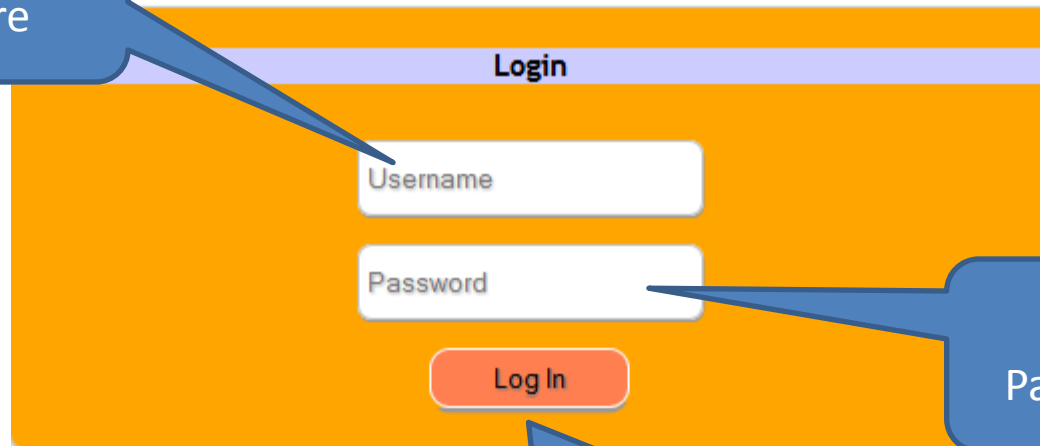
A login form with an orange background and a light blue header bar. The header bar contains the word "Login" in black text. Below the header, there are two white input fields: the first is labeled "Username" and the second is labeled "Password". Below these fields is a red button with the text "Log In" in white.



# FIRST PAGE/INDEX PAGE

Enter Username and Password to access system resources.

Enter Your User  
Name Here



A diagram of a login form with an orange background and a light purple header. The header contains the word "Login". Below the header are two white input fields: "Username" and "Password". Below the "Password" field is an orange "Log In" button. Three blue callout boxes point to the form: one to the "Username" field, one to the "Password" field, and one to the "Log In" button.

Login

Username

Password

Log In

Enter Your  
Password Here.

Click Here to Log  
In.

# User Menu.

Whenever you put a mouse on any item in the menu, a sub-menu appears from which you can select an item.



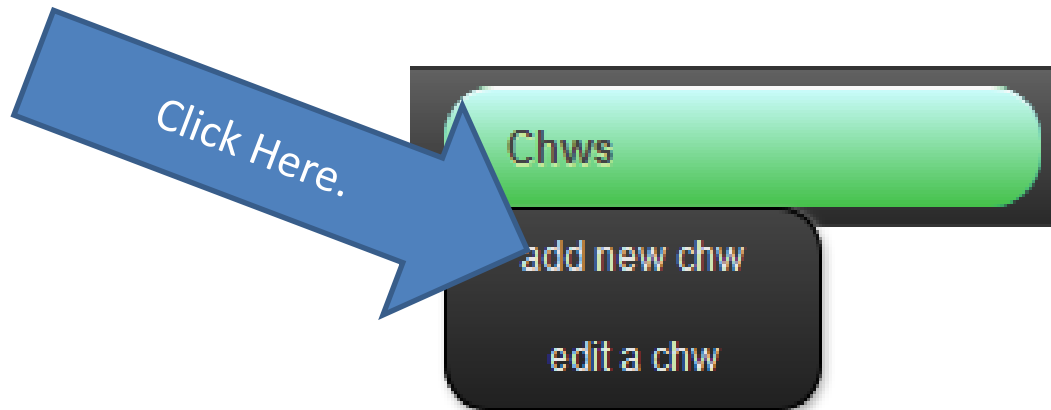
# Order Of Use.

Following is the order of using the system:

- ❖ Add a CHW if he/she does not exist.
- ❖ If the CHW exist edit any of his/her details.
- ❖ If the CHW exist and all his/her details are captured well including the finger print, mark the attendance of the CHW.
- ❖ After marking the attendance of all CHWs for that days meetings, Generate the payment file.

# Add New CHWs.

If the CHW Does not exist in the system, click on the button shown below to add him/her to the system.



# Add New CHWs.

Select the county and the Community Unit to which you want to add the CHWs. Then Click Next.

## ADD NEW CHW

**Choose County and Community unit to add CHWS belonging to that County and unit**

\* indicates must fill fields

Choose County : \*

county

▼

Choose Community Unit: \*

▼

Next

# Add New CHWs.

Connect the Scanner to the laptop and then Enter all details as shown . Those marked with a red star must be filled whereas others are optional. Then Choose the hand from which the finger will be captured. Click on capture finger Print

\* indicates must fill fields

Adding CHWS for ARAMA Community unit

change c.u.

