



Installation and Configuration of Aadhaar Enrolment Client

UIDAI

Unique Identification Authority of India

**Version: 2.0.0.2
Release date: 27-11-2012**



Preface

This training manual contains the detailed steps for carrying out the installation and configuration of the Aadhaar Enrolment Client. This manual also describes the process of importing master data after downloading it from the UIDAI Admin Portal. Finally you will find the process of on-boarding of Operators, Supervisors and Introducers into the Aadhaar Enrolment Client.

Target Audience

- Registrar's Supervisor
- Enrolment Agency Supervisors
- Technical Administrator

Dependent or Related Modules

To read this manual, you should have a prior knowledge on the following module:

- UIDAI and Aadhaar
- Aadhaar Enrolment Process



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Objectives

At the end of this module, you will learn

- To manage the registrations of the users (different types of Registrar and Enrolment Agency personnel) with UIDAI
- The installation and un-installation process of Aadhaar Enrolment Client (AEC)
- The steps to configure AEC
- The process to on-board the Operator, Supervisor and Introducer



User Management

UIDAI provides a portal (called the UIDAI Admin Portal) to help Registrars and Enrolment Agencies (Administrators) to manage their personnel; managing personnel includes registrations of the users with UIDAI. The URL of the UIDAI Admin Portal is "<http://portal.uidai.gov.in>".

Certain representatives from Registrars and Enrolment Agencies will be provided access to portions of the portal. These representatives will have to be registered as users on the portal, so that they can be authenticated while performing certain operations.



Figure 1: Home Page of UIDAI Admin Portal

Users may be broadly classified as Introducers and Non-Introducers. Non-Introducers comprise of:

- Registrar Administrators
- Enrolment Agency Administrators
- Enrolment Agency Supervisors
- Enrolment Agency Operators

Beside many other tasks, Enrolment Agency administrators can perform the following in the UIDAI Admin Portal:

- Add enrolment agency users (Operators & Supervisors)
- Download Master Data
- Download Registrar Data
- Download User Credential



Addition of Operator/Supervisor by Enrolment Agency Administrator

- Enrolment Agency Administrator needs to validate and activate
 - Operator on the UIDAI Admin Portal from the **Operator > Add** menu.
 - Supervisor on the UIDAI Admin Portal from the **Supervisor > Add** menu.

The screenshot shows the UIDAI Operator Management portal. At the top, it displays the UIDAI logo, the text 'Unique Identification Authority of India', and a counter for '22,24,73,654 AADHAARs issued'. Below this is a navigation bar with options like 'Home', 'Administration', 'Reports', 'Operator', 'Supervisor', 'Tech Support', 'Certificate Details', 'Utilities', 'EA Portal User', and 'Inbox'. The main section is titled 'OPERATOR MANAGEMENT' and 'NEW OPERATOR'. It features a five-step process diagram: 1. Operator Enrolment, 2. Operator Certification, 3. Operator Activation on UIDAI Portal, 4. Operator Activation on Client PC, and 5. Operator ready to enrol residents. Below the diagram is a form for adding a new operator, with fields for Certification Number, Aadhaar No., Enrolment No. and Date time, Name, Name in Certificate, Operator ID, Associated Registrar, Primary Email Address, Mobile Number, Gender, and Regional Office. A 'Validate' button is next to the Certification Number field. At the bottom, there are links for 'Terms of Use', 'Privacy Policy', 'Help', and 'Contact Us', along with a copyright notice for 2010 UIDAI.

Figure 2: Form to Add Operator

Note: Pre-requisite to Add Operator/Supervisor

- Operator/Supervisor needs to go through the UIDAI enrolment process and obtain an Aadhaar
- Operator/Supervisor needs to get certified by passing an on-line test conducted by Sify and MeritTrac



Installation and Un-installation of Aadhaar Enrolment Client

UIDAI provides the Aadhaar Enrolment Client (AEC) to Registrars/Enrolment Agencies to be used for enrolments. AEC is also referred as ECMP, i.e. Enrolment Client Multi Platform, from version 1.5 onwards. The Aadhaar Enrolment Client has certain prerequisites which have to be met before installation, including,

- Creation of Windows User Accounts
- Addition of user credentials in the UIDAI Admin Portal
- Registration of the Client with UIDAI after installation
- On-boarding of Operator(s), Supervisor(s) and Introducer(s) in order to perform enrolments.



Note

If you face any problems in installing the Enrolment Client, you can contact the UIDAI helpline at **1800 180 1947** or e-mail at **techsupport@uidai.gov.in**

In this section, you will find the instructions to install the Aadhaar Enrolment Client and all its dependencies.

Prerequisites

- Registrar has been provided with a 3-digit Registrar code by UIDAI; **the Enrolment Agency must be aware of its Registrar's code.**
- The Enrolment Agency must be aware of its 4-digit Enrolment Agency code provided by UIDAI.
- The Enrolment Agency must create their users (Operators, Supervisors) in the UIDAI Admin Portal.
- The Registrar must create Introducers in the UIDAI Admin Portal.
- The Aadhaar Enrolment Client users (Operators/Supervisors) should have applied for an Aadhaar.

System Prerequisites

The minimum system requirements for using the Aadhaar Enrolment Client are stated below:

- 2GHz, Dual core **CPU**
- 3 GB **RAM**
- 160 GB **HDD**
- 5 **USB** 2.0 ports or equivalent hub



- 100Mbps **Network Interface** Card (if not built-in to the mother board)
- 32-bit **Operating System**: Windows XP Professional (SP3) or Windows 7 Professional / Enterprise Version

PLEASE NOTE: Windows Vista cannot be used

- Recommended monitor resolution setting: 1024 x 768
- Biometric devices: Iris scanner, digital photograph camera, Slap Finger Print Scanner
- Machine should not have any pending Windows update. (Windows updates are performed automatically by connecting to Internet and selecting live windows update)
- System should be connected to Internet.

Full / Fresh Installation

Generally UIDAI mails a link (URL), from where AEC ZIP file can be downloaded. On unzipping the AEC ZIP file (e.g. **ECMP_Windows_2.2.0.0_CompleteSetup.zip**), you will find the following folders:

Name	Date modified	Type	Size
1.ReadMe	28-05-2012 15:36	File folder	
2.Checklist	28-05-2012 15:36	File folder	
3.Documents	28-05-2012 15:36	File folder	
4.Dependencies	28-05-2012 15:37	File folder	
5.AadhaarEnrolmentClient	28-05-2012 15:38	File folder	

Figure 3: Folder Structure

- **CompleteSetup**: This folder contains following sub folders and files-
 - **ReadMe**: This folder contains the installation and uninstallation instruction of AEC
 - **Checklist**: This folder contains checklist that needs to be filled at the time of installation and to be sent to **techsupport@uidai.gov.in**
 - **Documents**: This folder contains all the documents related to the AEC
 - **Dependencies**: This folder contains all the pre-requisites and Vendor Device Manager (VDMs) that are required for Aadhaar Enrolment Client to work.
 - **AadhaarEnrolmentClient**: This folder contains the setup file of the product.

Aadhaar Enrolment Client – Steps for a fresh Installation

The following instructions are for the installation of Aadhaar Enrolment Client and its dependencies in a clean machine where there are no previously installed instances of AEC or other dependent software.

NOTE: Make sure that the instructions below are followed in the exact order to ensure that the application is installed and configured correctly.



1. Log in as Windows Administrator
2. Create Windows Users (e.g. subodh_operator, roshni_supervisor)
3. Installation of Aadhaar Enrolment Client (by using one click installer).
4. Vendor Device Software Installation

Note: There is no need to install the application for every user. One installation will make the application available to all System users.

1. Log in as Windows Administrator

Log in the system as Windows Administrator.

Note that your computer has default Administrator User. This user account gets created while installing the operating system.

2. Create Windows Users

It is mandatory to create a separate Windows User Account for each user who is supposed to use the Aadhaar Enrolment Client such as Technical Administrator, Operators, and Supervisors.

It is mandatory for the user who installs the Aadhaar Enrolment Client to have administrative privileges.



Note

Windows has a default **Administrator** User. This user account gets created, automatically, while installing the operating system.

The administrator has to create user accounts (**non-administrative**) for Operators and Supervisors to log in.

How to create users and granting administrative privilege is discussed below.

Creating User in Windows XP / Windows 7

Follow the steps below to create users in Windows XP / Windows 7:

- Log in as Windows XP / Windows 7 Administrator
- Open **Computer Management** by using any one of the following two methods:
 1. On the **Desktop**, select **My Computer** (in Windows XP) / **Computer** (in Windows 7) icon. Right-click the mouse and select **Manage** to open **Computer Management** window.
 2. Open **Control Panel > Administrative Tools > Computer Management**.
- In the **Computer Management** window, expand the **Local Users and Groups**.
- Right-click on **Users** folder and select **New User** option.

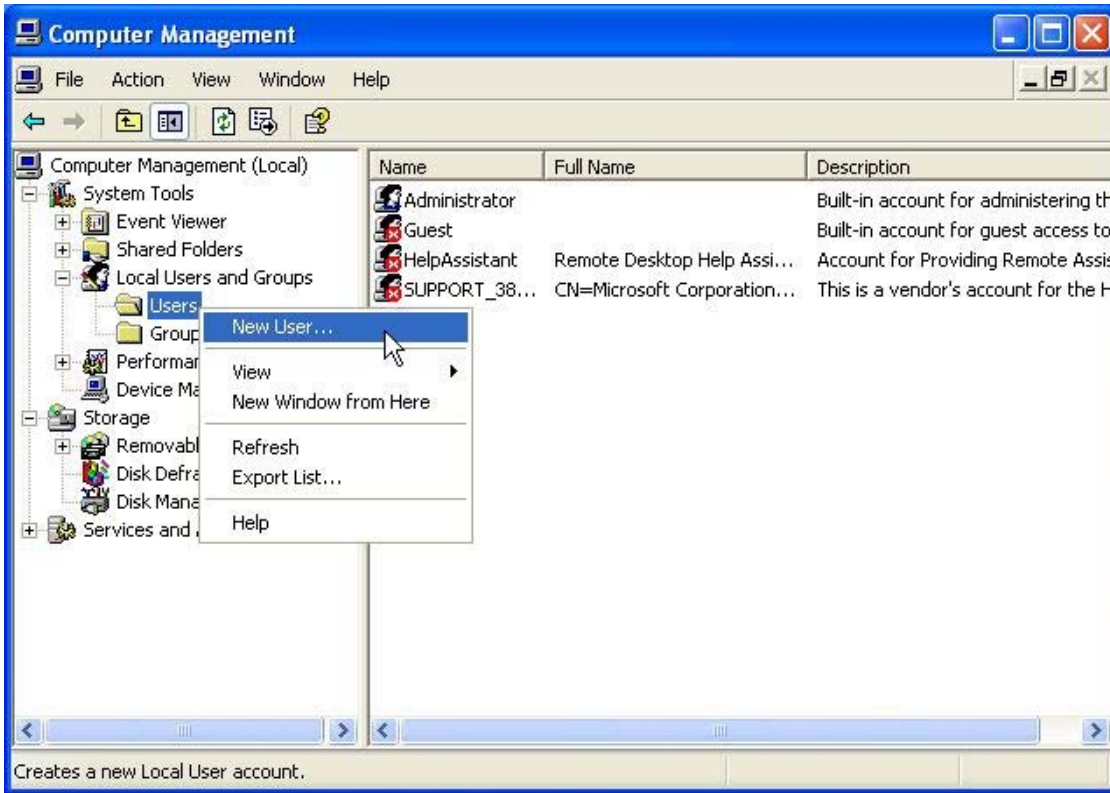


Figure 4: Computer Management Window in Windows XP

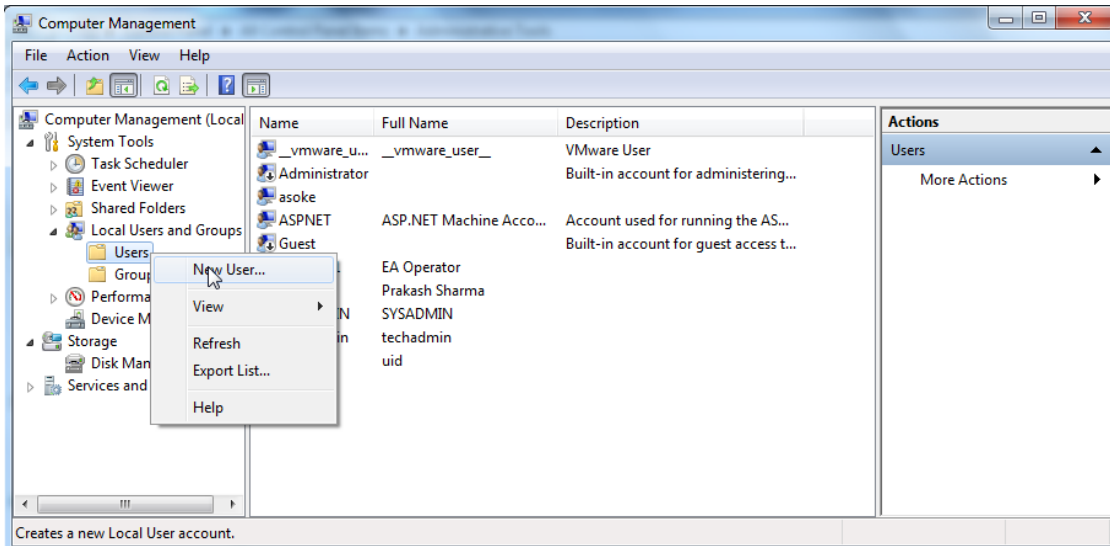


Figure 5: Computer Management Window in Windows 7

- **New User** window is displayed for creating the new user.

