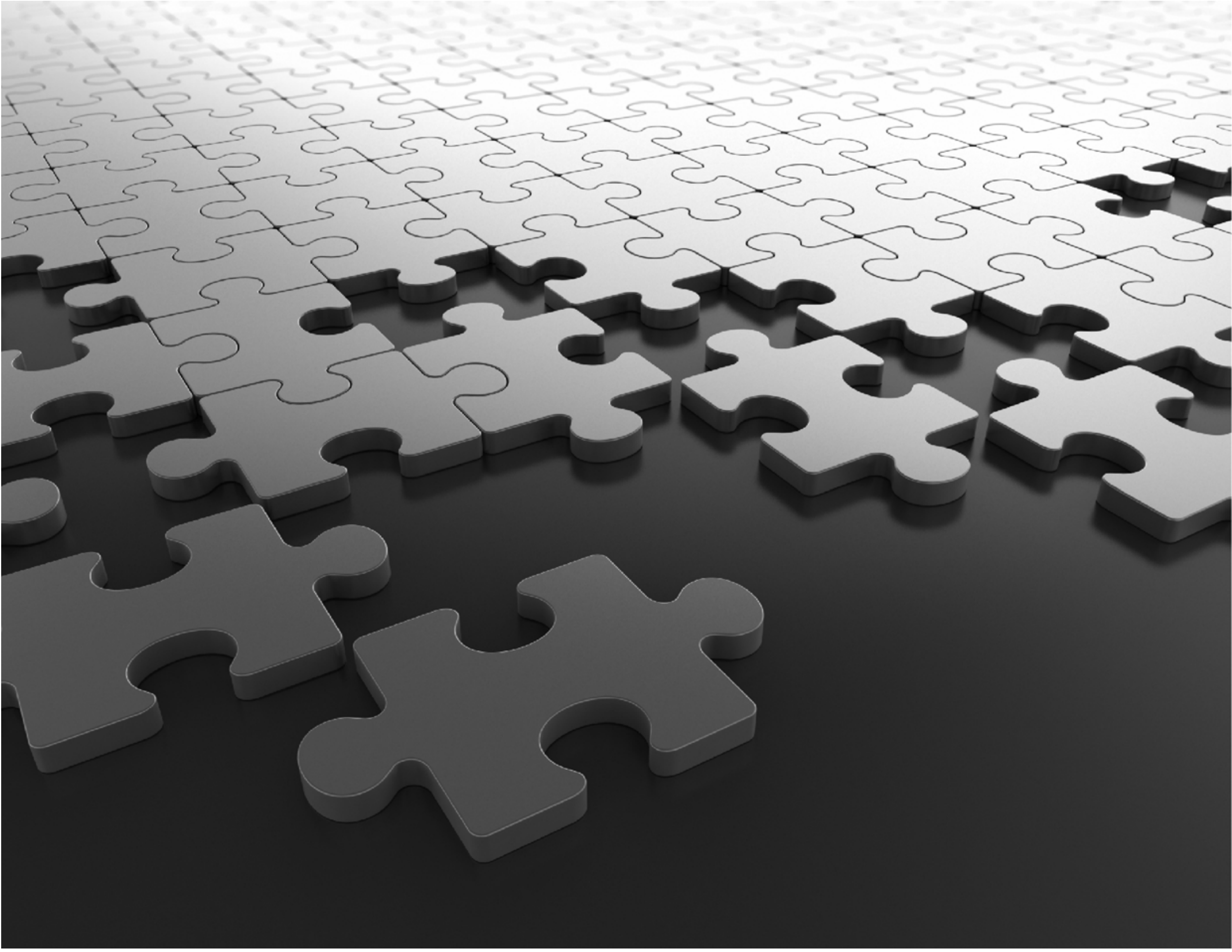
# COSEC ENROLL

User Manual



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# COSEC ENROLL
# User Manual

# Documentation Disclaimer

Matrix Comsec reserves the right to make changes in the design or components of the product as engineering and manufacturing may warrant. Specifications are subject to change without notice.

This is a general documentation for all variants of the product. The product may not support all the features and facilities described in the documentation.

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## Warranty

For product registration and warranty related details visit us at:
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## Copyright

*Version 23*
*Release date: December 14, 2022*

# *Contents*

CHAPTER 1

# Introduction

## Welcome

Thank you for choosing the Matrix COSEC Multi door Access Control System! The COSEC Enroll is a desktop based application and is a part of the COSEC suite of applications which has been primarily designed to centralize and organize the issuance of user credentials as well as the enrollment of fingerprints. COSEC Enroll module also enables the user to upload the user photographs and also to capture and store user photographs in the COSEC database. However, the user needs to ensure that the COSEC license includes the COSEC Enrollment module. Please read this document carefully to get acquainted with the product before installing and operating it.

### About this System Manual

This is common document providing detailed information and instructions for installing and configuring the COSEC Enroll software application as well as its hardware components. This manual includes sufficient information to install and configure all the components of the Matrix COSEC Enroll station.

COSEC Enroll is an Enrollment Station which integrates with the COSEC application software to provide a comprehensive access control package that incorporates the latest in biometric fingerprint technology to provide a fast and effective way to enroll staff and visitors.