First Name\*

Middle Name

Surname\*

Phone Number\*

National Id No.\*

Hand\*

used hand

Finger Print.\*

Capture Fingerprint

# Add New CHWs.



Index Finger

All through, this is the finger we will be using. If the CHW does not have this finger, the index finger will be an option

Middle Man



# Add New CHWs.



Put the finger on the scanner and then press gently. If an image appears As shown here, it means the image has been captured. Press OK to save details.

# Add New CHWs.

Do this for all the members whom you want to register who belong to the earlier selected community group. After registering all, press.

Click Here to start registering for another community unit.

\* indicates must fill fields

Adding CHWS for ARAMA Community unit

change c.u.

✓

First Name\*

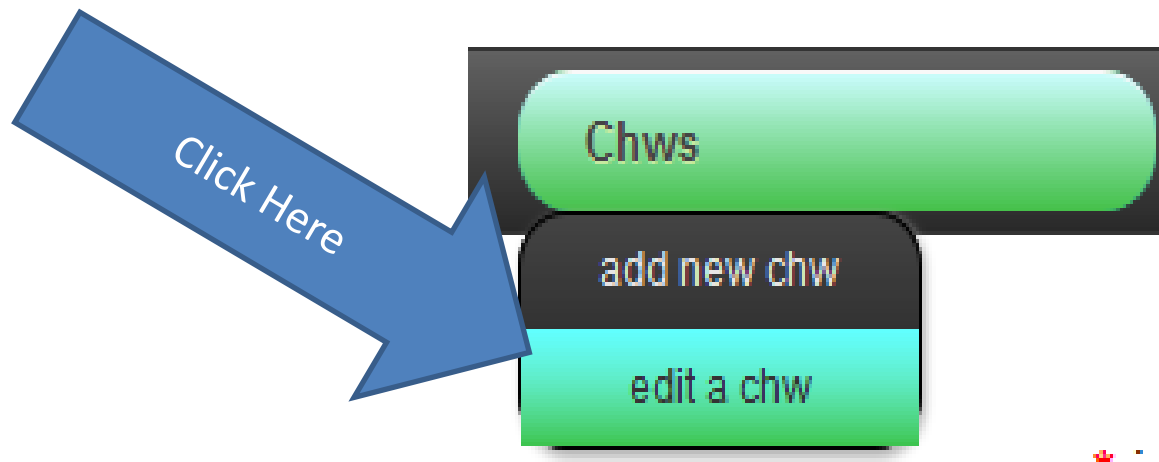
Middle Name

Surname\*

Phone Number\*

# Edit CHWs Details.

Incase the details for a CHW exist but some more details need to be added e.g. finger print, click on the button shown.



# Edit CHWs Details.

Select the county and the Community unit where you want to edit CHWs details. Click on next button.

## EDIT EXISTING CHWS

**Choose County and Community unit to view CHWS belonging to that County and unit**

\* indicates must fill fields

Choose County : \*

county ▼

Choose Community Unit: \*

▼

Next

# Edit CHWs Details.

Within the page , the user can edit CHWs Details

**Edit CHW Details**

1 Deactivate selected chw

2

3

4

5

6

Show 10 entries Search:

	First Name	Middle name	Last name	Phone no	Id no	C.U	County	Fingerp	Captured	Edit
1	LILIAN	<div>Save changes</div>	NAMPASO	0710587771	29303772	ELANGATA WUAS	Kajiado	Yes		Edit fingerprint
2	JOYCE	Click to edit	SIKAMPE	0710297713	29217996	ELANGATA WUAS	Kajiado	Yes		Edit fingerprint
3	JAMES	Click to edit	TIKOE	0717502742	28406914	ELANGATA WUAS	Kajiado	Yes		Edit fingerprint
4	DIANA	Click to edit	TUYOTO	0701586356	28304913	ELANGATA WUAS	Kajiado	Yes		Edit fingerprint
5	ALEX	Click to edit	LESALE	0721655545	27618427	ELANGATA WUAS	Kajiado	No		Edit fingerprint

# Edit CHWs Details.

This is the key of the outlined field in the previous slide:

1. Deactivate the selected CHW-First you select a CHW by clicking on a given row and then click on this button.
2. By default the page displays a maximum of 10 CHWs, by clicking here you can select to view 10,25,50 or 100 CHWs.
3. The user can click on any of the field and edit CHWs details, e.g. name, id no, phone no. you click on the field you want to edit and a box will appear as the one shown.
4. This shows that the finger print has not been captured.
5. This is a search box, enter any details to search for a CHW.
6. Click This to capture a new fingerprint or to update the existing fingerprint.