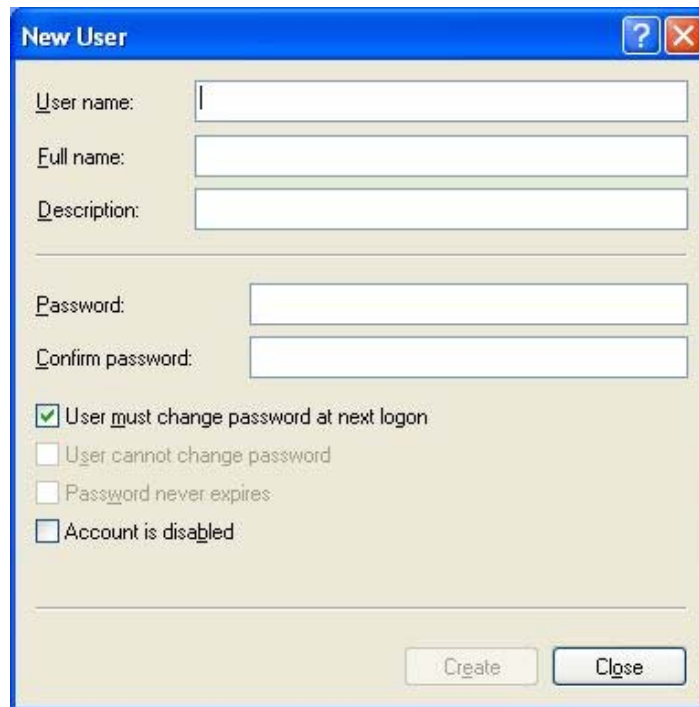


Figure 6: New User Window

- In the **User name** field, type a name for the new account e.g. ram_admin, subodh_operator, roshni_supervisor etc.
- Enter the password in the **Password** field and confirm the password by typing it once again in the **Confirm password** field.
- Uncheck the **User must change password at next logon** box if you don't want to reset the user password at next logon.
- Click the **Create** button to create the user. Note that by default this will create non-administrative user.

Check System Administrator Privileges of the User

If the user is already created, but doesn't have system administrator privilege, then you must give the user administrative privileges.

To find out whether the user has System Administrator privileges (in Windows 7):

- Open **Computer Management** in the same way as discussed above.
- Expand **Local Users and Groups**.
- Select the **Users** folder and then select the user you wish to check the system administrator privileges.

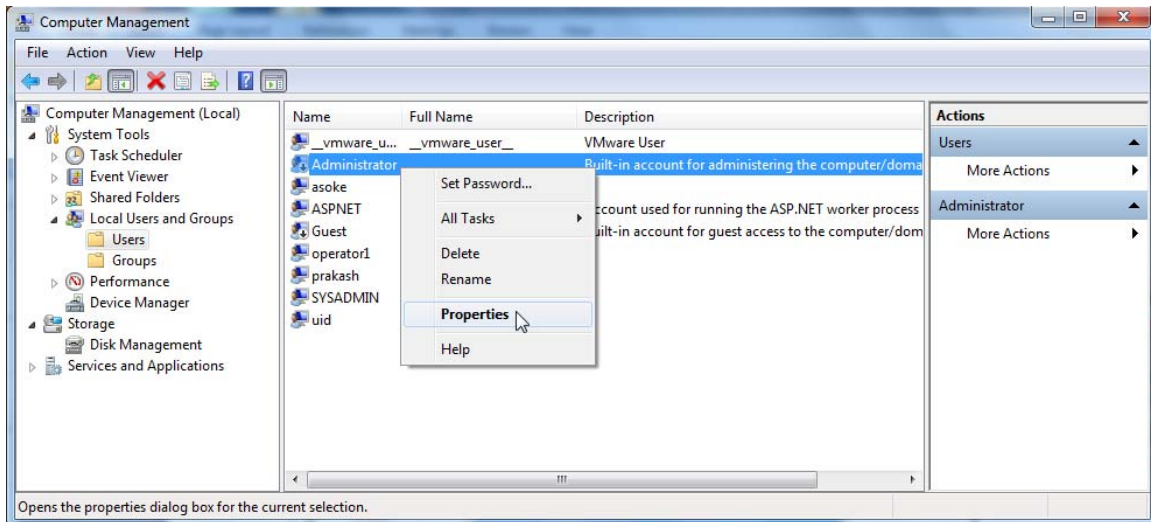


Figure 7: Computer Management – Displaying Users

- After selecting the user, right-click the mouse and select **Properties** option to open the property window of the user.
- Select the **Member Of** tab.

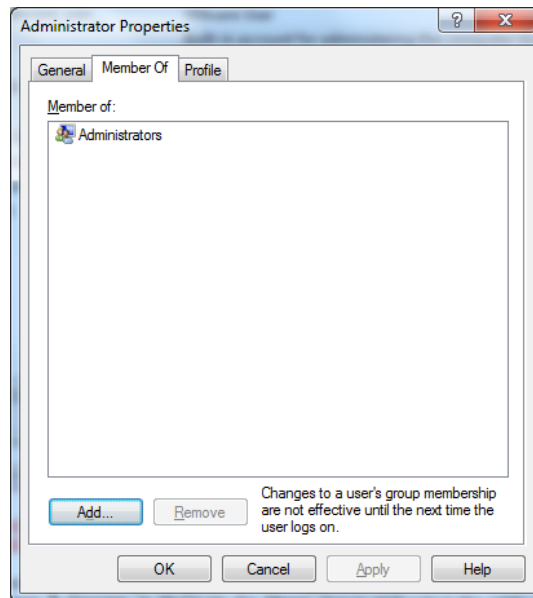


Figure 8: User Properties Window – Member Of Tab

- Under the **Member Of** tab if **Administrators** is displayed, then the user has the administrator privileges.

Grant System Administrator Privileges to the User, if required

Follow the steps below to grant the system administrator privileges to the user:

- Open **Computer Management** in the same way as discussed above.
- Expand **Local Users and Groups**.
- Select the **Users** folder and then select the user you wish to check the system administrator privileges.
- After selecting the user, right-click the mouse and select **Properties** option to open the property window of the user.
- Select the **Member Of** tab.

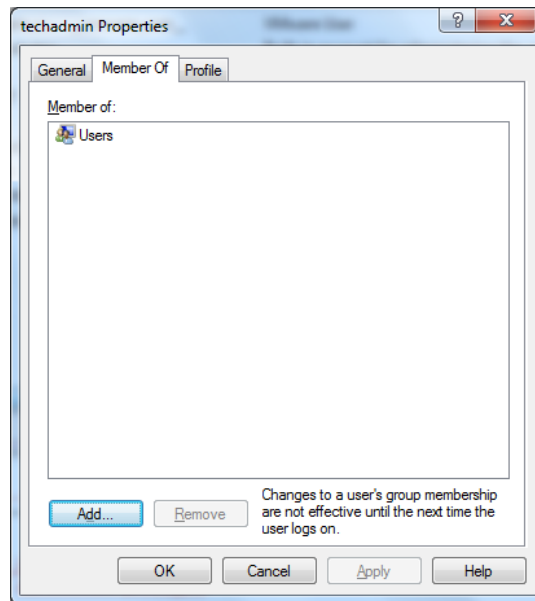


Figure 9: Member Of Tab

- Click the **Add** button. The **Select Groups** window appears.

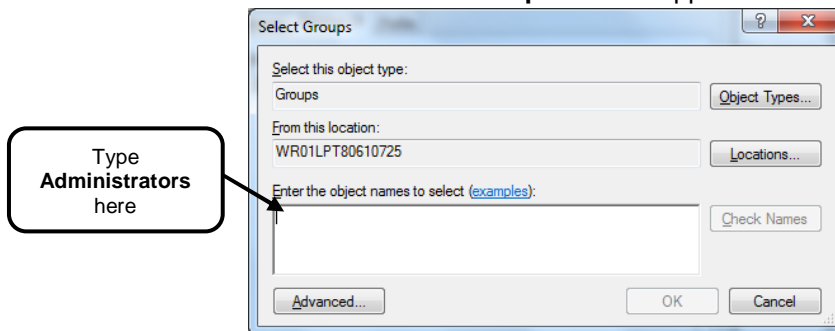


Figure 10: Select Groups Window

- Type **Administrators** in the **Enter the object names to select** section and click the **Check Names** button.

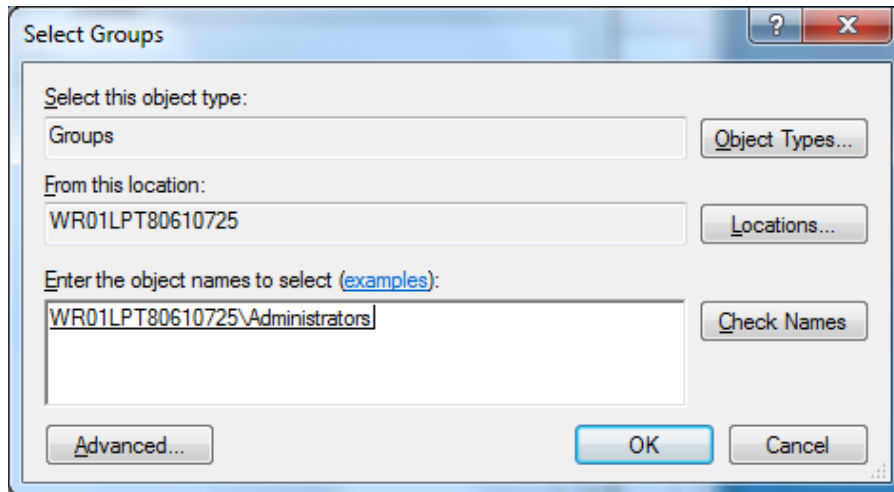


Figure 11: Select Groups Window

- Click the **OK** button.

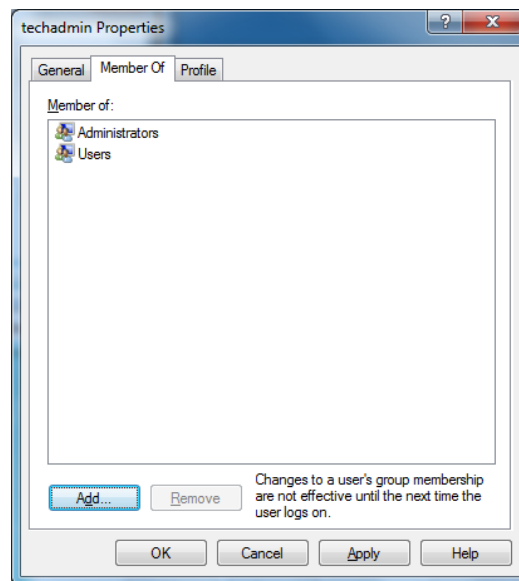


Figure 12: User Properties Window – Member Of Tab

- Now the **Administrators** group is added in the **Member Of** tab.
- Click the **OK** button to close the **Properties** window of the user.



3. Installation of Aadhaar Enrolment Client

Follow the steps below to install the Aadhaar Enrolment Client.

- **Double-click the Setup_Aadhaar_Enrolment_Client_v2.2.0.0.exe** file located directly under **5.AadhaarEnrolmentClient** folder.

To install the Aadhaar Enrolment Client you should have administrator privilege.

- The **Aadhaar Installer** screen appears.

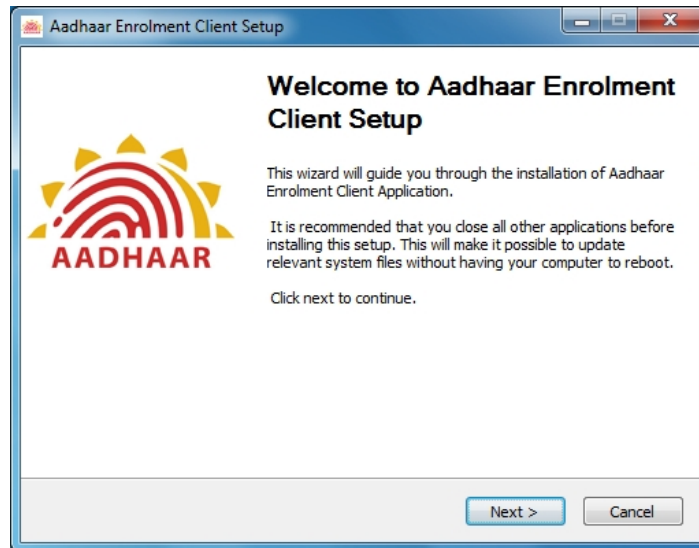


Figure 13: Aadhaar Enrolment Client Setup Screen

- Click **Next** to start the installation. The **License Agreement** page appears.