COSEC Enroll is an easy to use, intuitive software application for Windows PCs providing the following options:

- Fingerprint Biometrics
- Mifare Reader
- HID Reader
- EM-Prox Reader
- USB Camera

### Intended Audience

This System Manual is aimed at:

- **System Engineers**, who will install, maintain and support the COSEC System. System Engineers are persons who are responsible for configuring the COSEC system to meet the requirements of the organization/users. It is assumed that they are experienced in installing an Access Control System and are familiar with the operation of such systems. They are expected to be aware of how it works, and the various technical terms and functions associated with it. The SE must have undergone training in the installation and configuration of the COSEC system. No one, other than the System Engineer is permitted to make any alterations to the configuration of the COSEC system.
- **System Administrators**, who are persons who will monitor and control the COSEC system after installation. Generally, an employee of the IT/HR department in an organization or establishment is

selected as the System Administrator. It is assumed that the System Administrator has some previous experience in configuring and deploying a security cum Time and Attendance system.

- **Operators**, persons/organizations who will use the COSEC system. They may be executives, include personnel of small and medium businesses, large enterprises, front desk and administration staff of Hotels/Motels, hospitals, and other commercial and public organizations/institutions.

## Organization of this Document

This system manual contains the following chapters:

- **Introduction** - gives an overview of this document, its purpose, intended audience, organization, terms and conventions used to present information and instructions.

- **Know Your COSEC ENROLL** - describes the system and its design and the hardware options.

- **Installing COSEC ENROLL application -** provides a step by step instruction for installing the various components required to run the COSEC ENROLL application including the associated hardware.

- **Starting the COSEC ENROLL application** - provides detailed instructions on using the different functionalities of the COSEC ENROLL application.

## How to Read this System Manual

This document is organized in a manner to help you get familiar with the COSEC ENROLL application, learn how to install it, connect the external devices, and make full use of its functionalities.

This User Manual is presented in a manner that will help you find the information you need easily and quickly.

You may use the table of contents to navigate through this document to the relevant topic or information you want to look up.

- **Instructions**

  The instructions in this document are written in a step-by-step format. Each step, its outcome and indication/notification, wherever applicable, have been described.

- **Notices**

  The following symbols have been used for notices to draw your attention to important items.

  ***Important:*** *to indicate something that requires your special attention or to remind you of something you might need to do when you are using the system.*

  ***Caution:*** *to indicate an action or condition that is likely to result in malfunction or damage to the system or your property.*

  ***Warning:*** *to indicate a hazard or an action that will cause damage to the system and or cause bodily harm to the user.*

***Tip:*** *to indicate a helpful hint giving you an alternative way to operate the system or carry out a procedure, or use a feature more efficiently.*

## Technical Support

If you cannot find the answer to your question in this manual or in the Help files, we recommend you contact your system installer. Your installer is familiar with your system configuration and should be able to answer any of your questions.

If you need additional information or technical assistance with the COSEC system and other Matrix products, contact our Technical Support Help desk, Monday to Saturday 9:00 AM to 6:00 PM (GMT +5:30) except company holidays.

| | |
|---|---|
| **Phone** | (+91)18002587747 |
| **Internet** | www.matrixaccesscontrol.com |
| **E-mail** | Tech.Support@MatrixComSec.com |

CHAPTER 2

# Know Your COSEC ENROLL

The COSEC ENROLL is a fast, full featured user credential management solution designed to enhance security in commercial physical access control systems in conjunction with the COSEC Access Control application.

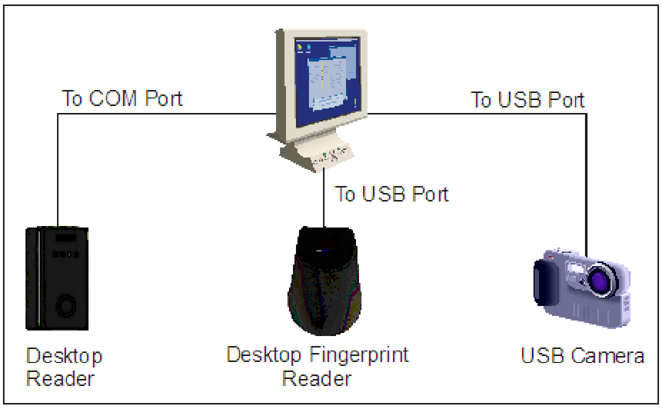
COSEC Enroll Utility supports language translation using the Multi Language Utility. To know more, refer to the Multi Language Utility User Guide.

The COSEC ENROLL application enables the operator to:

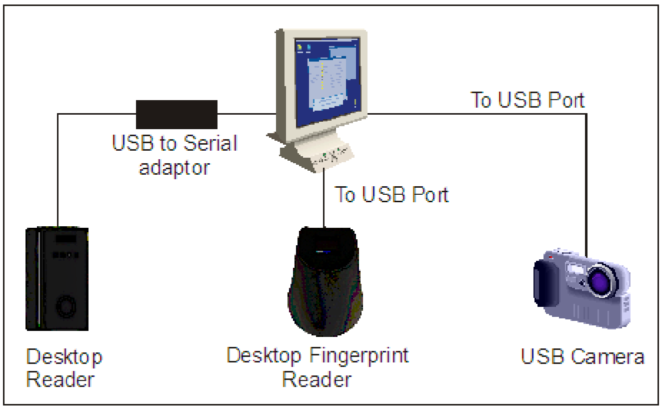
- Capture biometric fingerprint data via the desktop fingerprint reader
- Write Enrollment data to HID I-class or MIFARE 1K or 4K contactless cards (using the Matrix COSEC desktop Card Reader)
- Enroll and assign EM-Prox proximity cards to users.
- Connect to the COSEC database
- Check for duplicate card Enrollment data
- Upload Enrollment data to the COSEC PANELS and DIRECT Doors through the COSEC Monitor application.
- Capture and store the User photographs using the USB camera or upload the picture files to the COSEC database.

