



**FRS**  
**HERB**

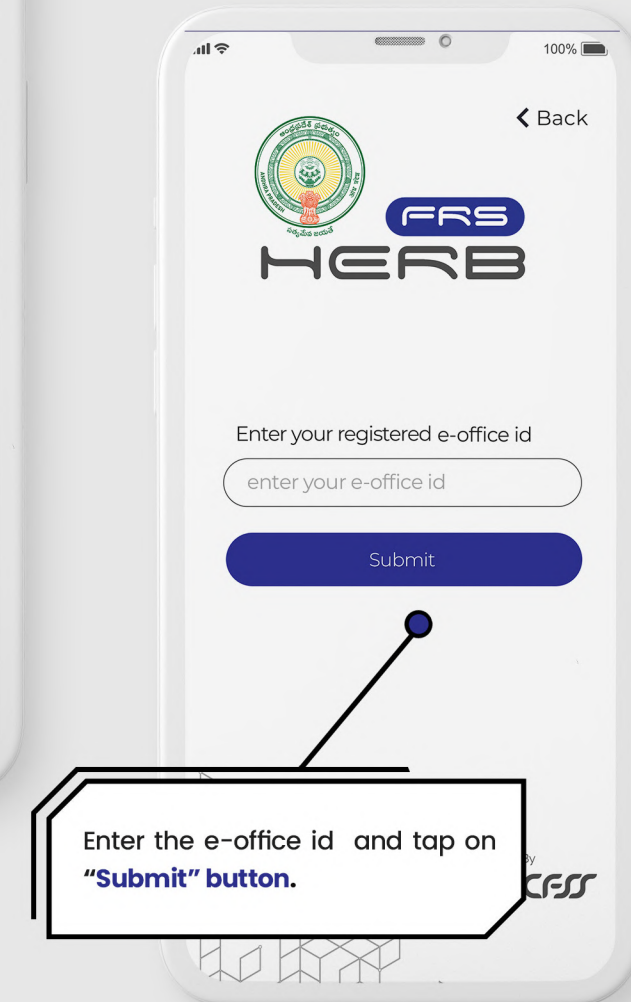
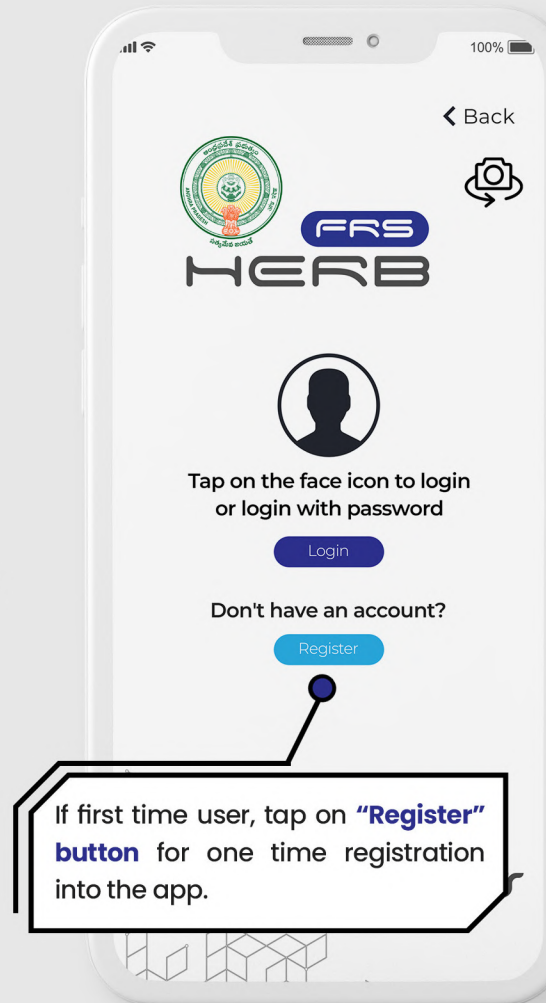
**HERB FRS**  
**Usage**

# One Time Registration



## User Registration into HERB FRS

This section describes steps to be performed for one time registration into the FRS app.



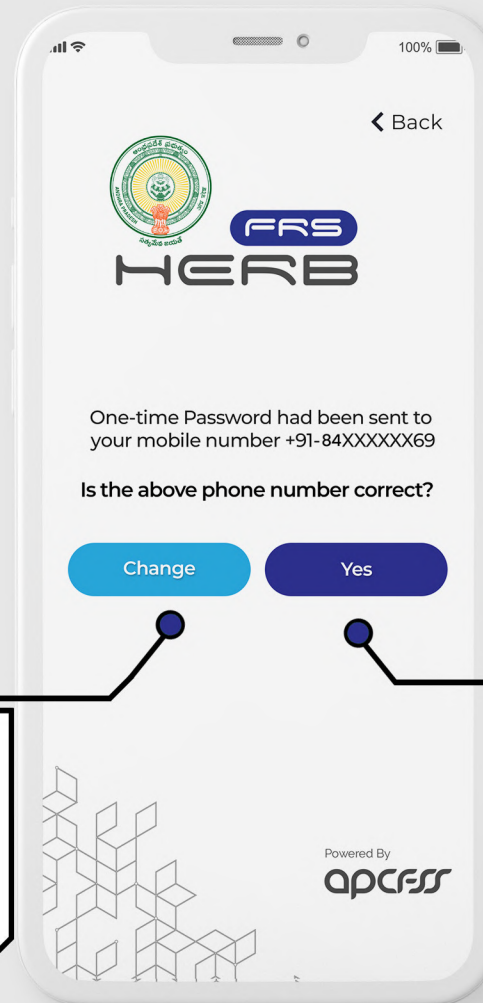
# One Time Registration



## User Registration into HERB FRS

### Registered Mobile number confirmation

- Registered mobile number is displayed for confirmation, which is in the form of +91-84XXXXXX69.
- If user wants to change the Mobile number, Can do by pressing **"Change" button.**



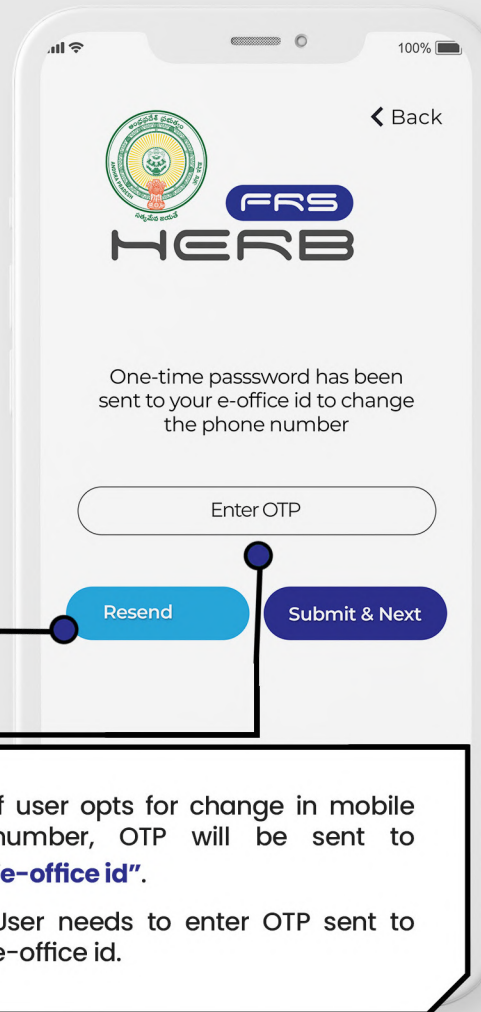
If User doesn't required change in mobile number, Can press **"Yes" button.**