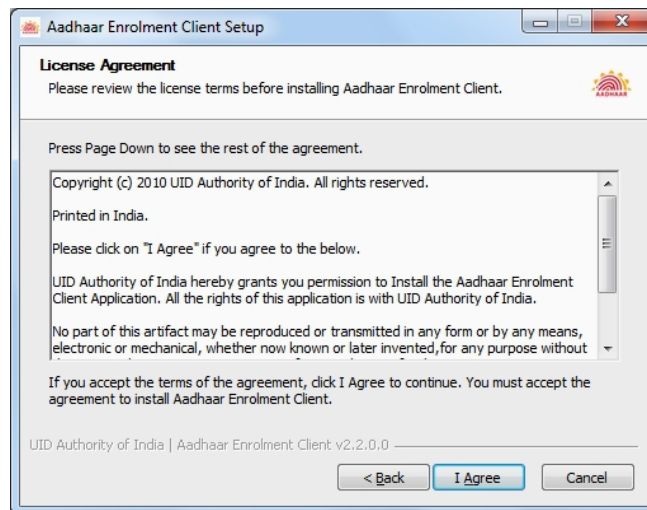


Figure 14: Aadhaar Enrolment Client Setup – License Agreement Screen

- Click the **I Agree** button. The **Choose Installation Location** screen appears.

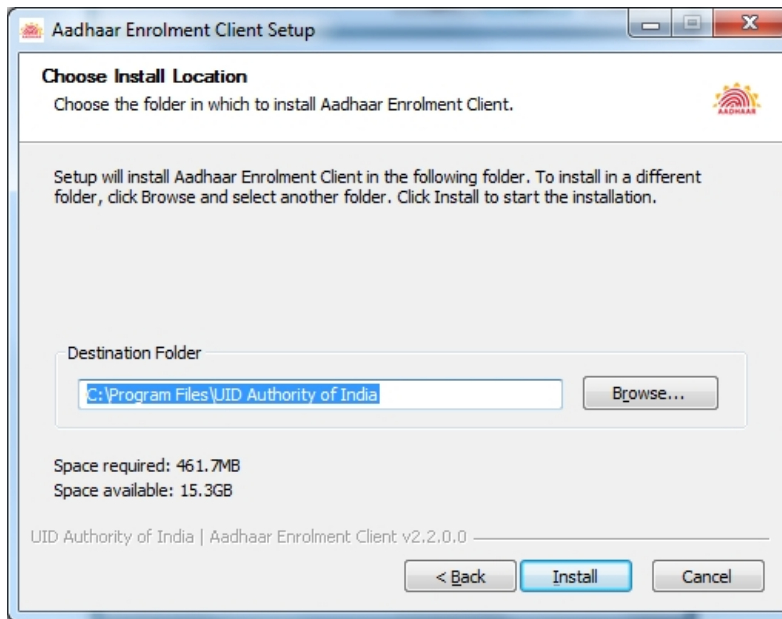


Figure 15: Aadhaar Enrolment Client Setup – Choose Install Location Screen

- Click the **Install** button to start the installation. The installer installs all the components automatically, and prompts after successful installation.

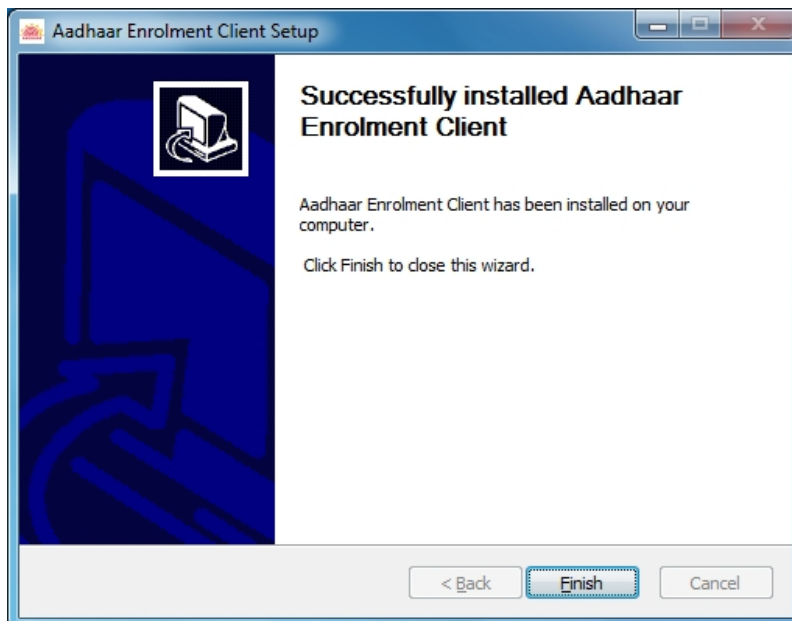


Figure 16: Aadhaar Enrolment Client Setup – Successfully Installed Screen



- Click **Finish** to complete the installation.

After successful installation, you will get the **Aadhaar Enrolment Client** icon on the desktop as shown below.



Figure 17: Aadhaar Enrolment Client Shortcut on the Desktop

4. Vendor Device Software Installation

After installing the Aadhaar Enrolment Client application, you need to install VDM software for proper functioning of the biometric devices. You are required to install the relevant software for your biometric devices which are available in the folder **4.Dependencies**.

Here the installation of CrossMatch Iris scanner and CrossMatch Fingerprint scanner are shown in the following section.

CrossMatch Iris Scanner – Install I SCAN Essentials 4.3.0.2 Runtime

Double click the setup file (**CDAutoRun.exe**) in folder **..4.Dependencies\CrossMatch\VDM-ISCAN.1-3-27-4**. The installation screen appears.

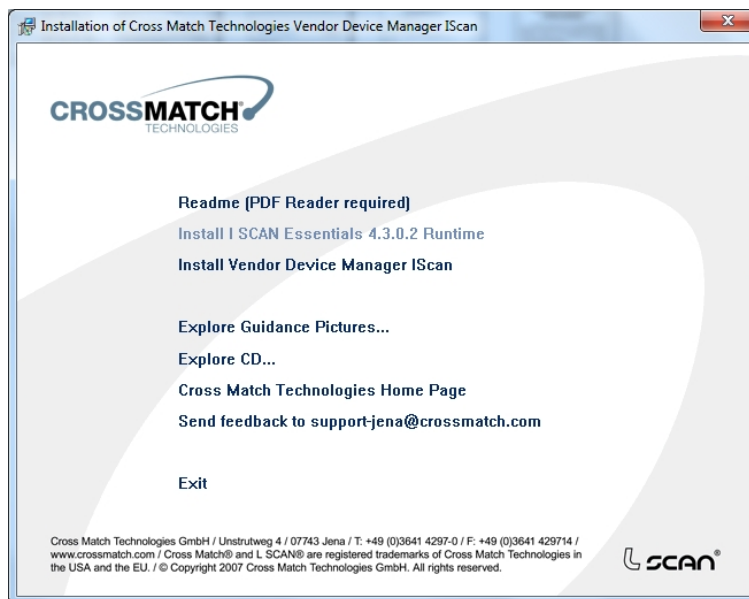


Figure 18: Installation screen

- Click **Install I SCAN Essentials 4.3.0.2 Runtime** to proceed for installation.

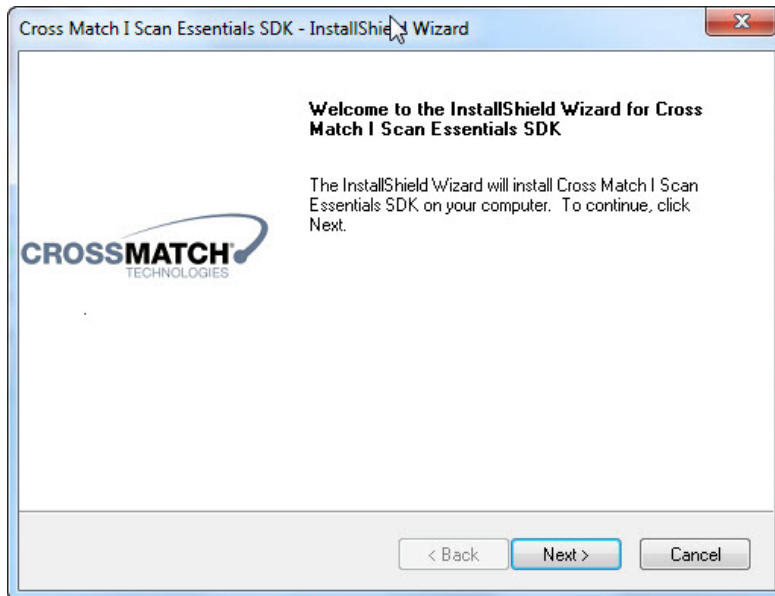


Figure 19: Cross Match I Scan Essentials SDK – InstallShield Wizard

- Click the **Next** button. The following **License Agreement** screen appears.



Figure 20: License Agreement Screen

- Select the 'I accept the terms of the license agreement' option and click the **Next** button. The following screen appears.

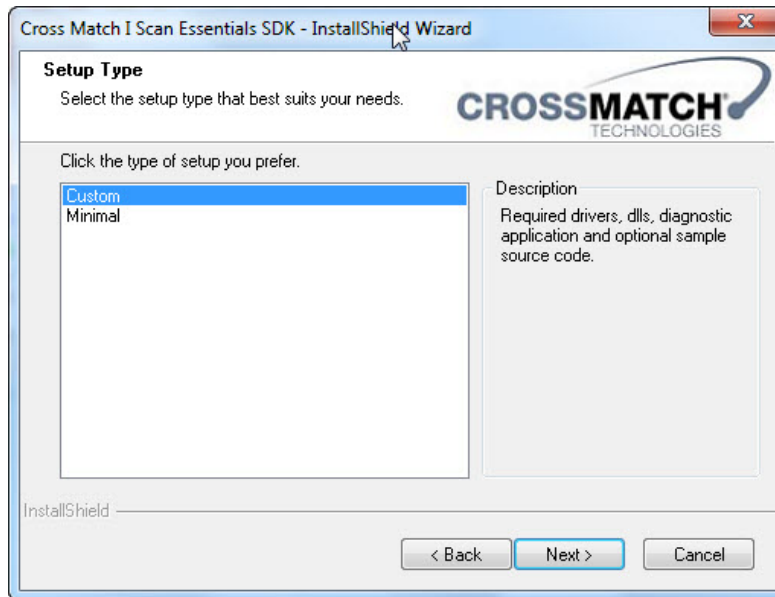


Figure 21: Setup Type Selection Screen

- Click the **Next** button. The following screen appears.

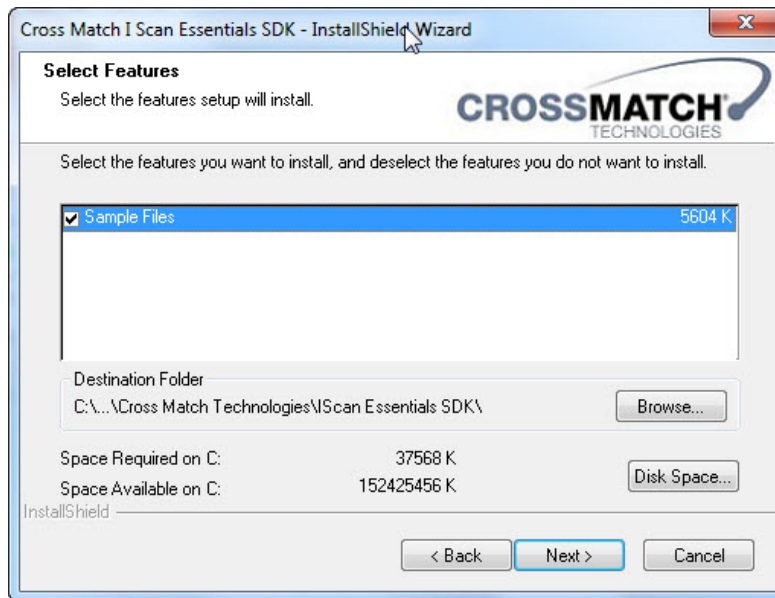


Figure 22: Select Features Screen

- Click the **Next** button. The following screen appears.