## Enrollment Station Layouts

Desktop Mifare reader connecting directly to COM port



Desktop Mifare reader connecting to USB port



## Pre-Requisites

### Computer Hardware Platform

- **Processor**: Recommended is dual core processor and above
- **RAM**: Minimum available is 512 MB RAM
- **Hard disk**: Minimum available is 40 GB
- **Screen resolution**: Minimum Recommended is 1366 x 768
- **DVD/CD-ROM** drive
- **Network Interface card**: 10/100 Base-T network adapter
- **Microsoft .Net Framework** version 4.0

## Operating Systems

- Windows7 Professional and above

*If you are using large number of devices, more number of users and bulky data in COSEC Application, then it is advisable to upgrade your computer system configuration to get good performance result.*

# Pre-Requisites for Face Enrollment

## Computer Hardware Platform

**For Windows with CPU:**

- 6th and above generation Intel Core processors and Intel Xeon processors.
- Intel Xeon processor E family (formerly code named Sandy Bridge, Ivy Bridge, Haswell and Broadwell)
- 3rd generation Intel Xeon Scalable processor (formerly code named Cooper Lake)
- Intel Xeon Scalable processor (formerly Skylake and Cascade Lake).

*Processor graphics are not included in all processors.*

*A chipset that supports processor graphics is required if you’re using an Intel Xeon processor.*

**For Windows with GPU:**

- Nvidia GeForce FTX 1050 Ti-4GB onwards

## Operating System

- Microsoft Windows 10 64-bit

CHAPTER 3

# Installing COSEC ENROLL Utility

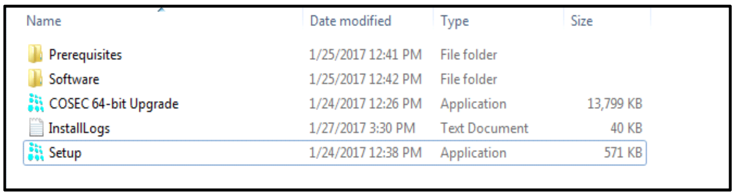
Before commencing the installation, make sure that the computer on which the COSEC Enroll software will be installed meets the necessary requirements.

## System Requirements

- Operating Systems: Windows7 Professional and above
- Processor: Recommended is dual core processor and above
- RAM: Minimum available is 512 MB RAM
- Hard disk: Minimum available is 40 GB
- Screen resolution: Minimum Recommended is 1366 x 768
- DVD/CD-ROM drive
- Network Interface card: 10/100 Base-T network adaptor
- Microsoft .Net Framework ver 4.0

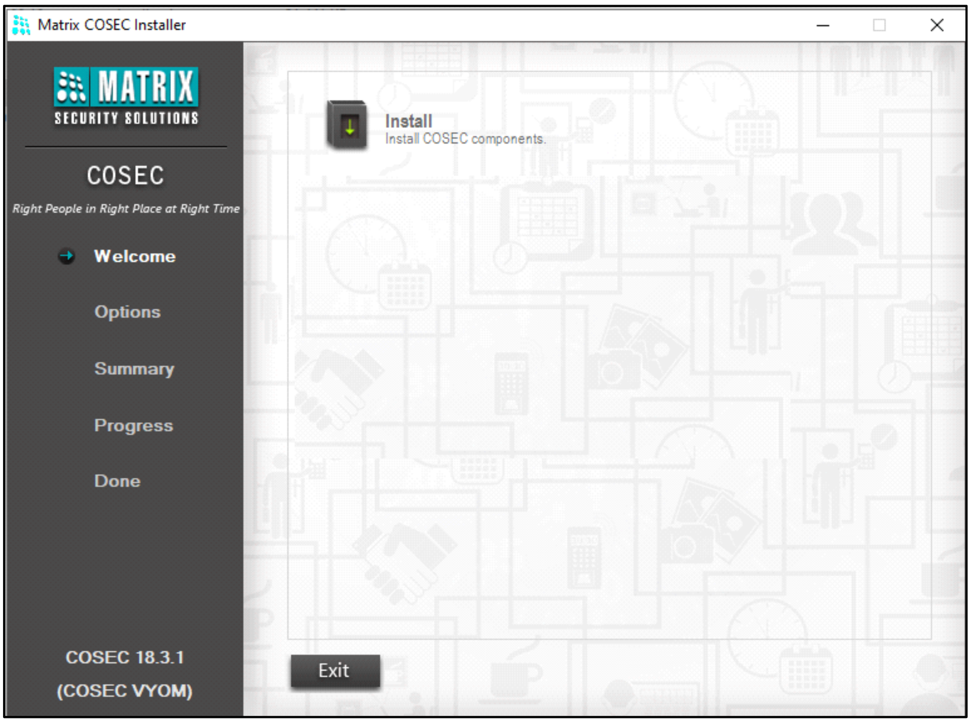
# Installing COSEC Enroll Utility

To install COSEC Enroll Utility Application, first run the COSEC Installer setup.



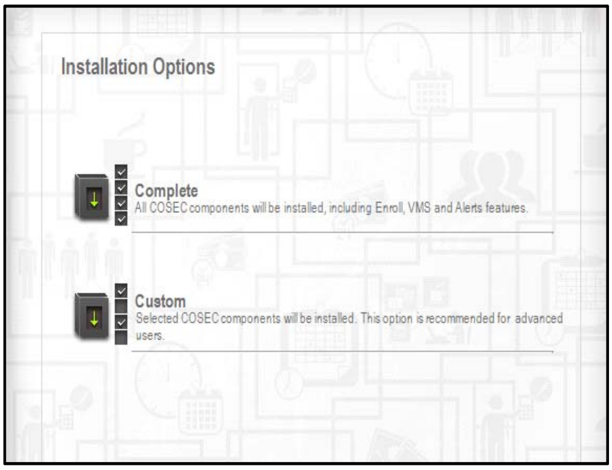
| Name | Date modified | Type | Size |
|---|---|---|---|
| Prerequisites | 1/25/2017 12:41 PM | File folder | |
| Software | 1/25/2017 12:42 PM | File folder | |
| COSEC 64-bit Upgrade | 1/24/2017 12:26 PM | Application | 13,799 KB |
| InstallLogs | 1/27/2017 3:30 PM | Text Document | 40 KB |
| Setup | 1/24/2017 12:38 PM | Application | 571 KB |

Click **Install**.