# One Time Registration



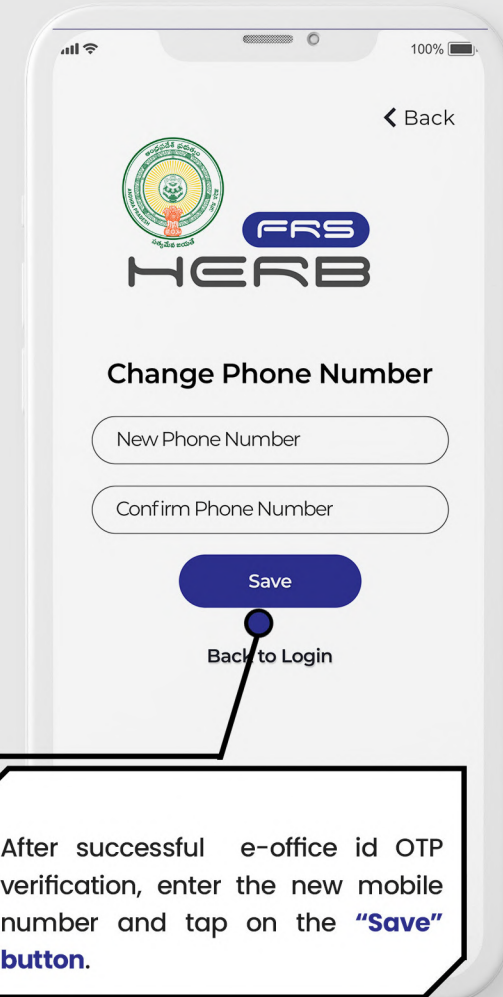
## User Registration into HERB FRS

If there is a change of registered mobile



If no OTP received tap on **“Resend”** button.

- If user opts for change in mobile number, OTP will be sent to **“e-office id”**.
- User needs to enter OTP sent to e-office id.



After successful e-office id OTP verification, enter the new mobile number and tap on the **“Save”** button.

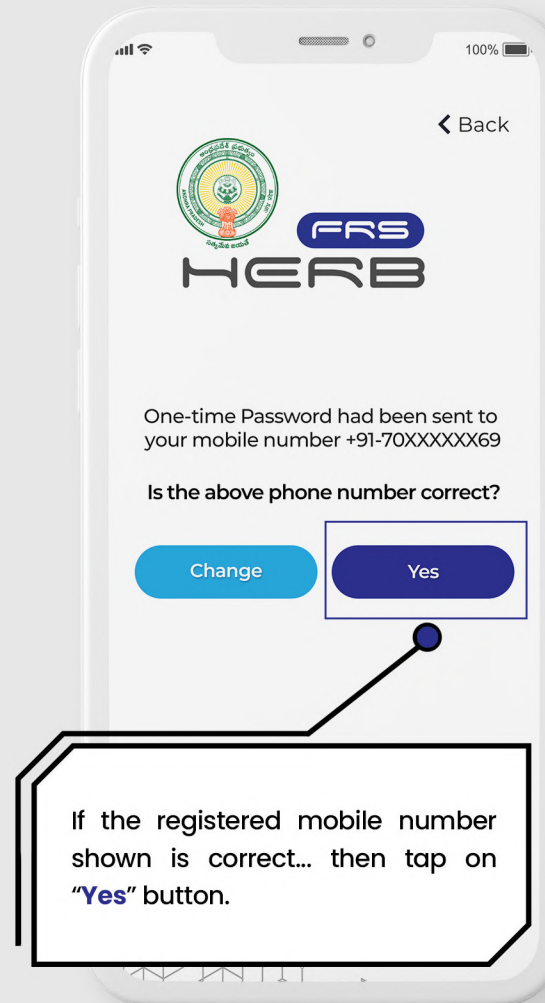


# One Time Registration

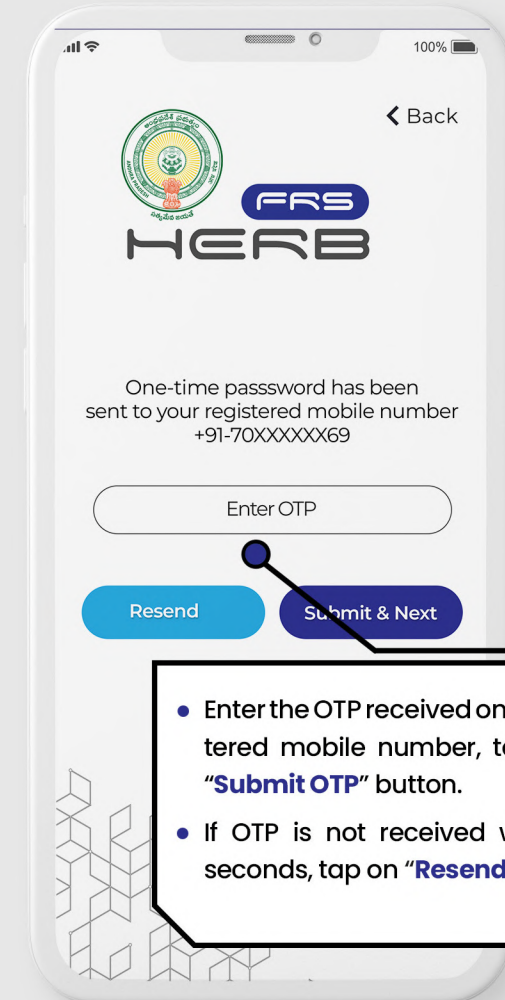


## User Registration into HERB FRS

If there is no change of registered mobile number...



If the registered mobile number shown is correct... then tap on "Yes" button.



- Enter the OTP received on the registered mobile number, tap on the "Submit OTP" button.
- If OTP is not received within few seconds, tap on "Resend" button.

# One Time Registration



## User Registration into HERB FRS

### User Profile Conformation

100%

< Back

FRS  
HERB

**Name**  
Username goes here

**Department**  
Department Title

**Designation**  
Designation Title

**e-office id**  
user.email@email.com

Confirm & Continue

- Post successful OTP verification, User can view the details viz. Name, Department, Designation, Mobile Number and e-office id.
- Tap on **“Confirm & Continue”**.

# One Time Registration



## User Registration into HERB FRS

### Creation of New Password

100%

< Back

FRS  
HERB

Create Password

Enter New Password

Confirm Password

Confirm & Continue

- User needs to enter the desired password by entering new password.
- Confirm the desired password again and tap on **“Confirm & continue”** button.