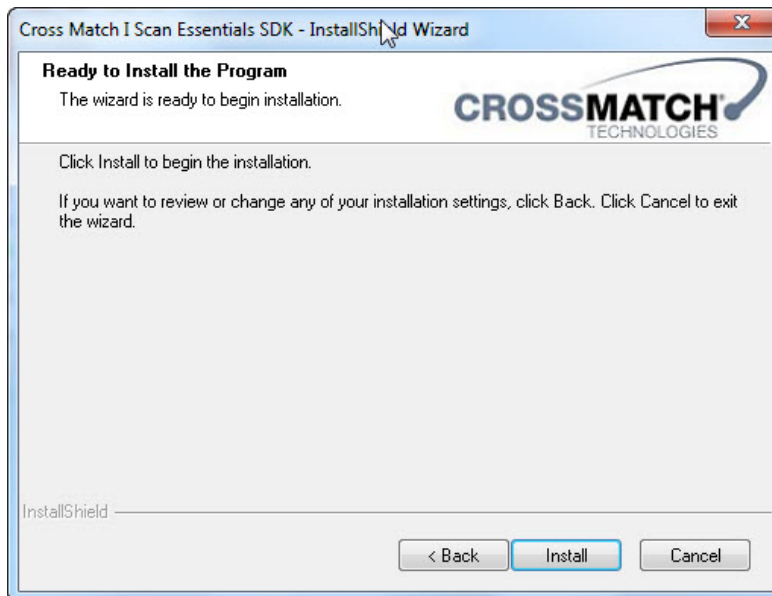


Figure 23: Ready to Install the Program Screen

- Click the **Install** button. The following screen appears.

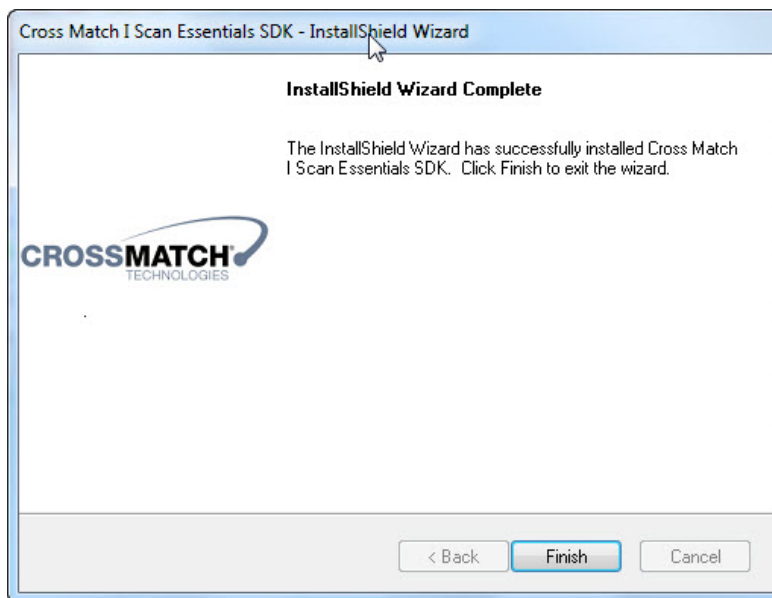


Figure 24: InstallShield Wizard Complete Screen

- Click the **Finish** button.



CrossMatch Iris Scanner – Install Vendor Device Manager IScan

Double click the setup file (**CDAutoRun.exe**) in folder **..4.Dependencies\CrossMatch\VDM-ISCAN.1-3-27-4**. The installation screen appears.

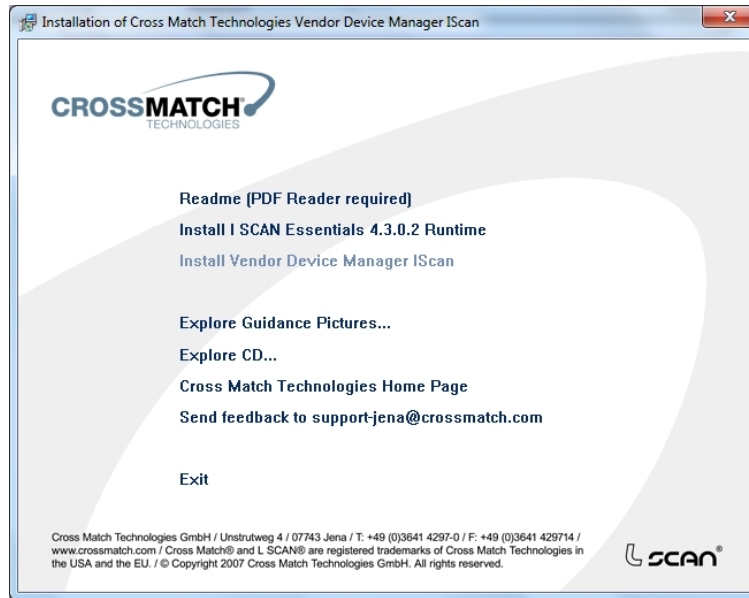


Figure 25: Installation screen

- Click **Install Vendor Device Manager IScan** to proceed for installation.



Figure 26: Cross Match Vendor Device Manager IScan – Setup Wizard

- Click the **Next** button



Figure 27: Cross Match Vendor Device Manager IScan – License Agreement screen

- Select the **I Agree** radio button and then click the **Next** button.

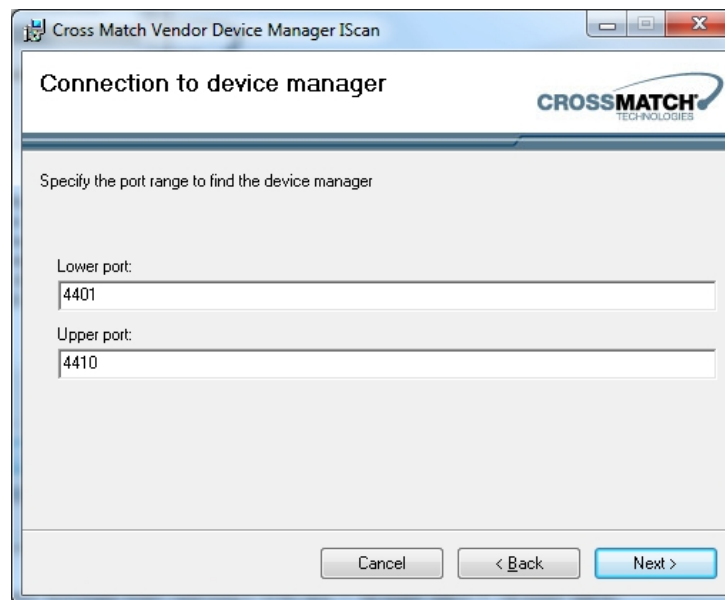


Figure 28: Connection to Device Manager screen

- Click the **Next** button.

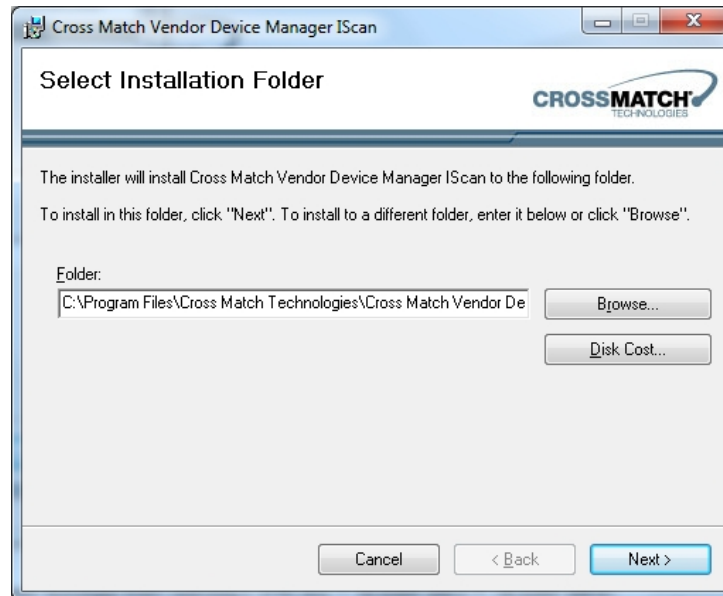


Figure 29: Select Installation Folder screen

- Click the **Next** button.

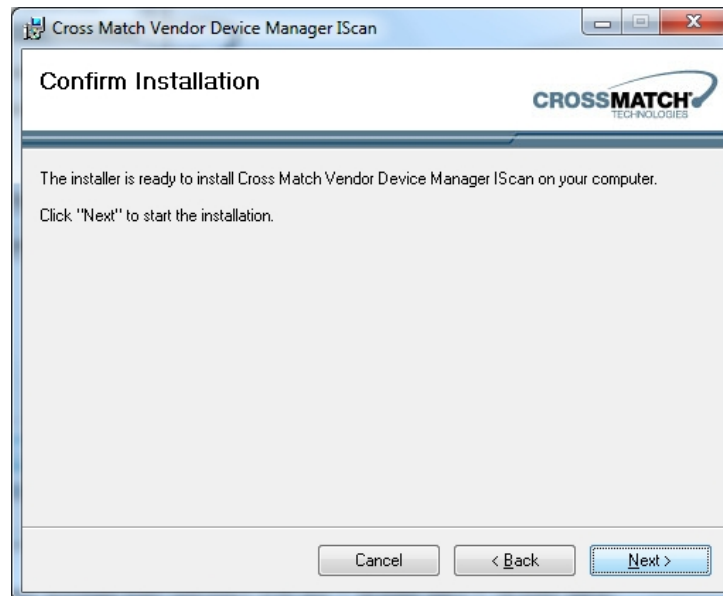


Figure 30: Confirm Installation screen

- Click the **Next** button to start the installation.

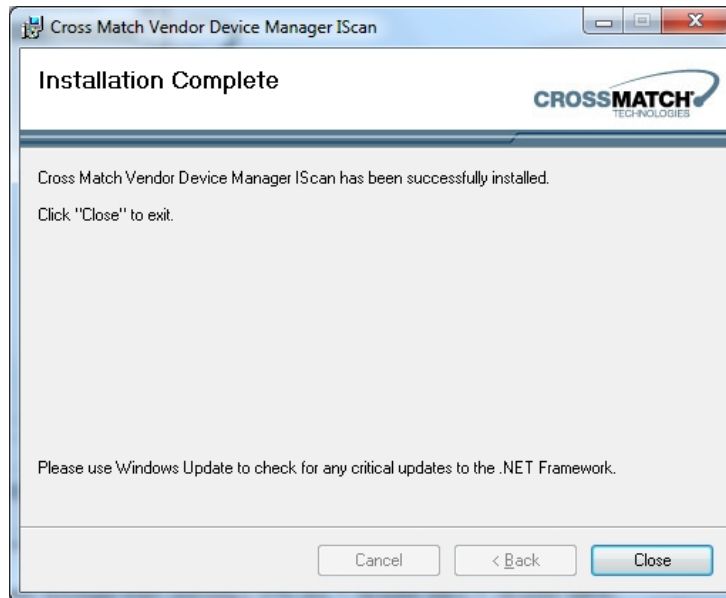


Figure 31: Installation Complete screen

- The above screen shows that the installation is successfully completed. Click the **Close** button to exit.

CrossMatch Fingerprint Scanner – Install L SCAN Essentials 6.5.1.1 Runtime

Double click the setup file (**CDAutoRun.exe**) in folder **..4.Dependencies\CrossMatch\VDM-LSCAN.1-3-27-4**. The installation screen appears.

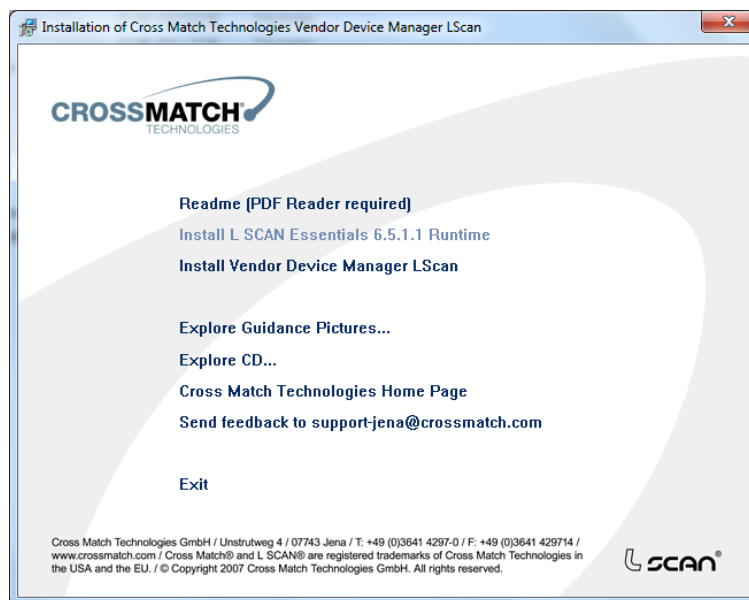


Figure 32: Installation screen

- Click **Install L SCAN Essentials 6.5.1.1 Runtime** to proceed for installation.