Install
Install COSEC components.

You can select **Complete** or **Custom** Installation. We will proceed further with **Custom** option.

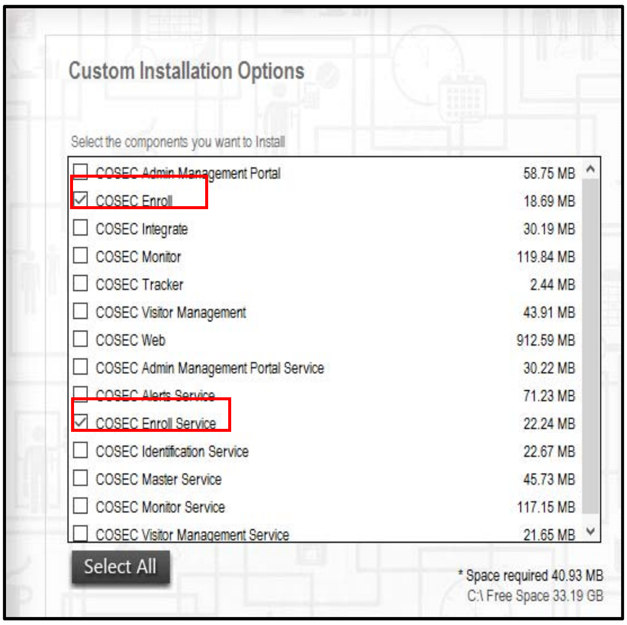


Installation Options

Complete
All COSEC components will be installed, including Enroll, VMS and Alerts features.

Custom
Selected COSEC components will be installed. This option is recommended for advanced users.

Select **COSEC Enroll** and **COSEC Enroll Service** to install COSEC Enroll Utility and COSEC Enroll Service respectively.



Custom Installation Options

Select the components you want to Install

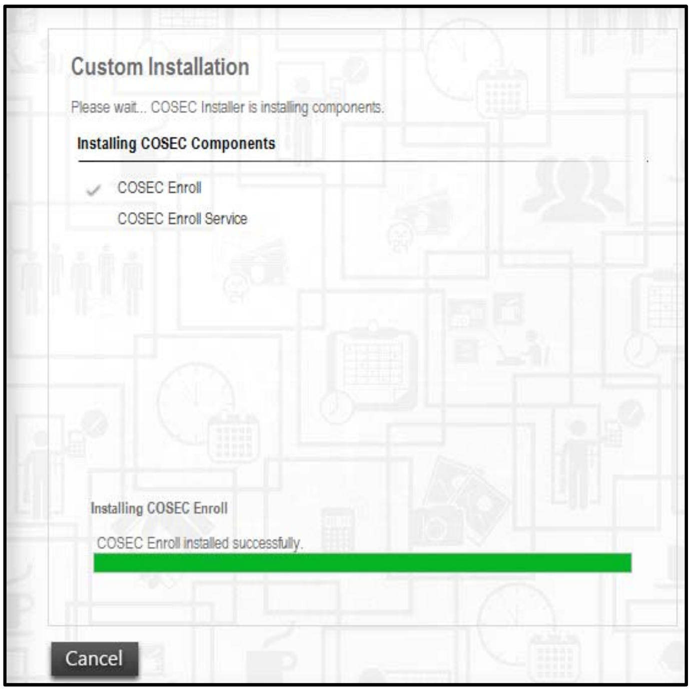
| | | |
|---|---|---|
| ☐ | COSEC Admin Management Portal | 58.75 MB |
| ☑ | COSEC Enroll | 18.69 MB |
| ☐ | COSEC Integrate | 30.19 MB |
| ☐ | COSEC Monitor | 119.84 MB |
| ☐ | COSEC Tracker | 2.44 MB |
| ☐ | COSEC Visitor Management | 43.91 MB |
| ☐ | COSEC Web | 912.59 MB |
| ☐ | COSEC Admin Management Portal Service | 30.22 MB |
| ☐ | COSEC Alerts Service | 71.23 MB |
| ☑ | COSEC Enroll Service | 22.24 MB |
| ☐ | COSEC Identification Service | 22.67 MB |
| ☐ | COSEC Master Service | 45.73 MB |
| ☐ | COSEC Monitor Service | 117.15 MB |
| ☐ | COSEC Visitor Management Service | 21.65 MB |

* Space required 40.93 MB
C:\ Free Space 33.19 GB

*To install COSEC Enroll Service, the FIPS Algorithm Policy must be disabled. To know more, refer “Installing Enroll Service”.*

Click **Next** to install the setup.

The confirmation window appears. Click **Install** to proceed with the Installation and the Custom Installation procedure begins.



Custom Installation

Please wait... COSEC Installer is installing components.