# One Time Registration

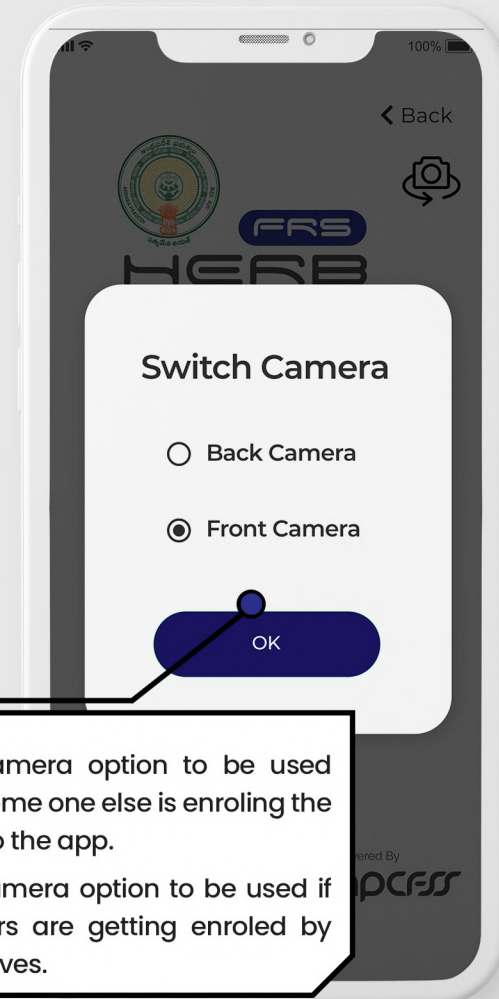
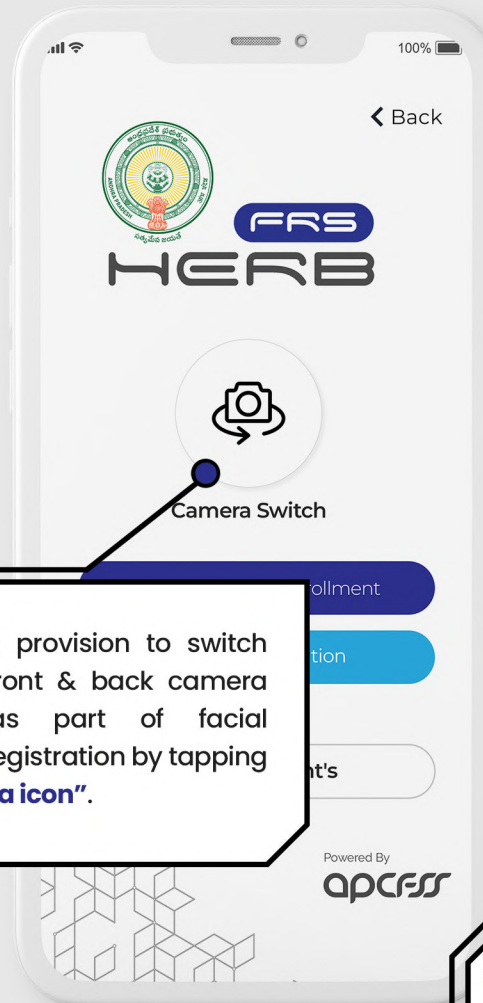


## Facial Template Enrolment

Camera Switch options selection

There is a provision to switch between front & back camera options as part of facial template registration by tapping on "**camera icon**".

- Back camera option to be used when some one else is enrolling the user into the app.
- Front camera option to be used if the users are getting enrolled by themselves.



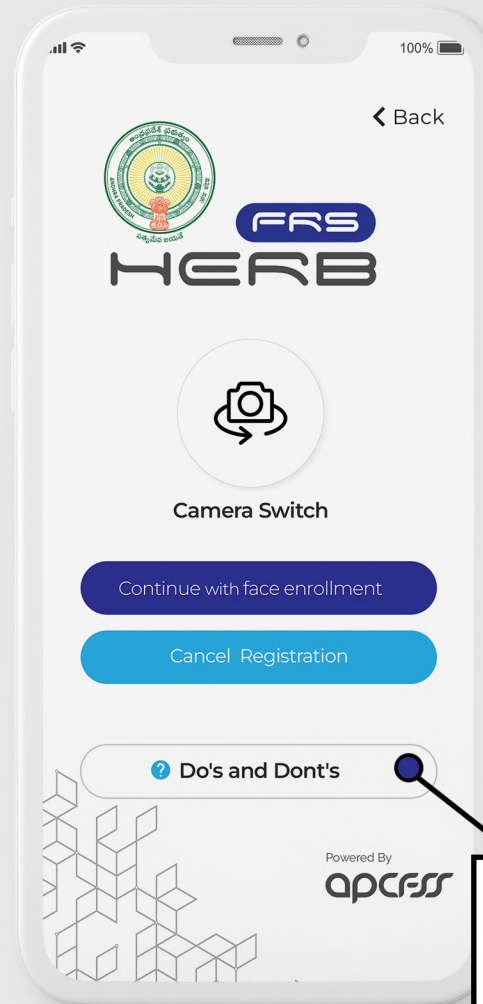


# One Time Registration



## Facial Template Enrolment

Do's & Dont's help points for facial template registration process.



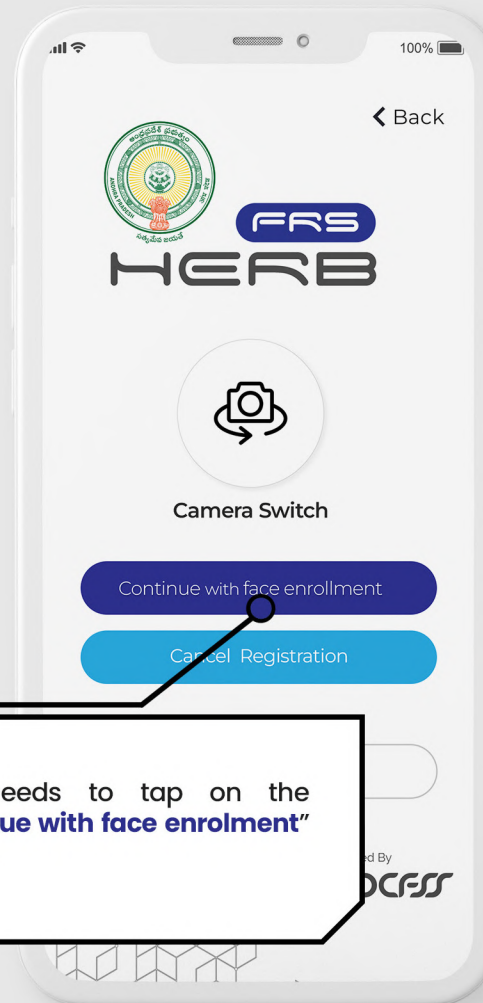
There is a provision for "Do's and Dont's" help for facial template registration.

# One Time Registration



## Facial Template Enrolment

Capturing of facial template into the app.



User needs to tap on the "Continue with face enrolment" button.