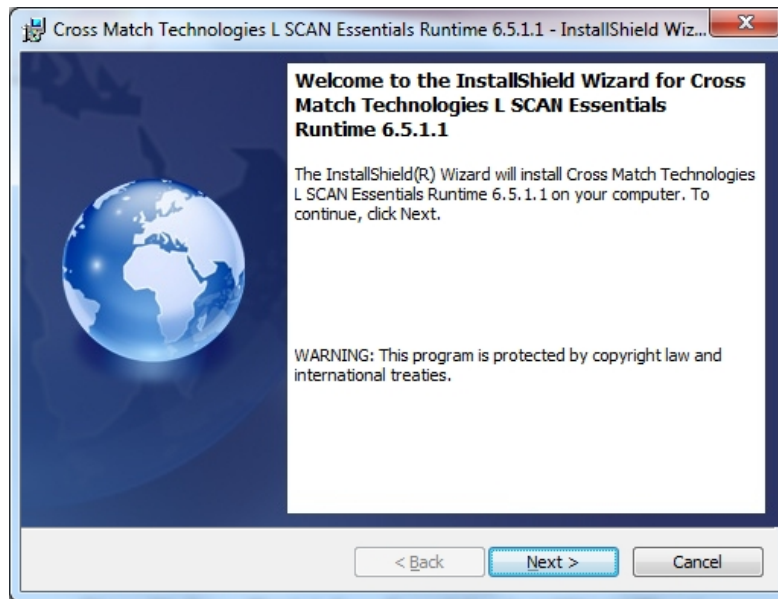


Figure 33: Cross Match L Scan Essentials – InstallShield Wizard

- Click the **Next** button. The following **License Agreement** screen appears.



Figure 34: License Agreement Screen

- Select the **'I accept the terms of the license agreement'** option and click the **Next** button. The following screen appears.

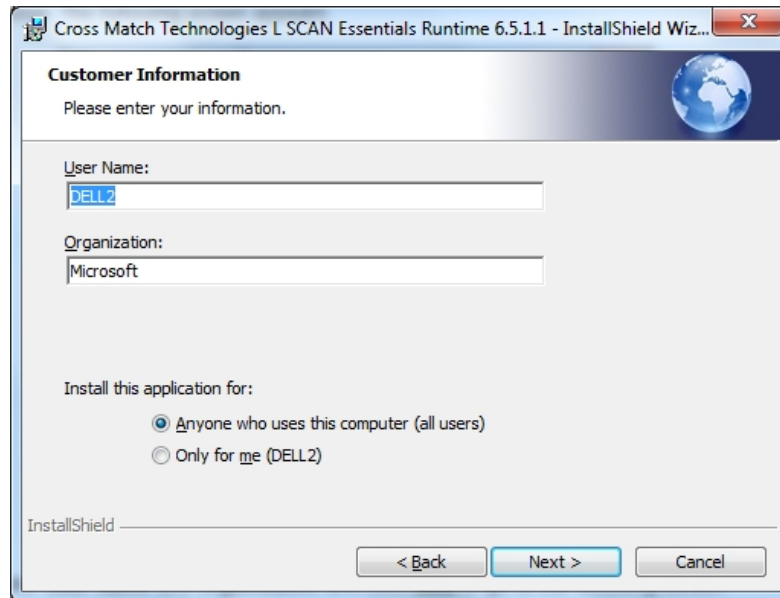


Figure 35: Customer Information screen

- Enter **User Name** and **Organization** and click **Next** to go to the following screen.

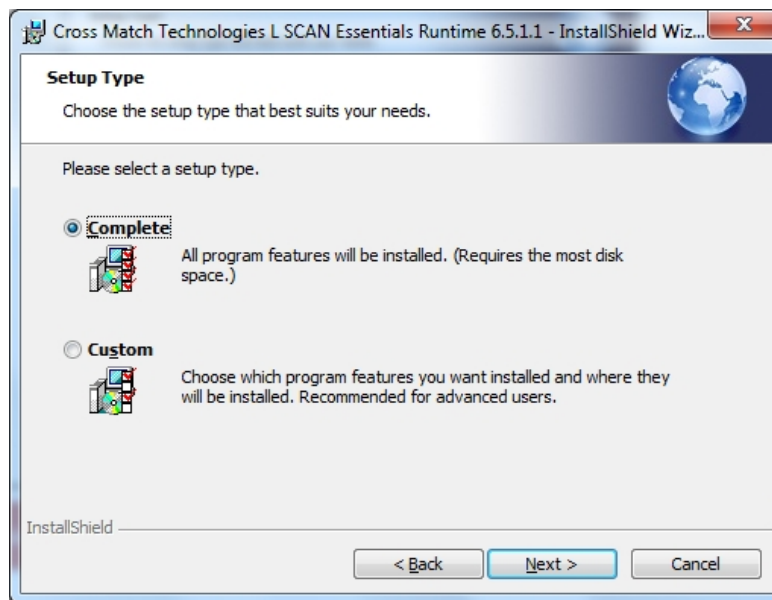


Figure 36: Setup Type screen

- Select setup type as **Complete** and click **Next**.

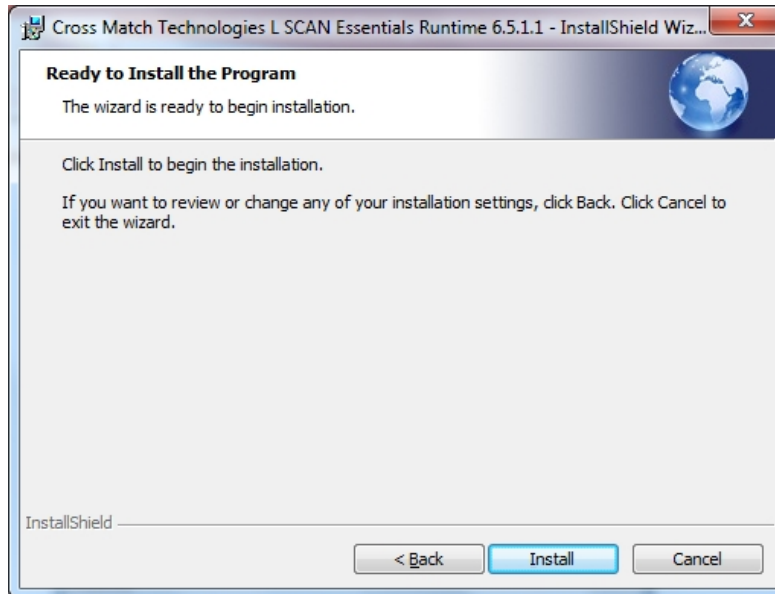


Figure 37: Ready to Install screen

- Click **Install** to begin installation.



Figure 38: InstallShield Wizard Complete Screen

- Click the **Finish** button.



CrossMatch Fingerprint Scanner – Install Vendor Device Manager LScan

Double click the setup file (**CDAutoRun.exe**) in folder **..4.Dependencies\CrossMatch\VDM-LSCAN.1-3-27-4**. The installation screen appears.

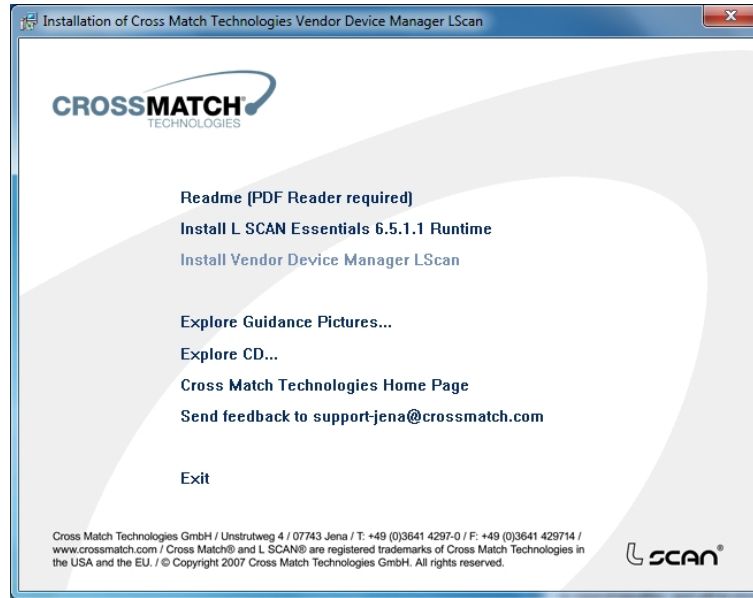


Figure 39: Installation screen

- Click **Install Vendor Device Manager LScan** to proceed for installation.

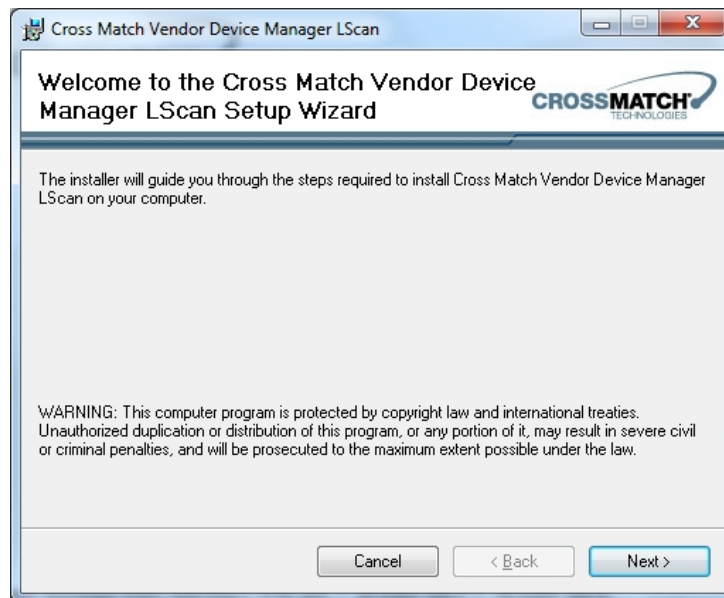


Figure 40: Cross Match Vendor Device Manager LScan

- Click the **Next** button

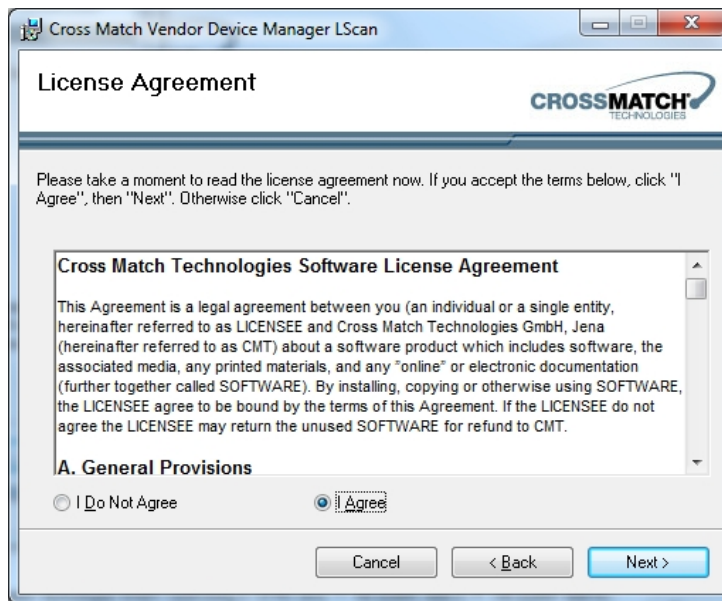


Figure 41: Cross Match Vendor Device Manager LScan – License Agreement screen

- Select the **I Agree** radio button and then click the **Next**.

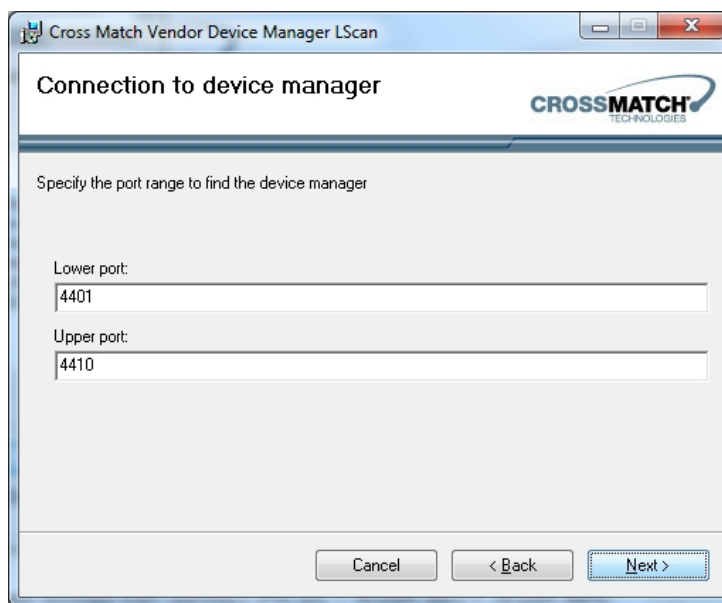


Figure 42: Connection to Device Manager screen

- Click the **Next** button.