**Installing COSEC Components**

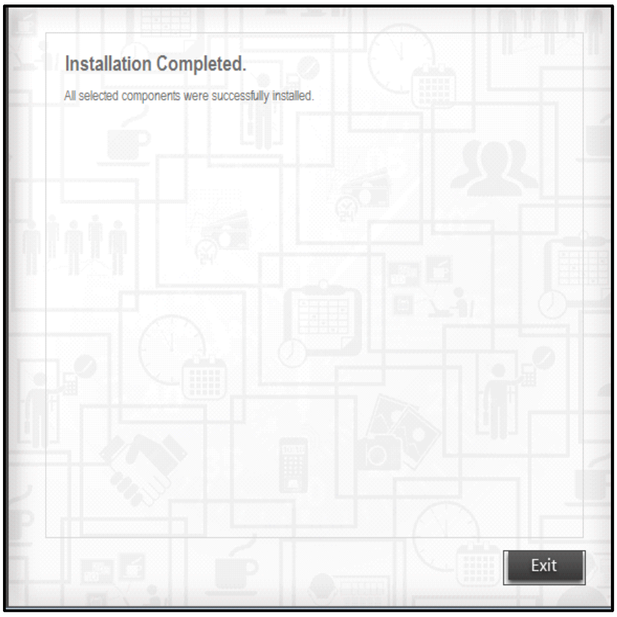
✓ COSEC Enroll

COSEC Enroll Service

Installing COSEC Enroll

COSEC Enroll installed successfully.

After the successful installation of COSEC Enroll and COSEC Enroll Service, **Installation Complete** window appears as shown below.



Installation Completed.

All selected components were successfully installed.

Click **Exit.**

After the successful Installation, a shortcut icon for Enroll Utility will be created on your desktop.

*1. Enroll Utility will work only if Enroll Service is running.*
*2. Enroll Service will be active and running only if Master service is running.*

After the installation of the COSEC Enroll application, other accessories required for Enrollment can be installed in the following order:

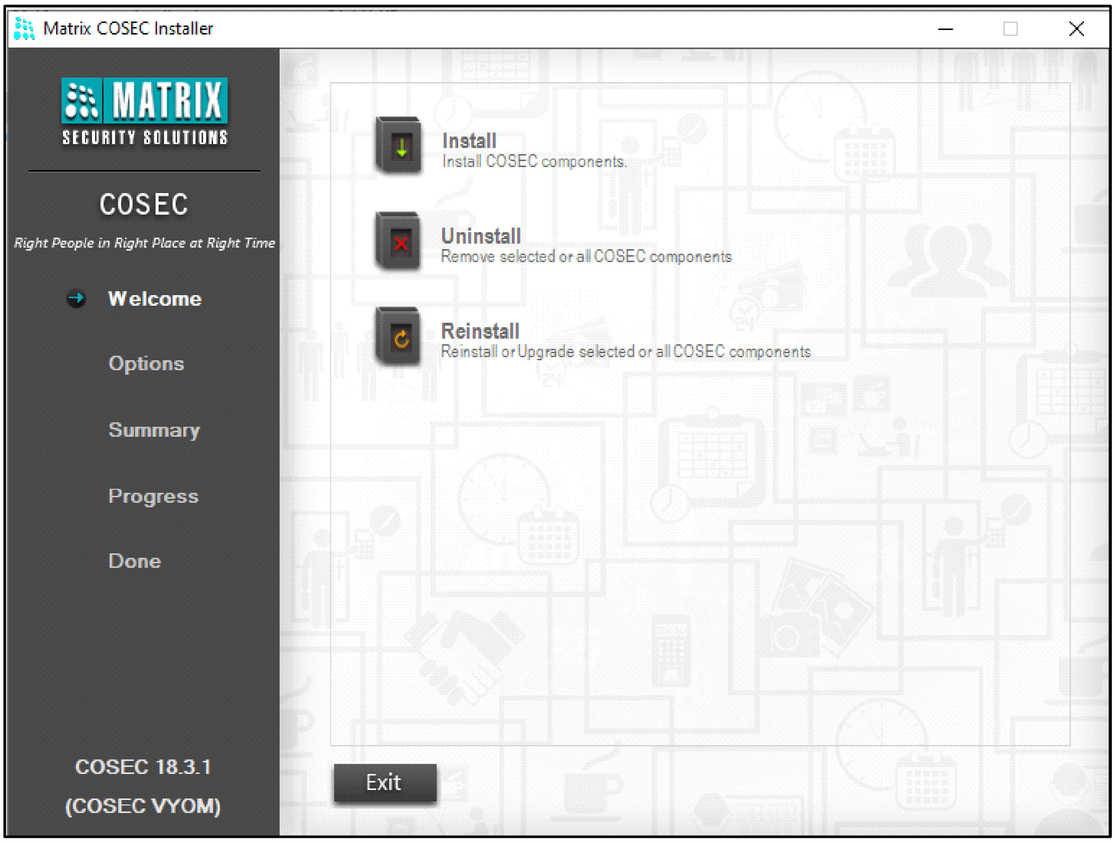
1. Install the COSEC Enroll software.
2. Connect the optional Matrix Desktop readers if applicable.
3. Install the optional Suprema fingerprint reader if available.

*The support of Suprema Bio Mini Plus 2 is added in Enroll Utility.*
*If at any point of time the operating 'FP Template Type' is changed then application (Utility/Web) must be restarted before enrollment.*

4. Install the optional Web Camera if available.
5. Start the COSEC Enroll application.

## Uninstalling/Reinstalling COSEC Enroll Utility and COSEC Enroll Service

To uninstall COSEC Enroll and COSEC Enroll Service, click **Uninstall.**
To reinstall COSEC Enroll and COSEC Enroll Service, click **Reinstall.**



Matrix COSEC Installer

Install
Install COSEC components.

Uninstall
Remove selected or all COSEC components

Reinstall
Reinstall or Upgrade selected or all COSEC components

# Installing Enroll Service

To install the Enroll Service make sure you complete the steps mentioned in the pre-requisites and then install the same.