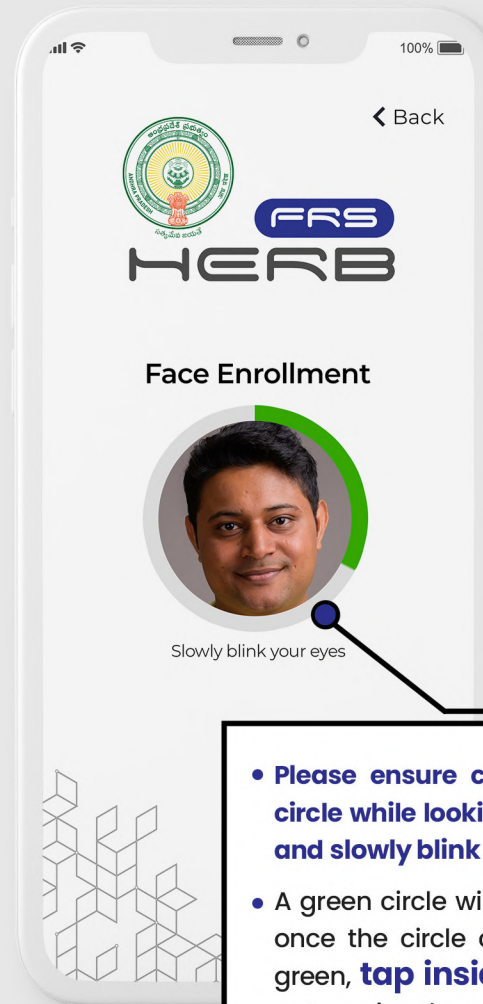
ed By  
DCFS

# One Time Registration



## Facial Template Enrolment

Capturing of facial template into the app.



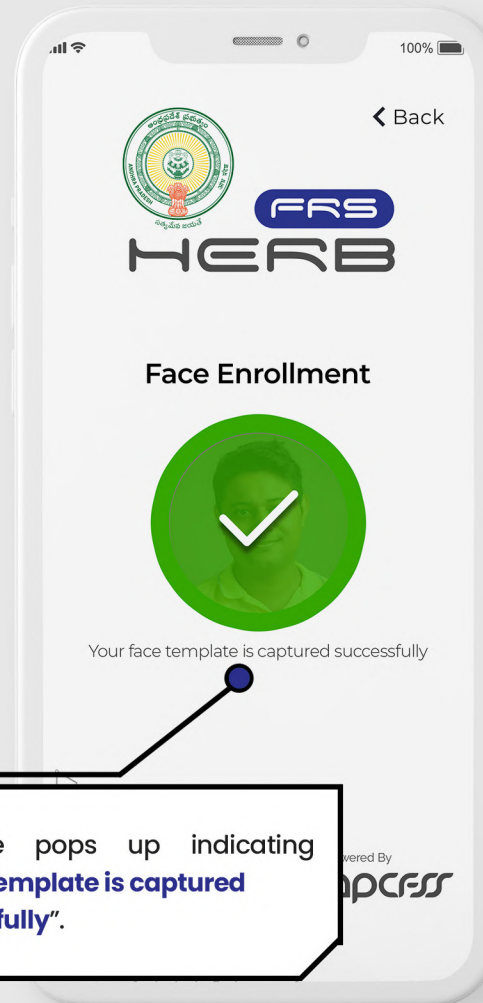
- Please ensure complete face in the circle while looking at mobile camera and slowly blink the eyes.
- A green circle will start filling the face, once the circle completely turns into green, **tap inside the circle** without moving the mobile phone.

# One Time Registration



## Facial Template Enrolment

Capturing of facial template into the app.



Message pops up indicating "Facial template is captured successfully".

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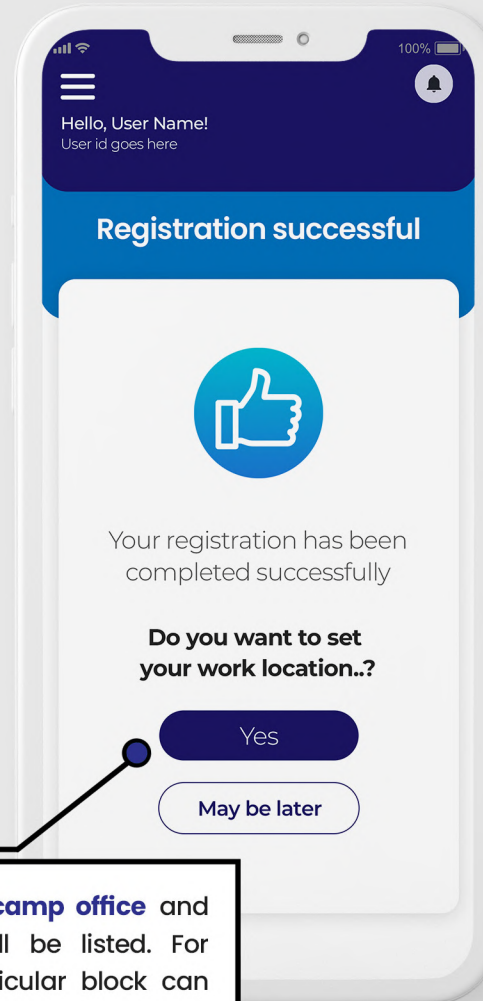


# One Time Registration

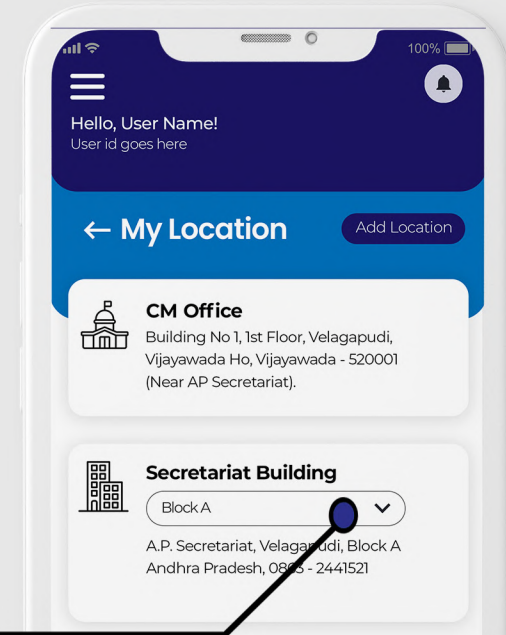


## Add Location

Work location set up.

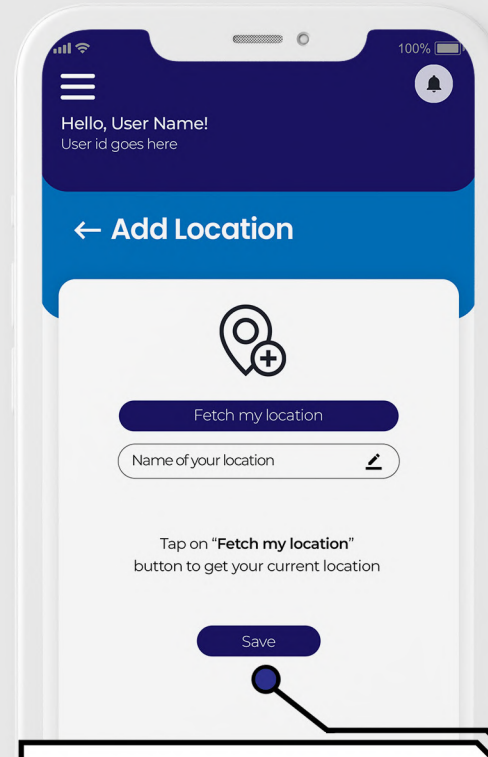


- By Default **CM camp office** and **Secretariat** will be listed. For Secretariat, particular block can be selected.
- However user can also add another work location by tapping on "Yes" button.



- User can select the block from the above shown dropdown values.
- User can add another location by tapping on the "Add location" button.
- For adding the current location user needs to be in that particular location which is to be added.