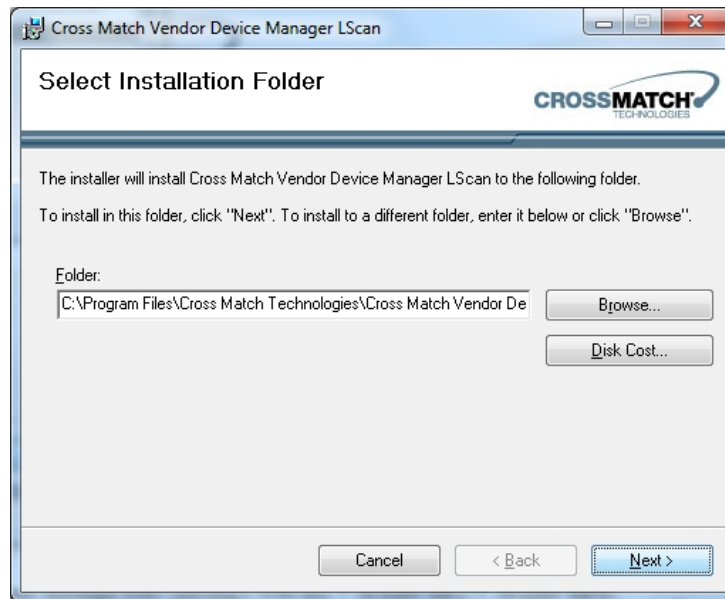


Figure 43: Select Installation Folder screen

- Click the **Next** button.

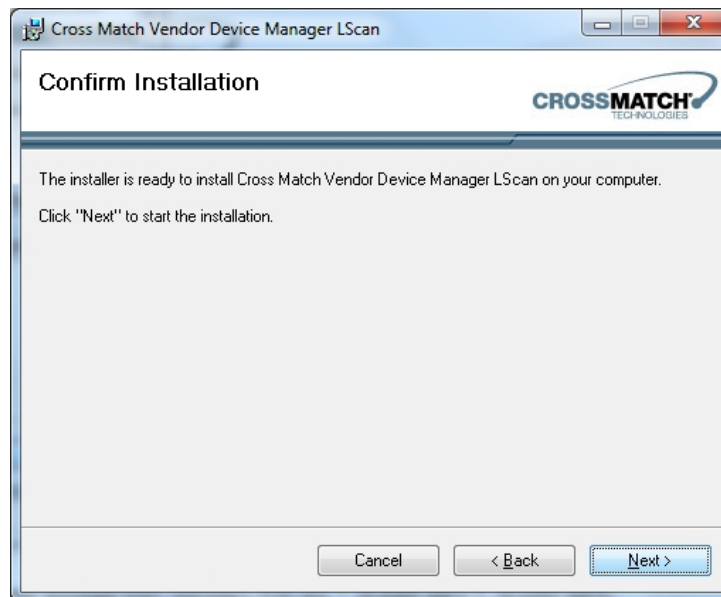


Figure 44: Confirm Installation screen

- Click **Next** to start the installation.

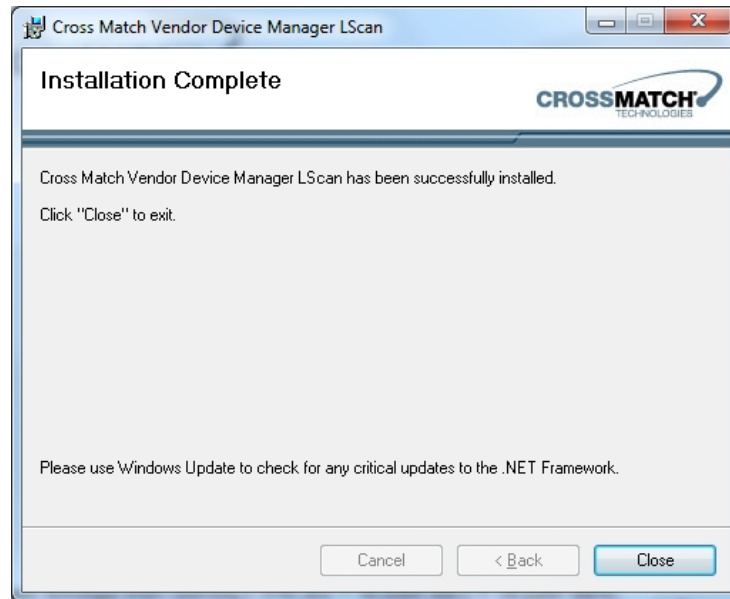


Figure 45: Installation Complete screen

- The above screen shows that the installation is successfully completed. Click the **Close** button to exit.

End of Installation

Once all the components are installed, reboot your computer. The application can be started from the desktop shortcut OR from “**Start → All Programs → UID Authority of India → Aadhaar Enrolment Client → Aadhaar Enrolment Client**”.



Un-installation of Aadhaar Enrolment Client

Follow the steps given below to uninstall the Aadhaar Enrolment Client:

- Log in to the machine with an account having Administrator privileges.
- Enrolment Client Application can be uninstalled from
 - **Start > Programs** shortcut OR from **Add Remove Programs** (for Windows XP)
 - **Start > All Programs > UID Authority of India > Aadhaar Enrolment Client > Uninstall Aadhaar Enrolment Client** OR from **Control Panel > All Control Panel Items > Programs and Features** (for Windows 7)

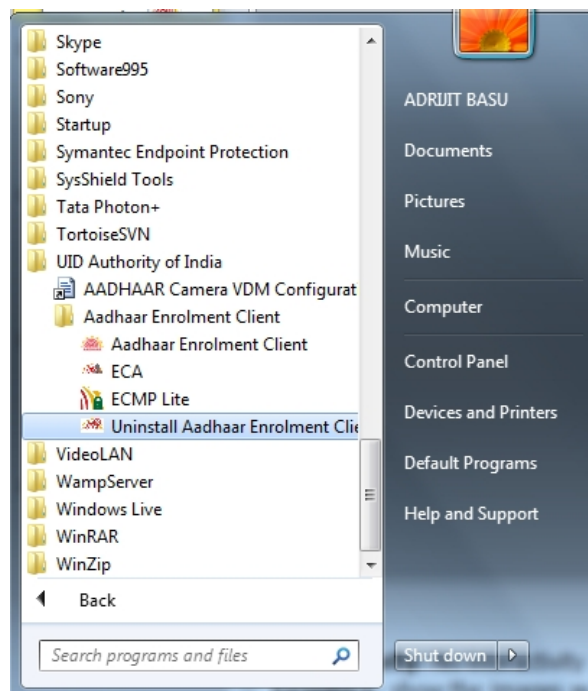


Figure 46: Un-installation of Aadhaar Enrolment Client – from Start > All Programs

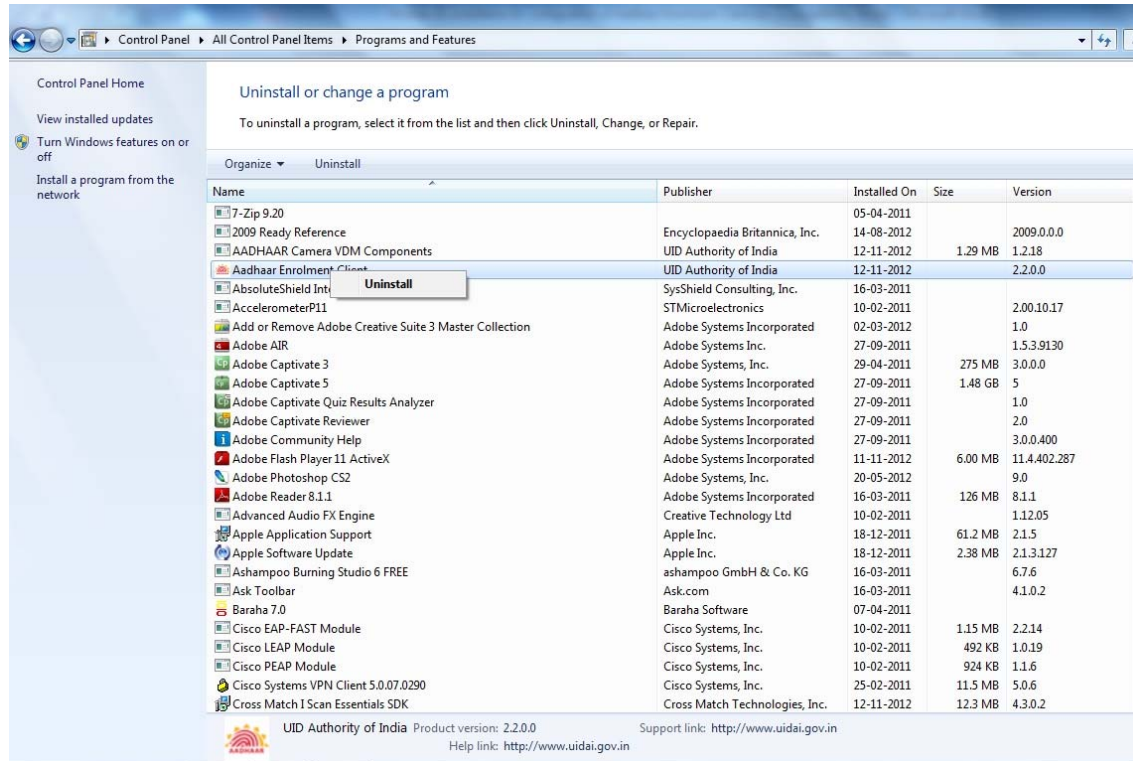


Figure 47: Un-installation of Aadhaar Enrolment Client – from Control Panel

- You need to follow the vendor instructions to uninstall the VDM Software



Configuring the Aadhaar Enrolment Client

The Aadhaar Enrolment Client application needs to be configured by the Technical Administrator of the Enrolment Agency. This registration needs to be done before the actual enrolment process starts. The registration of the client with the server requires connectivity between the server and the client. The client is expected to get registered with the server before the actual enrolment process starts.

Database Management

Database Management is used to import the master data into the database of Aadhaar Enrolment Client. The different types of data downloaded from the UIDAI Admin Portal in a separate .zip file are,

- **Master Data:** Data related to Pin code, Post Office and Banks.
- **Registrar Data:** Data related to Introducers, Proof Documents and Registrar EA mapping
- **User Credentials:** Data related to user credentials (e.g. Operator/Supervisor)

If there is a change in the above mentioned data, corresponding .zip file will be downloaded from the UIDAI Admin Portal and imported in the database of ECMP using the **ECA (Enrolment Client Administrator)** login.

Download Master Data (i.e. Data related to Pin Code, Post Office & Bank)

Download Registrar Data (i.e. Data related to Introducers, Proof Documents & Registrar EA Mapping)

Download User Credentials (i.e. Data related to Operator, Supervisor)

Request ID	Enrolment Agency	User	Requested Date	Status	Action
117942	UIDAI_Test_Enrolment	CMC_Demo_Registrar	Mon Apr 16 17:27:49 IST 2012	Completed	userCredentialECMP.zip / usercredentialECN.zip
117941	UIDAI_Test_Enrolment	CMC_Demo_EA	Mon Apr 16 16:59:57 IST 2012	Completed	userCredentialECMP.zip / usercredentialECN.zip
117780	UIDAI_Test_Enrolment	CMC_Demo_EA	Mon Mar 19 17:48:29 IST 2012	Completed	userCredentialECMP.zip / usercredentialECN.zip
117591	UIDAI_Test_Enrolment	CMC_Demo_EA	Thu Feb 02 17:04:21 IST 2012	Completed	userCredentialECMP.zip / usercredentialECN.zip

Figure 48: UIDAI Admin Portal – Page to Download Master Data



Follow the steps given below to import the downloaded master data to the database of the AEC / ECMP:

- Click on **Start → All Programs → UID Authority of India → Aadhaar Enrolment Client → ECA.**
- Select **Operator ID**, enter **Password** and then click **Login**. **Client Identity** screen appears.



- Click **Database Mgmt.** icon as shown on the screen below.