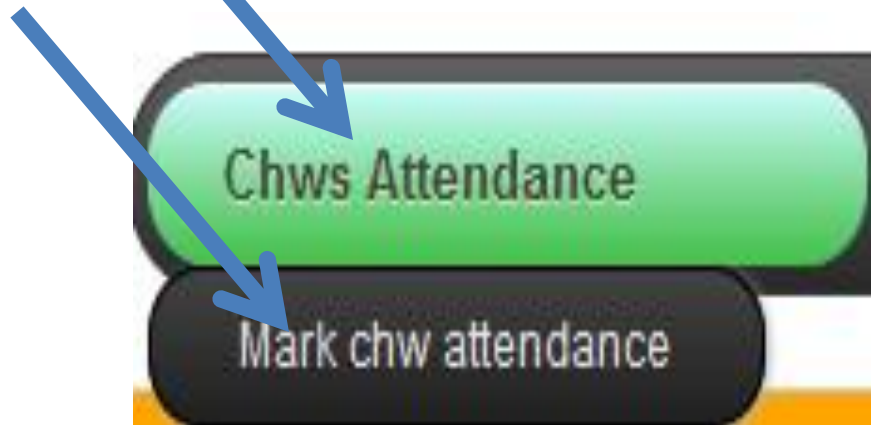
# Edit CHWs Finger Print.



After Clicking on the edit fingerprint button, a pop up comes out. The user is required to click on the pop up and then ask the CHWs to put their fingers on the scanner and then gently press until a fingerprint image appears as shown above. Click OK to save the fingerprint.

# Mark CHWs Attendance.

Click in any of the two items and you will be directed to a page where you can register new CHWs. Ensure that there is internet connection before clicking on this button.





# Mark CHWs Attendance.

Page 1 of 2

Click Here if the longitudes and latitudes are empty.

Get Location

Click the 'Get Location' button to get your current location

Enter Venue Name for the meeting

Venue Name : e.g. conference hall

Date : yyyy-MM-dd

Click to select meeting date

Latitude:

Longitude:

These are generated by the system

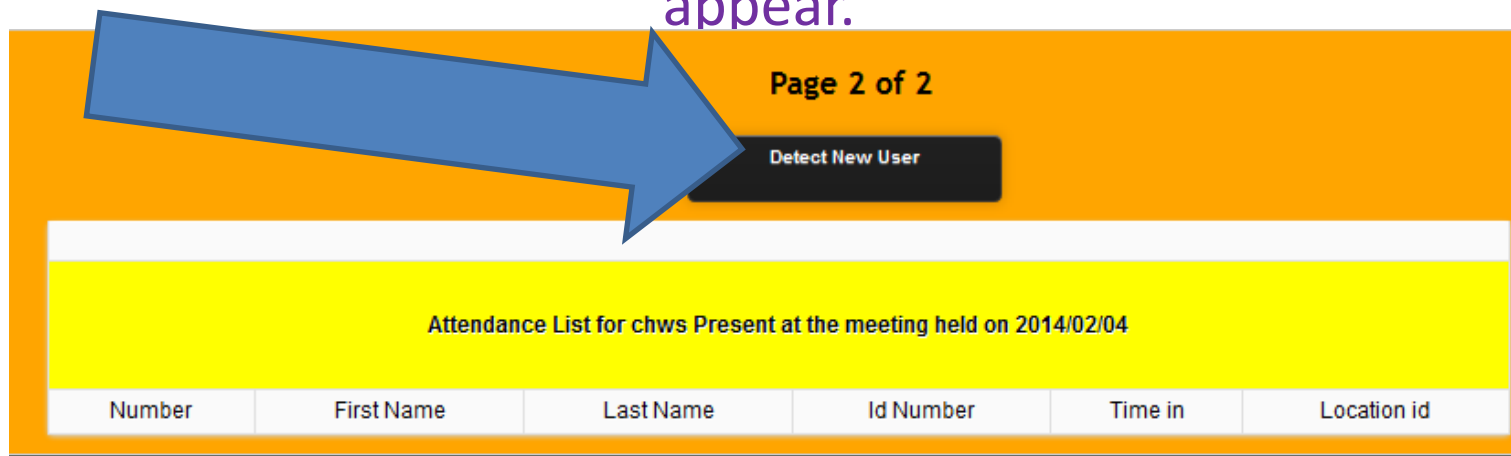
Click Here to move to the marking page

Next

The image shows a web form titled 'Page 1 of 2' on an orange background. At the top, there is a black button labeled 'Get Location'. Below it, a blue callout bubble points to the button with the text 'Click Here if the longitudes and latitudes are empty.' and another blue bubble points to it with the text 'Click the 'Get Location' button to get your current location'. The form contains several input fields: 'Venue Name :' with a placeholder 'e.g. conference hall', 'Date :' with a placeholder 'yyyy-MM-dd', 'Latitude:', and 'Longitude:'. A blue callout bubble points to the 'Venue Name' field with the text 'Enter Venue Name for the meeting'. Another blue callout bubble points to the 'Date' field with the text 'Click to select meeting date'. A blue callout bubble points to the 'Latitude' and 'Longitude' fields with the text 'These are generated by the system'. At the bottom, there is a cyan button labeled 'Next'. A blue callout bubble points to the 'Next' button with the text 'Click Here to move to the marking page'.

# Mark CHWs Attendance.

To Start marking the attendance of CHWs, Connect the Scanner wait until it is detected full and then Click on Detect New User Button. On clicking , a window shown in the next page will appear.



After clicking on where the arrow points, a screen will appear which is described in the next slide.

# Mark CHWs Attendance.

Click On this screen and wait as the users put their finger in the correctly.

This shows that the finger the CHW is using is not recognized. He /she should use the correct finger or put his/her finger properly or he/she is not registered.

The screenshot shows a software window titled "CHECK IN USING YOUR REGISTERED FINGER". It contains four identical sections of text, each representing a verification attempt:

- Section 1: "Verification started", "put your registered finger on the reader", "DIANA TUYOTO has Checked in". A callout points to this section stating: "This Shows that the user has successfully checked in."
- Section 2: "Verification started", "put your registered finger on the reader", "DIANA TUYOTO has AIREADY checked in". A callout points to this section stating: "This shows that the user has already checked . He/she is attempting to check in more than once."
- Section 3: "Verification started", "put your registered finger on the reader", "No matching fingerprint was found in the database. Ensure You are using the registered finger". A callout points to this section stating: "This shows that the finger the CHW is using is not recognized. He /she should use the correct finger or put his/her finger properly or he/she is not registered."
- Section 4: "Verification started", "put your registered finger on the reader".

At the bottom of the window is an "OK" button. A callout points to it stating: "After Checking in all the users, click here to view them."

# Make Payment File.



Click Here to select date for which the meeting was Held.

The payment file generated will only contain all the names of CHWs who attended a meeting on the selected date.

# Make Payment File.

## NOTE:

- ❖ The payment file is created if the attendance of all the expected CHWs has been marked. The file is generated only once per session date.
- ❖ You must confirm that there is Internet Connection before you generate the payment file.
- ❖ The payment file generated is for you to view don't sent it to anybody.

# Make Payment File.

## Choose Date

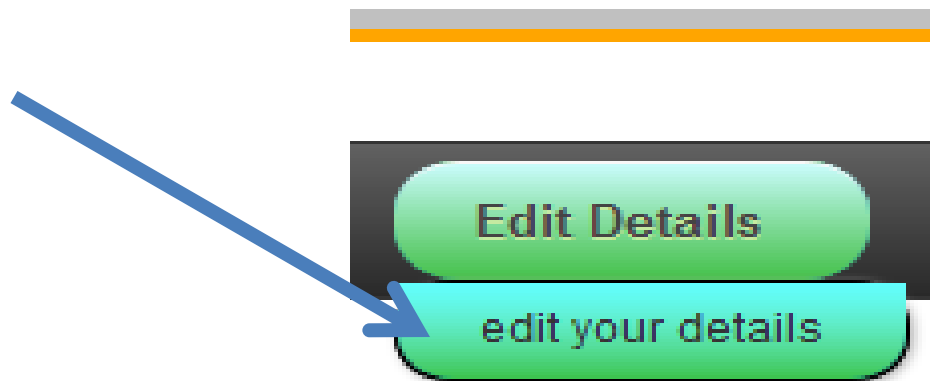
\* indicates must fill fields

Choose Date : \*

Choose the Meeting Date and then Click on the generate button.

# Edit Your Profile.

The User is able to edit his/her details.  
Click on the link shown below.



# Edit Your Profile.

First Name	<input type="text" value="MWAS"/>
Last Name	<input type="text" value="Mwas"/>
Phone No.	<input type="text" value="0756787656"/>
Username	<input type="text" value="mwas"/>
New Password	<input type="password" value="••••"/>
Confirm Password	<input type="password"/>
<input type="button" value="Save"/>	

Edit any of the above details and then click on the save button.



CHWs Biometric System.

END