# One Time Registration



- User can tap on **“Fetch my location”** button for setting up of another location.
- User can add name for the new location and tap on **“Save”** button to add the third location.
- With this, one time registration process is completed and user will be taken to the login screen.

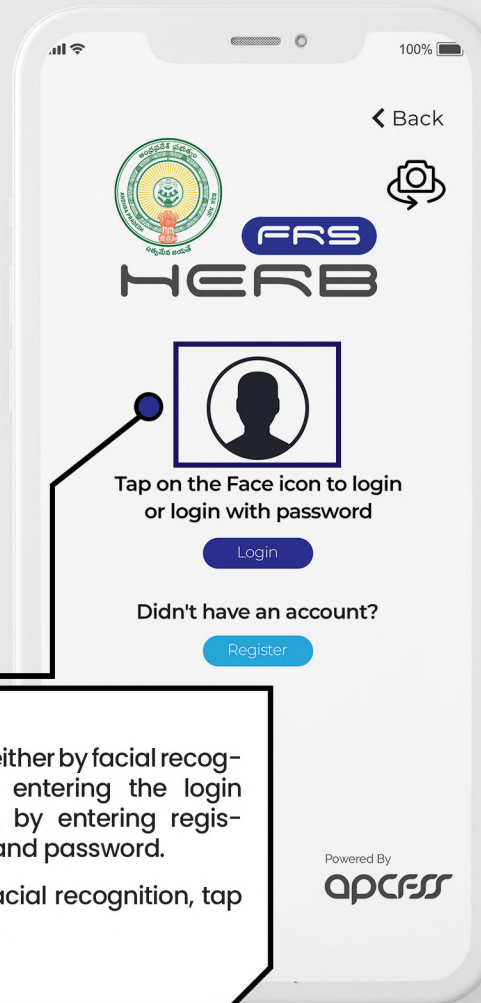
## Add Location

Work location set up.

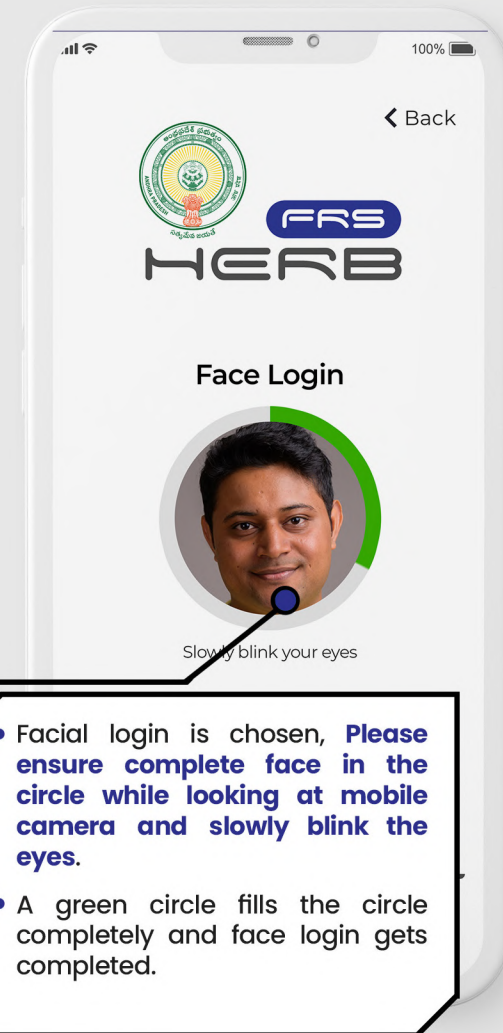
# Logging into the app



## Login with facial Identification



- User can login either by facial recognition [or] by entering the login credentials i.e. by entering registered email id and password.
- To login with facial recognition, tap on "Face icon".



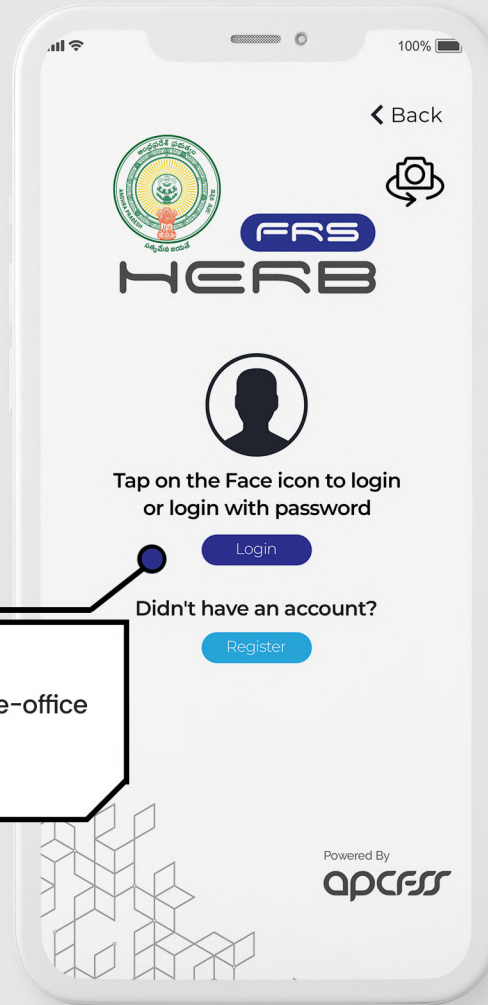
- Facial login is chosen, **Please ensure complete face in the circle while looking at mobile camera and slowly blink the eyes.**
- A green circle fills the circle completely and face login gets completed.



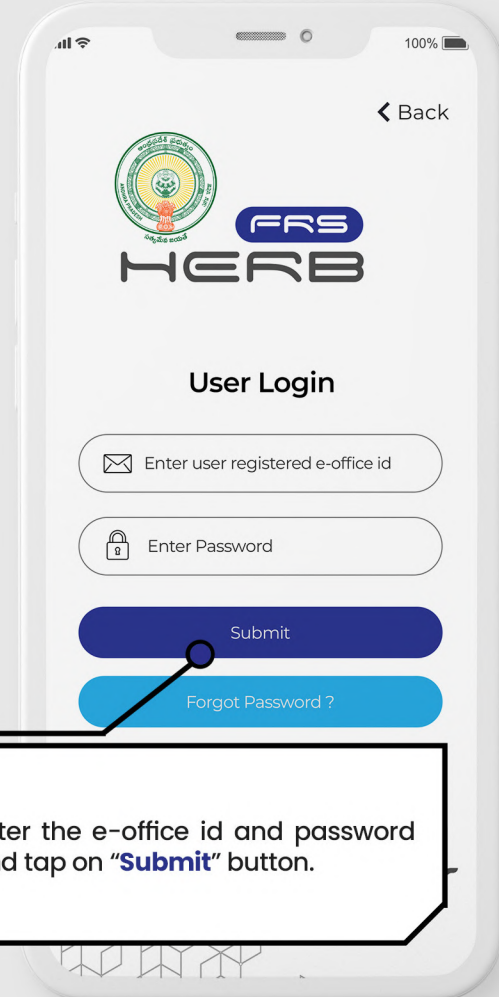
# Logging into the app

## Login with registered email id

To login with the registered e-office id, tap on "Login" button.



Enter the e-office id and password and tap on "Submit" button.