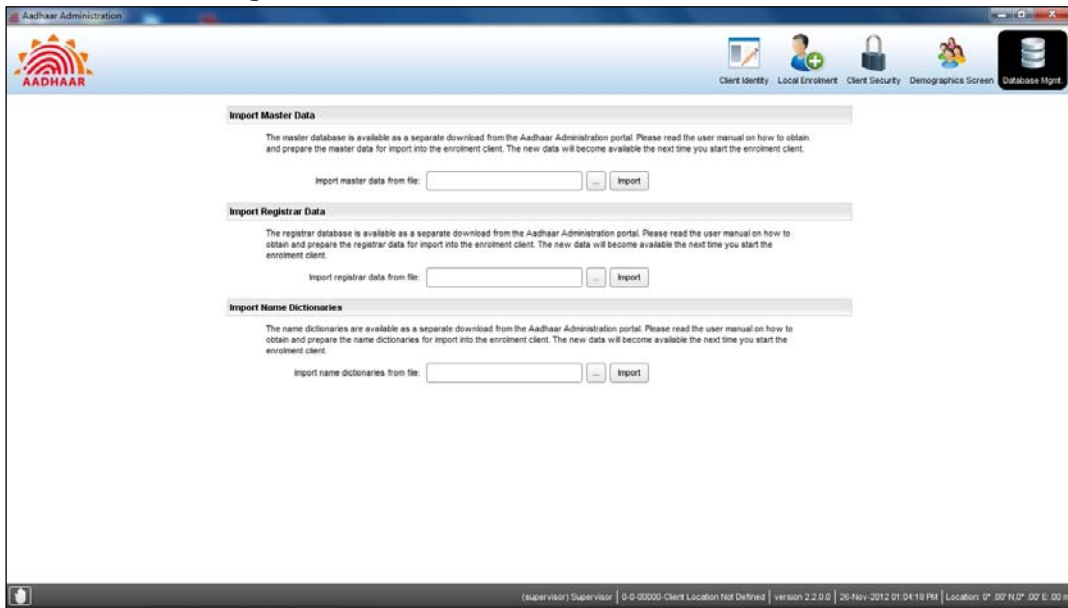


Figure 49: Database Management screen

Database Management screen appears.

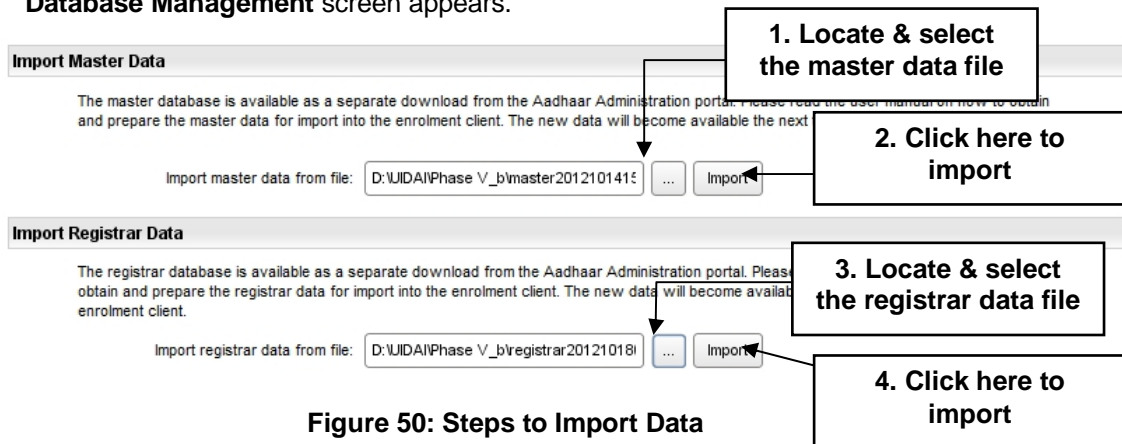





Figure 50: Steps to Import Data



- Go to **Import Master Data** section and click . Locate the downloaded file, select it and click **Import**.
- Go to **Import Registrar Data** section and click . Locate the downloaded file, select it and click **Import**.
- The **Name Dictionaries** are available as a separate download from the Aadhaar Administration portal. Download the file from the portal. Go to **Import Name Dictionaries** section and click . Locate the downloaded file, select it and click **Import**.

Client Security

The following functionalities are available in Client Security screen:

- Import User Credentials
- External Encryption and Decryption

Import User Credentials

User Credential file is required to activate operator / supervisor for Aadhaar Enrolment Client. Follow the steps to add the user credential.

1. User has to download the **User Credential** file (.xml) from the portal as (.zip) format as shown in the above section.
2. On unzipping the (.zip) file, you will get (.xml) file. The user-credential (.xml) file is digitally signed and user will not be able to edit.

3. Click on **Client Security**  icon to get the screen as shown below.

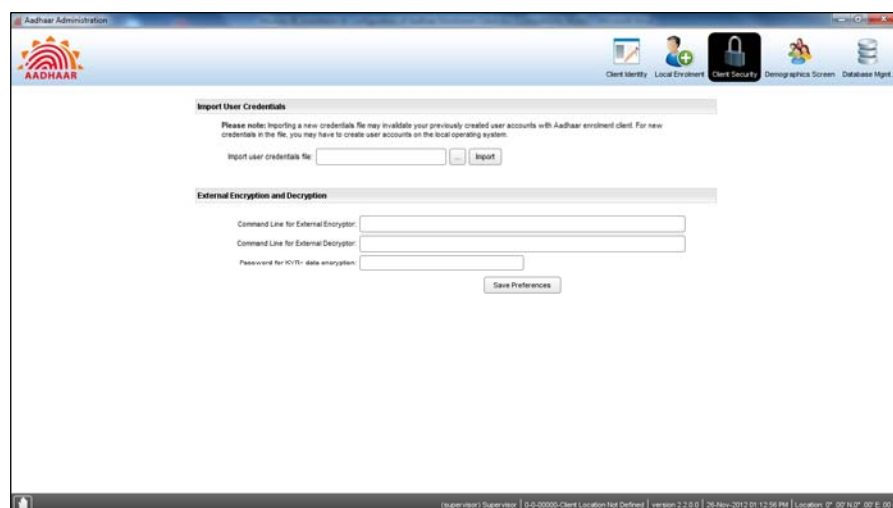


Figure 51: Client Security screen

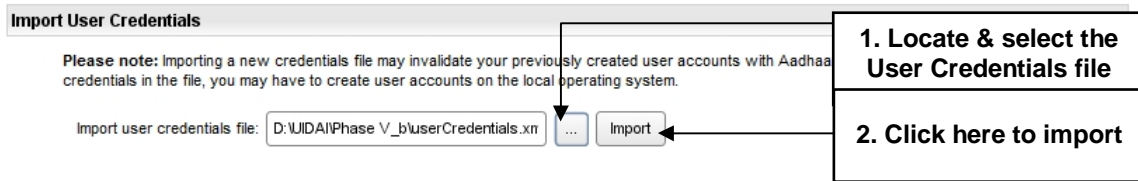


Figure 52: Import User Credentials

- Go to **Import User Credentials** section and click . Locate the downloaded file, select it and click **Import**.

External Encryption and Decryption

Some registrars involved in enrolment, may require KYR+ data in encrypted format. Similarly some registrars may use encrypted pre-enrolment data files for importing pre-enrolment data to enrolment client.

In both scenarios, the encryption and decryption engine has to be provided by registrars and the administrator has to set the configurations for these engines in this section of the Client Security screen.

The steps for configuring the external encryption and decryption are as follows:

- Place the encryption / decryption engine to be used in the following folder where Aadhaar enrolment client is installed.
"..\..\UID Authority of India\Aadhaar Enrolment Client\bin\<enc/dec engine>"
- Enter command line parameters and password for the encryption engine in the given field.
- Enter command line parameters and password for the decryption engine in the given field.
- Enter password for KYR+ data encryption in the given field.
- Click the **Save Preferences** button.

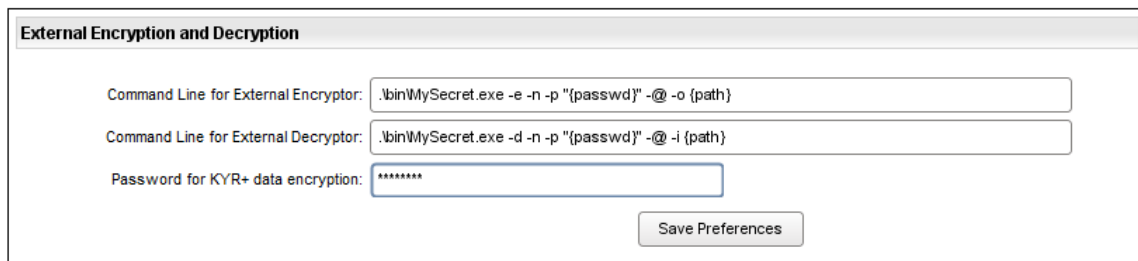


Figure 53: External Encryption and Decryption



Client Identity

Before the Operator can use the computer/laptop to enroll residents, someone with administrative privileges on the laptop/computer needs to configure some basic parameters for the Aadhaar Enrolment Client.

The person performing the system configuration is the Technical Administrator.

- Click on **Start → All Programs → UID Authority of India → Aadhaar Enrolment Client → ECA.**
- Select **ID**, enter **Password** and then click **Login.**

On launching the ECA, administrator is taken to the **Client Identity** screen.



Figure 54: Client Identity screen – before configuration

Follow the given instructions as shown below:

1. The **Client Machine ID** gets generated at the installation of Aadhaar Enrolment Client. This is a unique ID for each station.

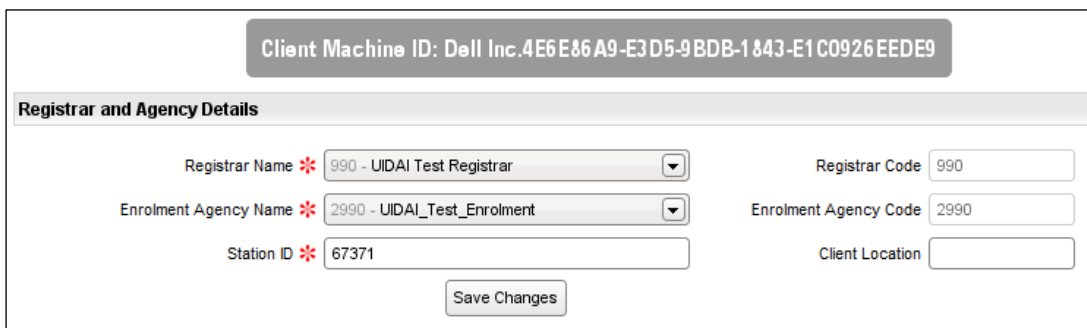


Figure 55: Registrar and Agency Details



Note


- Registrar has been provided with a 3-digit Registrar code by UIDAI; the Enrolment Agency must be aware of its Registrar's code.
- The Enrolment Agency must be aware of its 4-digit Enrolment Agency code provided by UIDAI.

2. In the **Registrar and Agency Details** section, there are three mandatory fields:
 - **Registrar Name** – Select the Registrar Name from the drop-down list.
 - **Enrolment Agency Name** – Select the Enrolment Agency Name from the drop-down list.
 - **Station ID** – Enter the valid five digit station Id in this field.
3. Once the mandatory fields are entered, click **Save Changes**. A pop up dialog box will be displayed.
4. Click **OK** to confirm.

Import Registrar Certificate

Import from file: ... Import Retrieve from portal: Download and Import

Figure 56: Import Registrar Certificate section

5. There are two ways to import Registrar Certificate:
 - Locate and select the downloaded file by clicking on the  icon. Click the **Import** button.
 - Click the **Download and Import** button if the certificate is not downloaded before.

Enrolment Client Registration

This copy of the enrolment client is not yet registered with CIDR. Any resident information captured with this client will be subsequently rejected if you choose to proceed without registering.

CMC_Demo_EA ***** Register

Figure 57: Enrolment Client Registration

6. In the **Enrolment Client Registration** section, there are two fields available:
 - User Name – Enter valid Enrolment Agency portal user id
 - Password – Enter valid Enrolment Agency portal password.



7. Click **Register** button to register the Client with CIDR.

The message displays that the Aadhaar Enrolment Client is registered with CIDR.



Figure 58: Client Identity screen – after configuration

Enrolment client can be deregistered using the **Deregister Client** button.

Demographics Screen



Demographics Screen

Once you have completed the entry in “Client Identity” screen, Click **Demographics Screen** icon and the screen given below is displayed.

The screen has two sections:

- Local Language Settings
- Demographics Form Settings

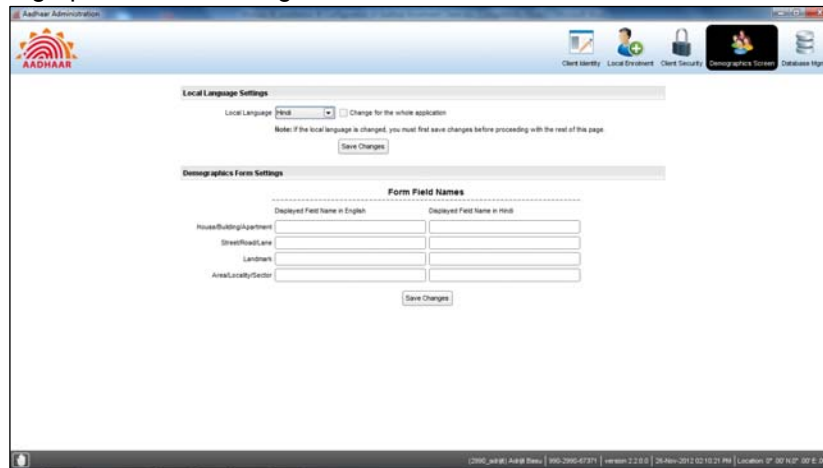


Figure 59: Demographics screen



Local Language Settings

The **Local Language Settings** section has a Local Language dropdown field with 16 Indian languages.