Enroll Service will be active and run only if Master Service is running.

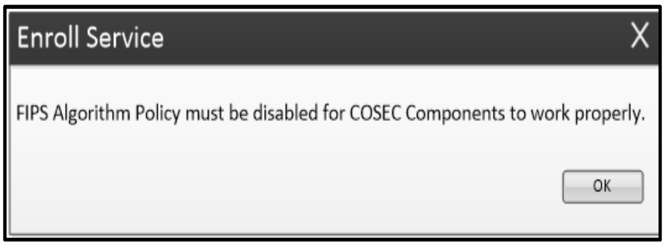
## Pre-requisite for Installation

You must disable the FIPS Algorithm Flag. To do so, follow the steps mentioned below.

### FIPS Algorithm Policy Check

To install COSEC Enroll Service, the FIPS Algorithm Flag must be disabled.

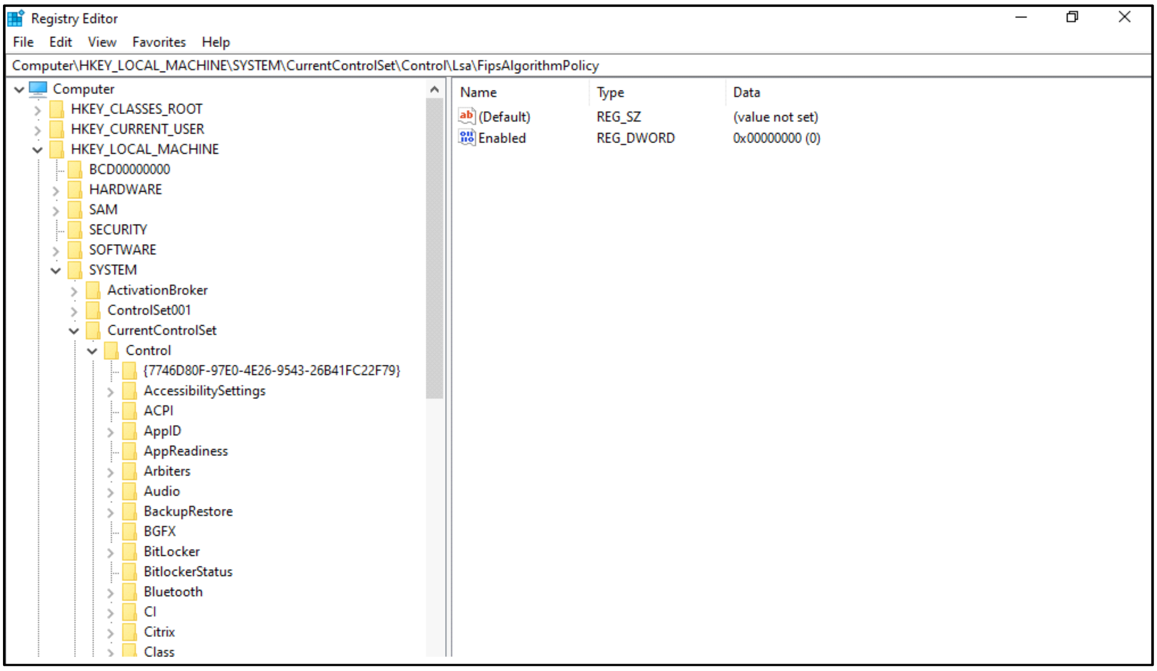
*If you have started installing the Enroll Service and if the FIPS Algorithm flag is enabled then following pop up will appear.*



Enroll Service

FIPS Algorithm Policy must be disabled for COSEC Components to work properly.

To disable FIPS Algorithm Policy, select **Registry Editor** (or search regedit) from the start menu of your computer. Then in the **Registry Editor** follow this path: ***Computer\HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Control\Lsa\FipsAlgorithmPolicy***.