# Menu Items

**Clock in/Out** is meant for marking the clock in and clock out every day.

**History** is meant for viewing of Clock in / Clock out history.

## Home Screen

After logging into the app the user views this home screen with various options as shown.

Clock In / Out

History

Profile

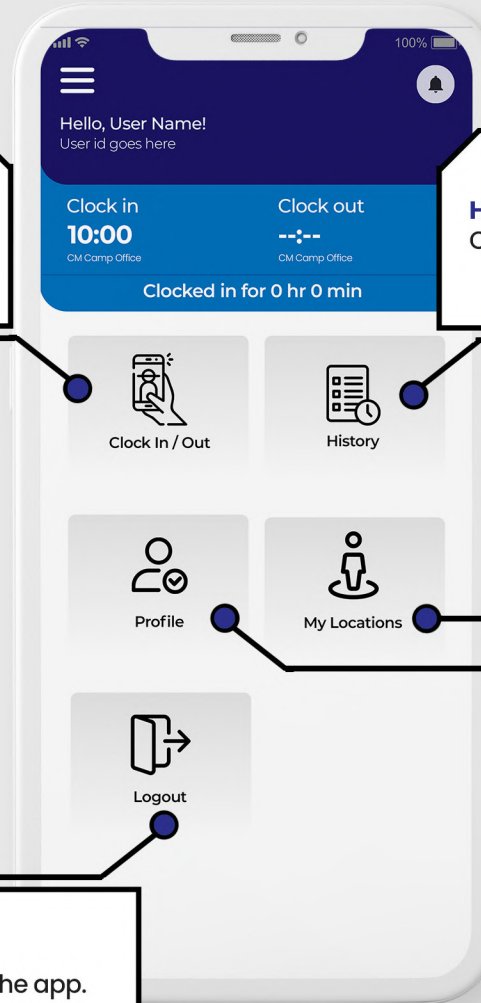
My Locations

Logout

**My Locations** is meant for locations management for that particular user.

**Profile** is meant for viewing the user's self profile information.

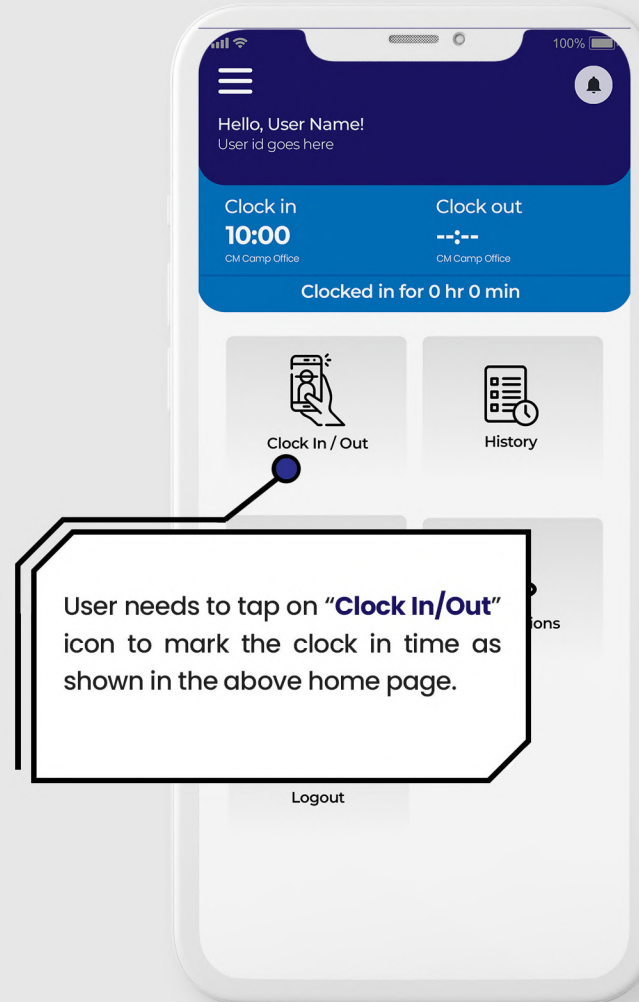
**Logout** for logging out of the app.



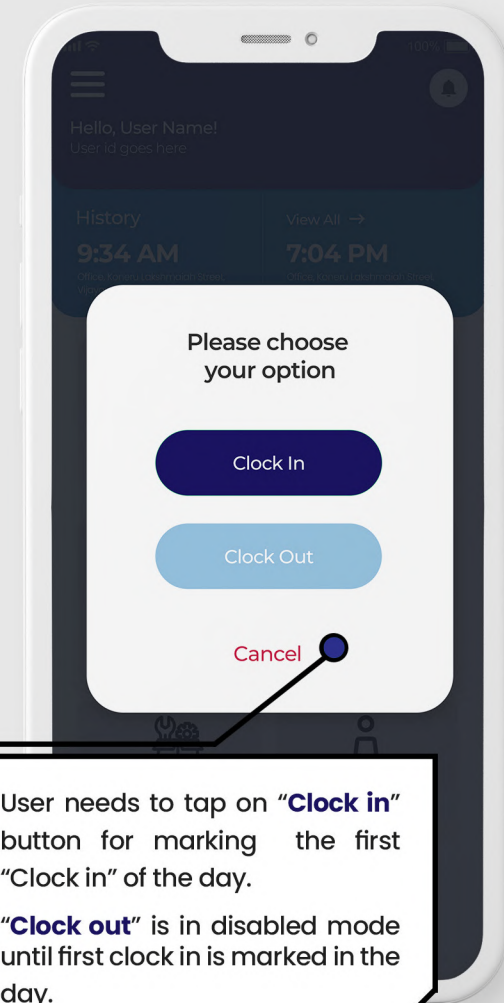
# Menu Items



## Clock In Process



User needs to tap on **"Clock In/Out"** icon to mark the clock in time as shown in the above home page.