The screenshot shows a form titled "Local Language Settings". It contains a dropdown menu for "Local Language" with "Hindi" selected. To the right is a checkbox labeled "Change for the whole application". Below the dropdown is a note: "Note: If the local language is changed, you must first save changes before proceeding with the rest of this page." At the bottom is a "Save Changes" button.

Figure 60: Local Language Settings

- Select the language to be configured as local language.
- Select the **Change for the whole application** check box to change the label, menu items, and messages to the local language.
- Click the **Save Changes** button.



Note

Local language changes are not applicable for administration module. Changes will be reflected only in the enrolment client.

Demographic Form Settings

If required, administrator can change the label names displayed on the address section of the demographic screen in enrolment client. Administrator can give the desired label name in English and in the local language selected. The same label will reflect on the ECMP Lite and Standard editions. The same label shall be communicated in the KYR+ file as well as Acknowledgement receipts.

The screenshot shows a form titled "Demographics Form Settings". It has a section "Form Field Names" with a dashed line above it. Below this are two columns: "Displayed Field Name in English" and "Displayed Field Name in Hindi". There are four rows of input fields:

	Displayed Field Name in English	Displayed Field Name in Hindi
House/Building/Apartment	<input type="text"/>	<input type="text"/>
Street/Road/Lane	Street/Road/Lane/Mohalla	सड़क / मार्ग / गली / मोहल्ला
Landmark	<input type="text"/>	<input type="text"/>
Area/Locality/Sector	<input type="text"/>	<input type="text"/>

At the bottom is a "Save Changes" button.

Figure 61: Demographics Form Settings



- Enter the appropriate label, in English, in the given field.
- Enter the label, in the local language, in the given field. (Press Ctrl + K to get the on screen local language keyboard as shown in the figure below.)

Demographics Form Settings

Form Field Names

	Displayed Field Name in English	Displayed Field Name in Hindi
House/Building/Apartment	<input type="text"/>	<input type="text"/>
Street/Road/Lane	Street/Road/Lane/Mohalla	सड़क /
Landmar		मार्ग
Area/Locality/Secto		

Figure 62: Demographics Form Settings – Local Language Keyboard

- Click on 'Save Changes' to accept the changed label name



Local Enrolment / On-Board

Before enrolment can start, operators, supervisors and introducer must be on-boarded in the Aadhaar Enrolment Client application by providing fingerprints of all ten fingers. This process is known as Local Enrolment. This is a **onetime process** and performed after installing Aadhaar Enrolment Client. Enrolment Agency Supervisor / Enrolment Agency Administrator carries out Local Enrolment. Before on-boarding the users, the user credential file should be downloaded from the portal and imported into the application.

By default all the users (operator, supervisors, and introducers) imported into the application will be displayed in this screen. The list can be filtered by type of users, by selecting the appropriate radio button above the screen and clicking on the **Reload / Refresh** button.

Follow the steps given below to perform local biometric enrolment:


- Click **Start** → **All Programs** → **UID Authority of India** → **Aadhaar Enrolment Client** → **ECA**; “ECA Login” window appears
- Select **ID**, enter **Password** and then click **Login**; “Client Identity” screen appears
- Click **Local Enrolment**  icon; “Local Enrolment” (On-Board) screen appears



Figure 63: Local Enrolment / On-Board



In the above screen you will find the following three radio buttons, using which, you can filter the category of users:

- Operator
- Supervisor
- Introducer



By default, **All Users** radio button is selected.

Note: Status

The following are the different types of **Status**:

- **Enrolled:** Displayed if user's biometric verification has been successfully completed and stored in local database.
- **Not Enrolled:** Displayed if user needs to be on-boarded. If user's biometric verification has not been successfully completed and stored in the local database, status will appear as 'Not Enrolled'.

Operator On-Board

Follow the steps below to on-board operator(s):

- The **User Details** screen is displayed.

UID	User ID	User Name	Type	Status
96142002205	2990_adrjt	Adrjt Dasu	Supervisor	Not Enrolled
473147357872		Anup Krishna	Introducer	Not Enrolled
427703215999		Supratik Bhattacharyya	Introducer	Not Enrolled

Figure 64: On-boarding Operator screen

- Select the **Operator** who needs to be on-boarded.

- Click **Start Enrolment; Biometric Exception** screen is displayed.

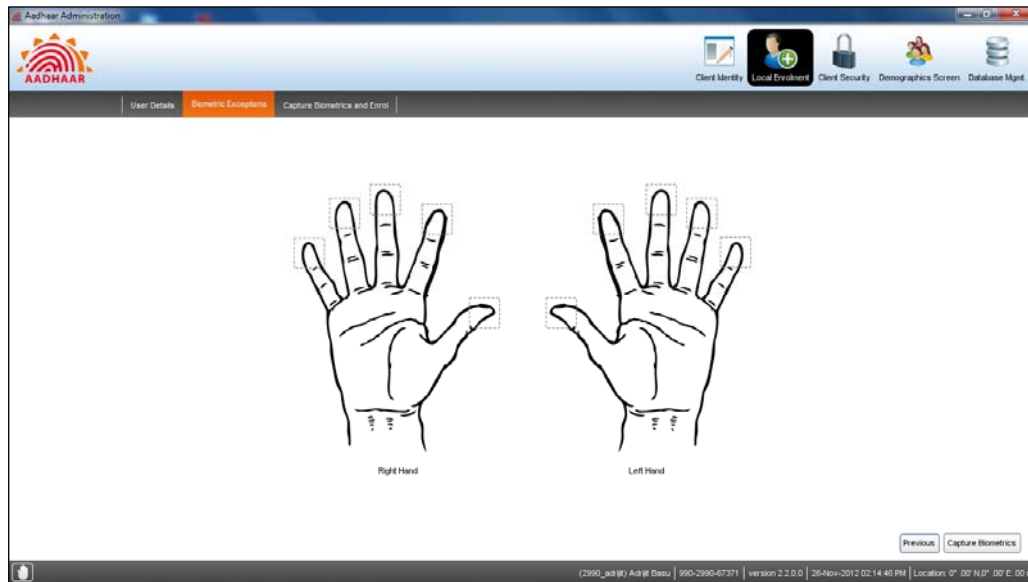


Figure 65: Biometric Exception screen

- Select Biometric Exception if the operator has any missing finger.
- Click **Capture Biometrics**.
- **Capture Biometric and Enrol** screen is displayed.

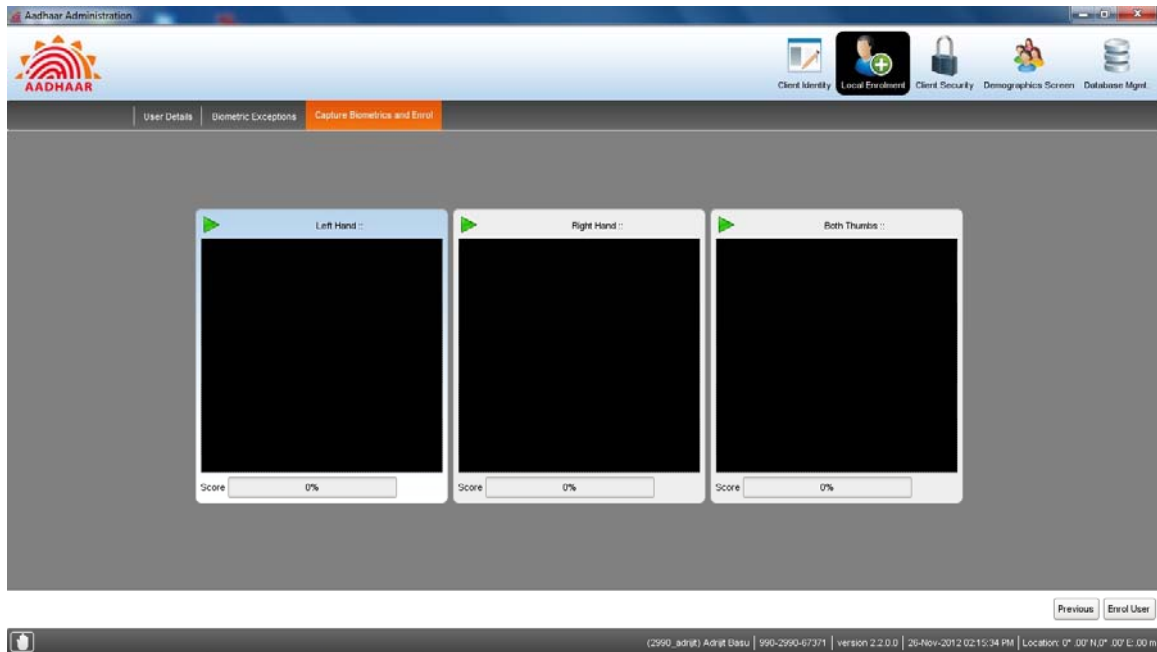



Figure 66: Capture Biometric and Enrol screen

- Capture the fingerprints of all ten fingers by clicking on  button. The sequence of capturing the ten fingers is as follows:
 - Left hand – four fingers
 - Right hand – four fingers
 - Both thumbs



Note: Unlimited Attempts

User will get unlimited number of attempts to capture biometrics that pass the required threshold.

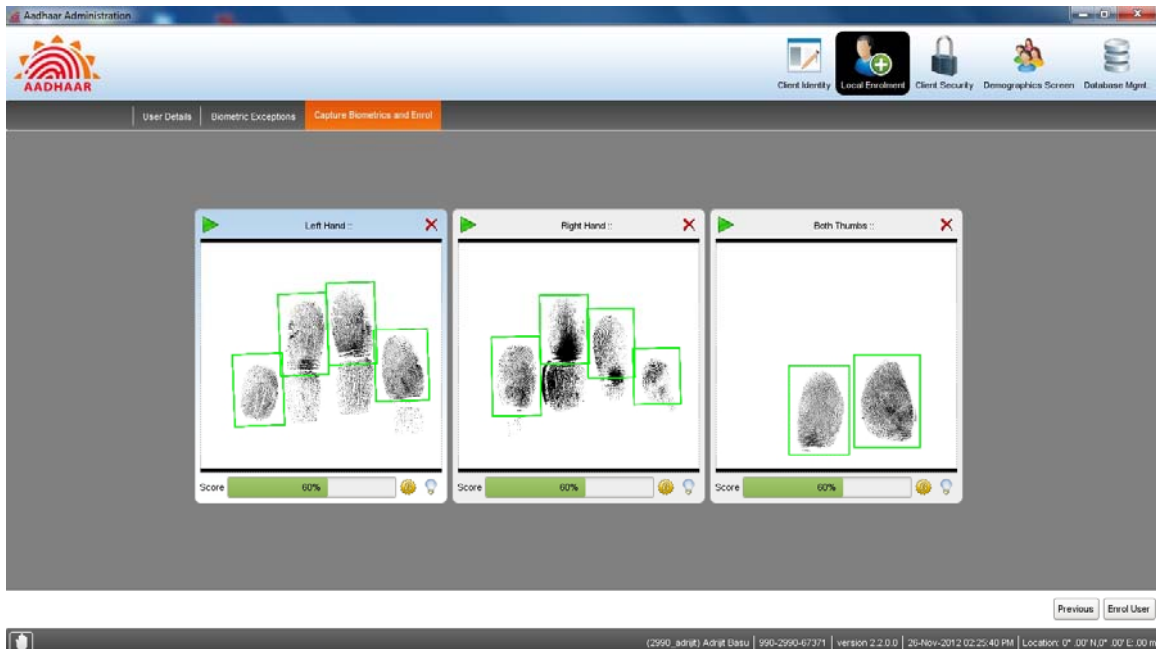


Figure 67: Capture Biometric and Enrol screen – Fingerprint captured

- Click the **Enrol User** button.

Successful message will be displayed. Operators will be shown as **Enrolled** in the **User Details** screen.

Supervisor and Introducer On-Board

Follow the same procedure to on-board the Supervisor and Introducer.



Note

For Introducer On-boarding Local Biometric Verification is not mandatory.



Abbreviations/Acronyms

Term	Definition
AEC	Aadhaar Enrolment Client
CSV	Comma-separated Values
ECA	Enrolment Client Administrator
ECMP	Enrolment Client Multi Platform
ID	Identity
PoA	Proof of Address
Pol	Proof of Identity
UID	Unique Identification
UIDAI	Unique Identification Authority of India
USB	Universal Serial Bus