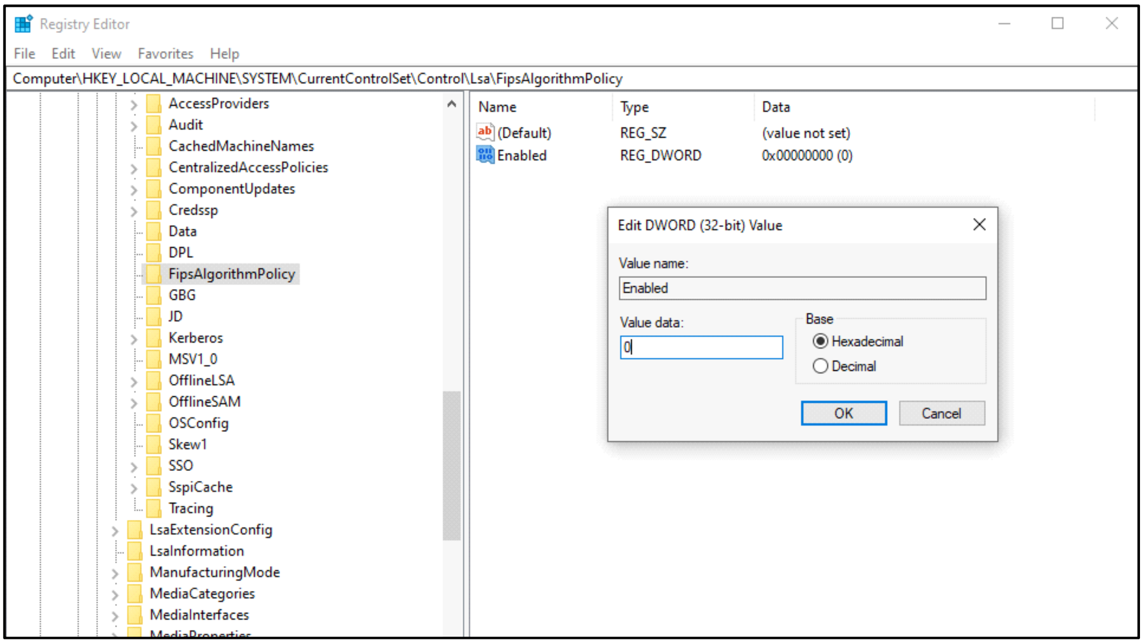
Registry Editor

Computer\HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Control\Lsa\FipsAlgorithmPolicy

```
Computer
  HKEY_CLASSES_ROOT
  HKEY_CURRENT_USER
  HKEY_LOCAL_MACHINE
    BCD00000000
    HARDWARE
    SAM
    SECURITY
    SOFTWARE
    SYSTEM
      ActivationBroker
      ControlSet001
      CurrentControlSet
        Control
          {7746D80F-97E0-4E26-9543-26B41FC22F79}
          AccessibilitySettings
          ACPI
          AppID
          AppReadiness
          Arbiters
          Audio
          BackupRestore
          BGFX
          BitLocker
          BitlockerStatus
          Bluetooth
          CI
          Citrix
          Class
```

| Name | Type | Data |
|---|---|---|
| (Default) | REG_SZ | (value not set) |
| Enabled | REG_DWORD | 0x00000000 (0) |

Double click on **Enabled** and the **Edit DWORD (32-bit) Value** dialog box appears as shown below:



| Name | Type | Data |
|---|---|---|
| (Default) | REG_SZ | (value not set) |
| Enabled | REG_DWORD | 0x00000000 (0) |

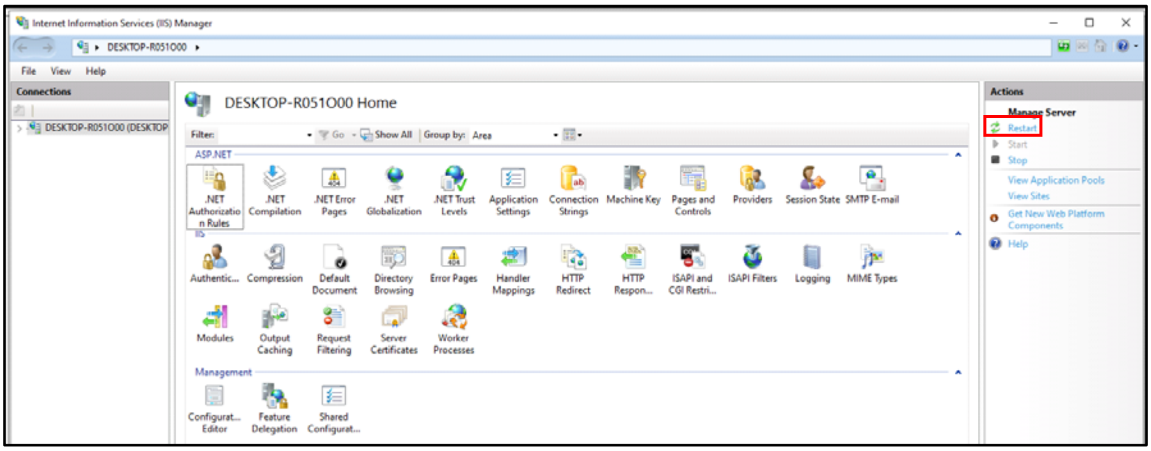
Value name: Enabled

Value data: 0

Base: ● Hexadecimal ○ Decimal

- Enter 0 as the **Value data** to disable the FIPS Algorithm Policy.

- Now you need to reset the **Internet Information Services (IIS) Server**. To do so, search **Internet Information Services (IIS) Manager** from the start menu of your computer.



- To reset the IIS Server, click **Reset** under Actions > Manager Server.

Now you can proceed with the installation of the Enroll Service.

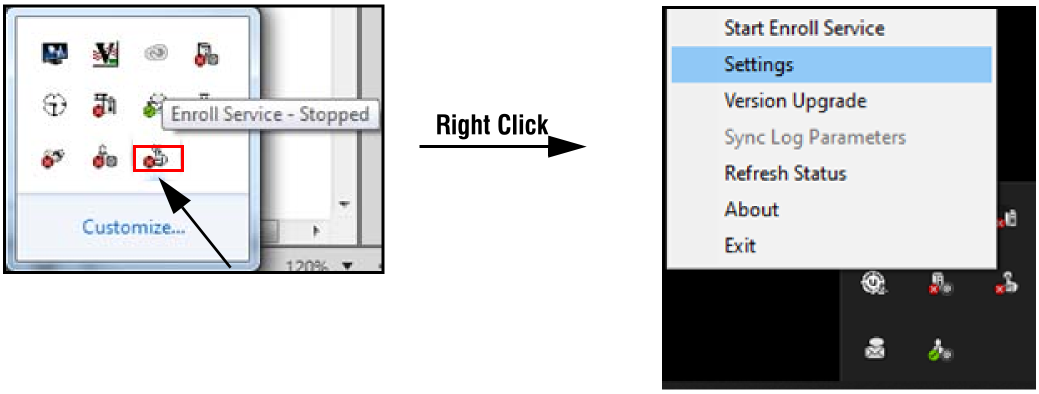
## Accessing the Enroll Service from the Tray

To install the Enroll Service, refer *“Installing COSEC Enroll Utility”.*

After the installation, you can start the COSEC Enroll Service Application by browsing the folder from ***C:\Program Files (x86)\Matrix\COSEC Enroll Service***

When Enroll Service starts, Enroll Service’s icon will be displayed in the System Tray (Notification area) on the right side of the taskbar. When Enroll Service stops, Enroll Service’s icon will be displayed.