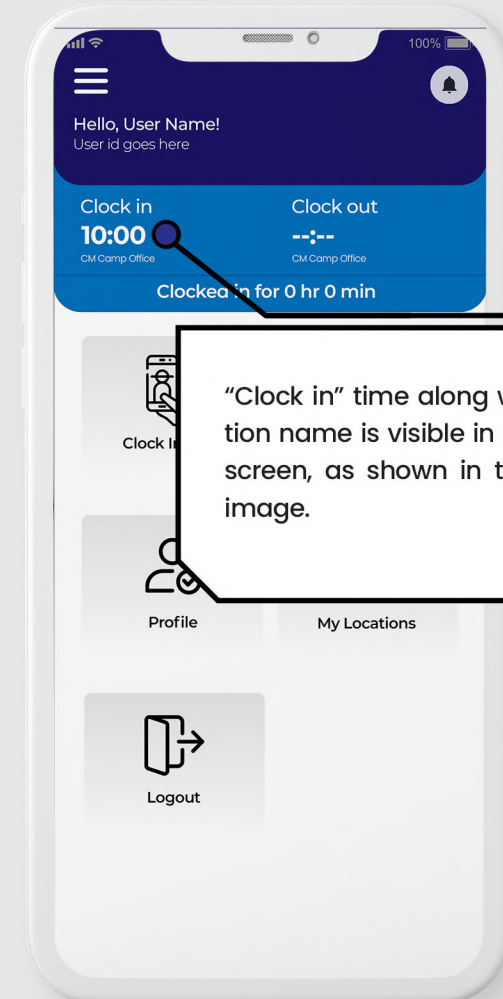
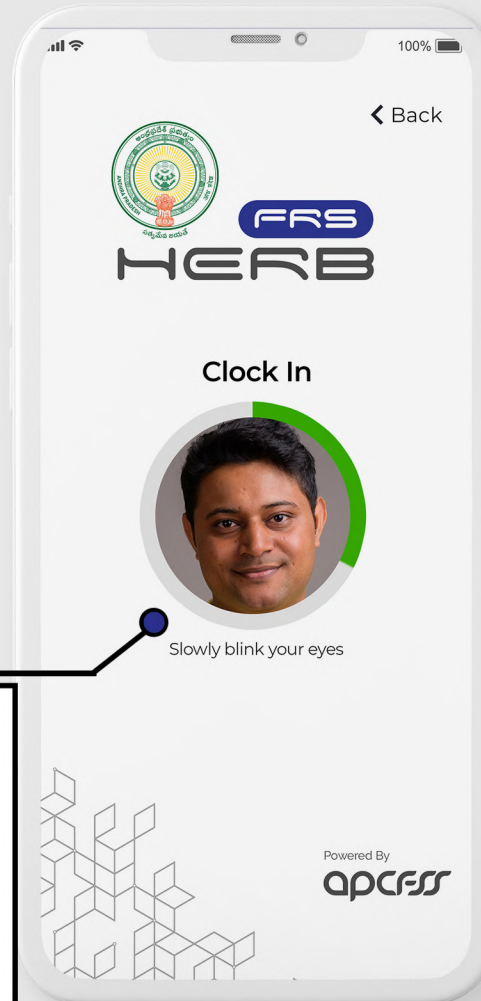
- User needs to tap on **"Clock in"** button for marking the first **"Clock in"** of the day.
- **"Clock out"** is in disabled mode until first clock in is marked in the day.

# Menu Items



## Clock In Process Continued...

- Front camera will be opened and **user need to focus the entire face** within the circle as shown in the image and needs to **slowly blink the eyes**.
- A green circle starts filling around the face. Once the entire circle turns into green completely, clock in gets completed.

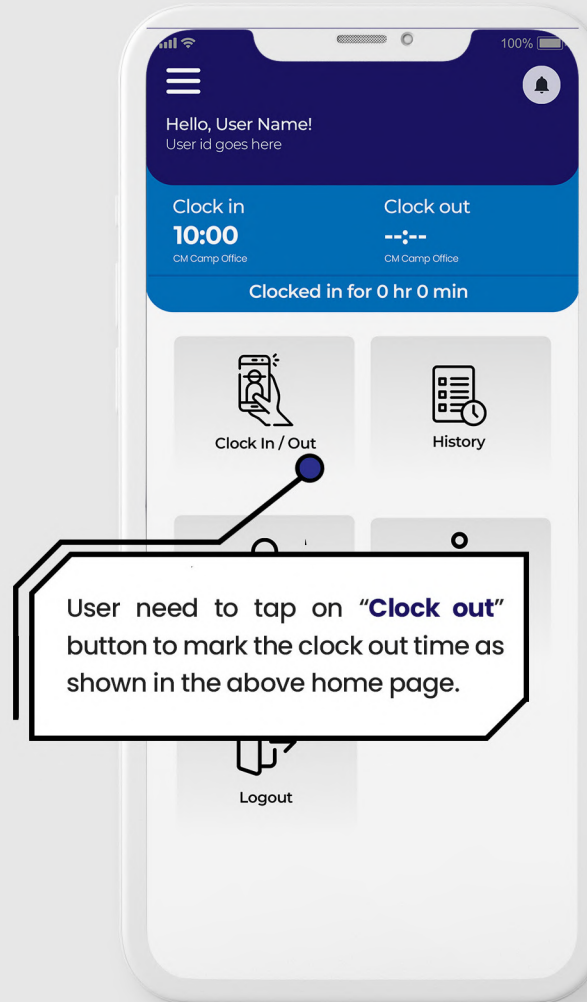


"Clock in" time along with location name is visible in the Home screen, as shown in the above image.

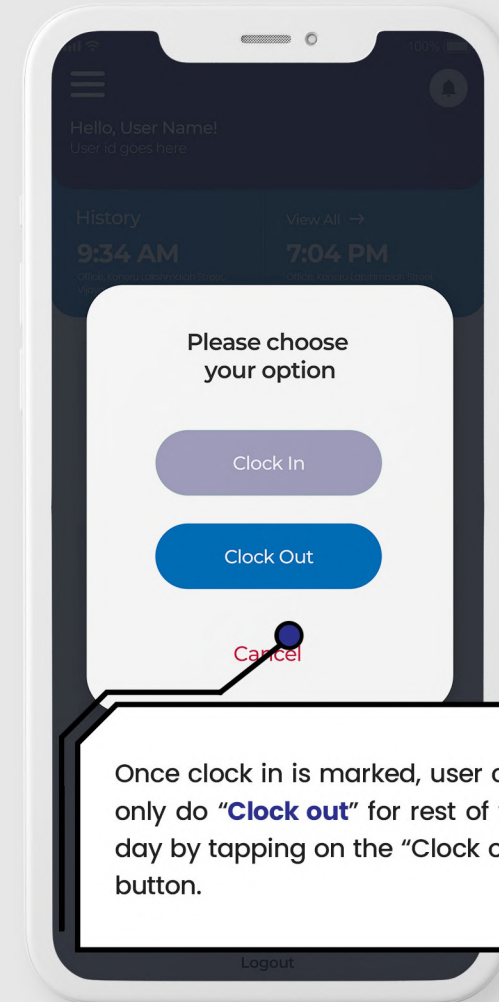
# Menu Items



## Clock Out Process



User need to tap on **“Clock out”** button to mark the clock out time as shown in the above home page.



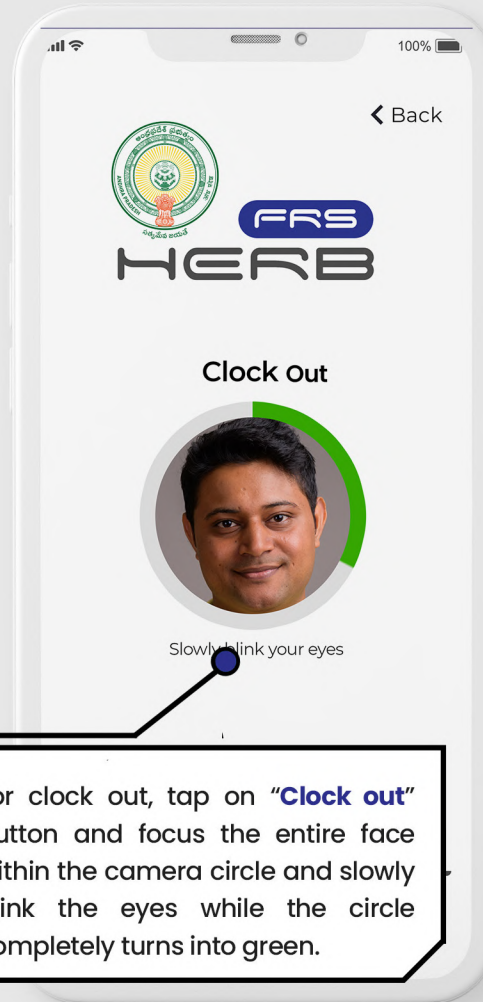
Once clock in is marked, user can only do **“Clock out”** for rest of the day by tapping on the **“Clock out”** button.



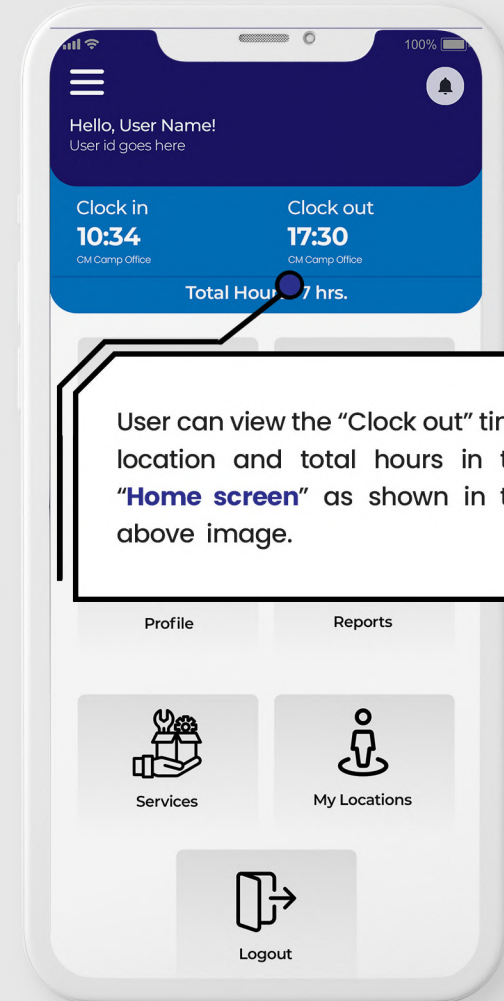
# Menu Items



## Clock Out Process Continued...

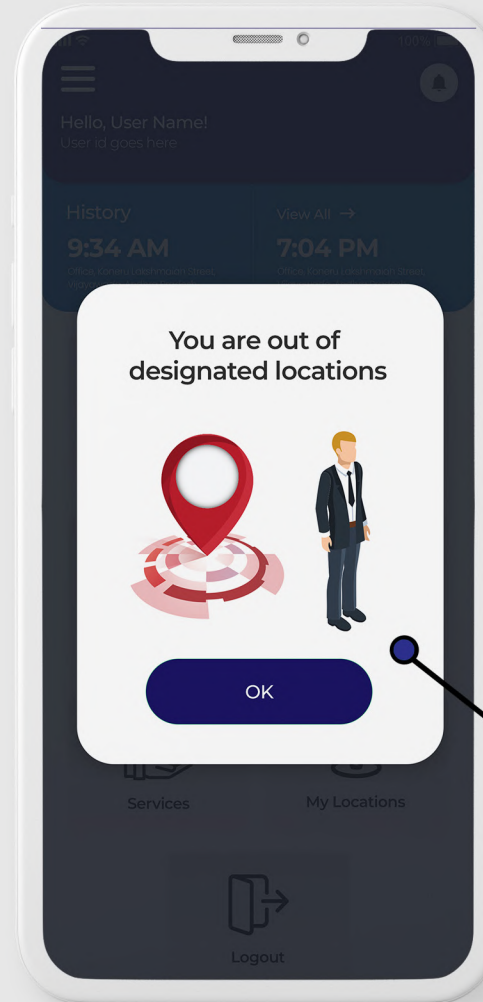


For clock out, tap on **“Clock out”** button and focus the entire face within the camera circle and slowly blink the eyes while the circle completely turns into green.



User can view the “Clock out” time, location and total hours in the **“Home screen”** as shown in the above image.

# Clock In / Out from the designated locations

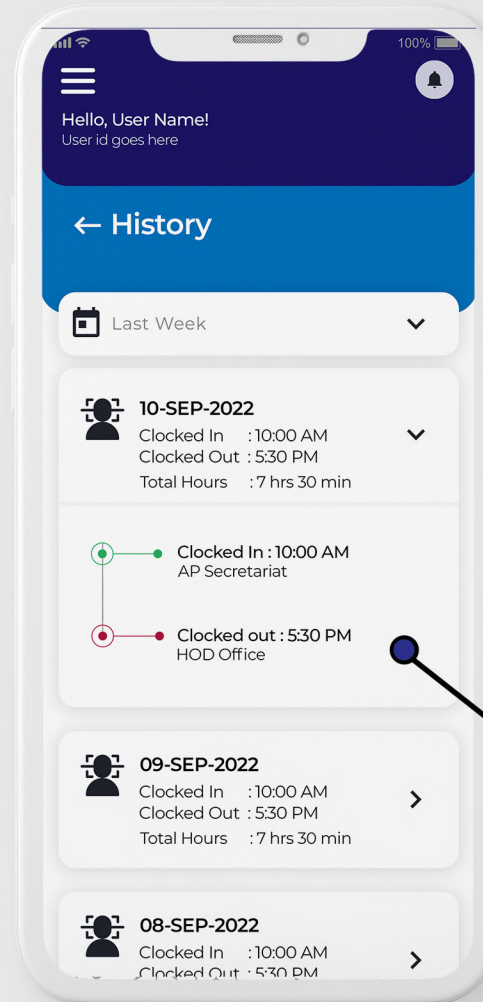


User can mark "Clock in" and "Clock out" times only from the designated locations.

# Menu Items



## Total Hours History

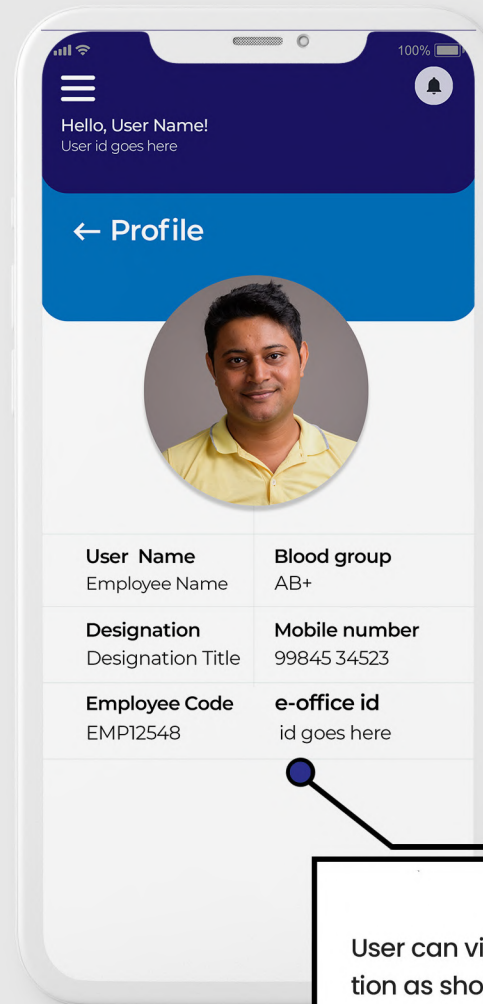


User can view the day wise total **hours history** as shown in the above screen.

# Menu Items



## User Profile



User can view the profile information as shown above.





HERB

*Thank You*