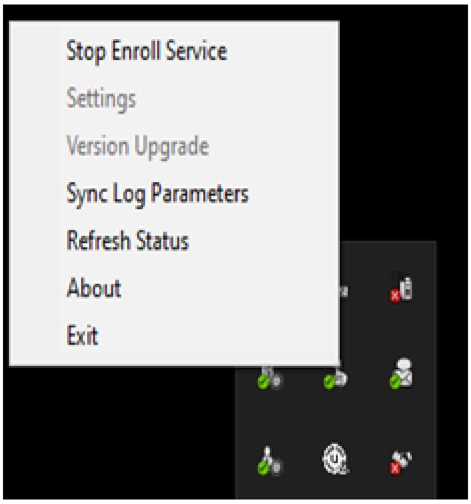
Right click on this icon.



The options displayed are — Start/Stop Enroll Service, Settings, Version Upgrade, Sync Log Parameters, Refresh Status, About and Exit.

- To start this service through the Service Manager Tray, click on **Start Enroll Service**.

- To configure the settings of Enroll Service, first stop this service by clicking **Stop Enroll Service**, and then click **Settings**. To know more, refer “Settings”.



- To upgrade the version of Enroll Service, click **Version Upgrade**.

- To enable debug logs of the Enroll Service, click **Sync Log Parameters.** This is used for trouble-shooting by the Technical Support Team.

- To refresh the status of this service, click **Refresh Status**.

- To view the service details, click **About.**

- To close the Service Manager Tray window, click **Exit.**

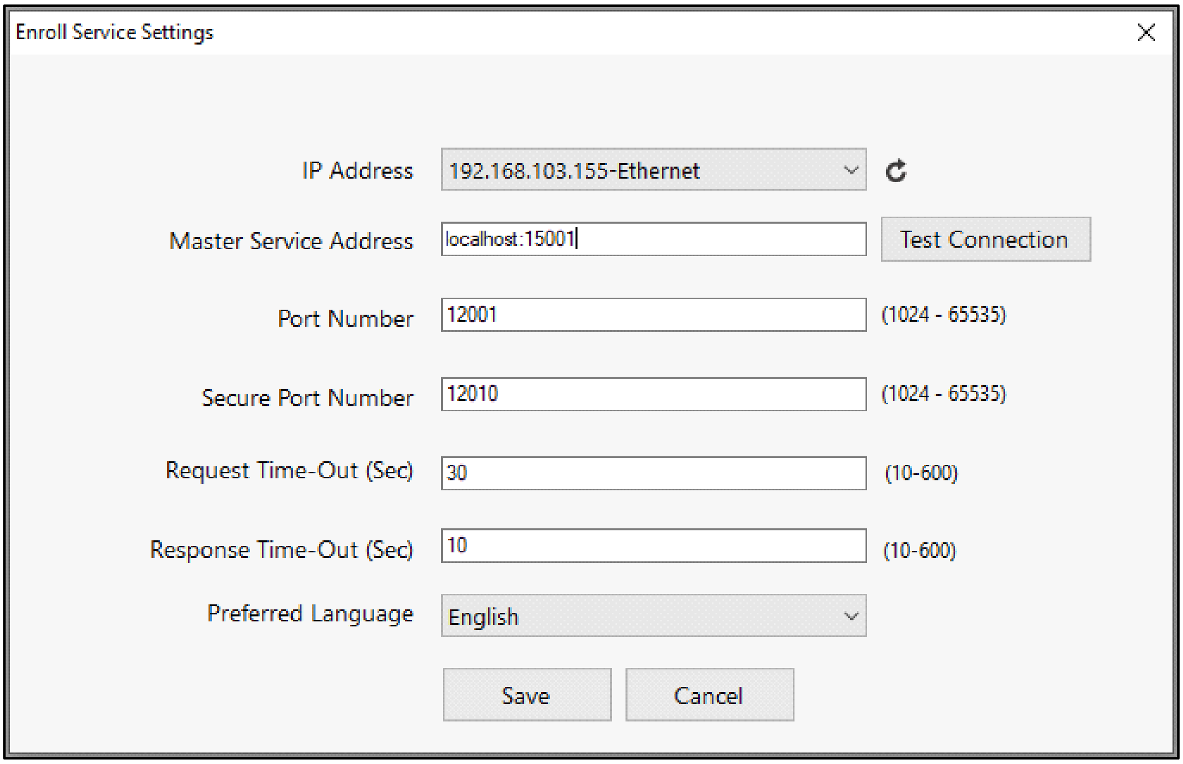
*When service is running and Admin database loses connectivity or is unavailable then the service will keep running for 24 hours by default after which it will stop.*

*The maximum hours allowed for service is given as the configurable tag in Settings.xml file from **C:\Program Files (x86)\Matrix\COSEC Enroll Service**.*

## Settings

To configure the settings of Enroll Service, first stop this service, then click on **Settings** from the Service Manager Tray option.

**Enroll Service Settings** window appears as shown below.



Enroll Service Settings

IP Address: 192.168.103.155-Ethernet

Master Service Address: localhost:15001

Port Number: 12001 (1024 - 65535)

Secure Port Number: 12010 (1024 - 65535)

Request Time-Out (Sec): 30 (10-600)

Response Time-Out (Sec): 10 (10-600)

Preferred Language: English

Configure the following parameters:

- **IP Address**: If your PC is having multiple network connections, the IP Addresses of these networks will be displayed in the drop down list. Select the desired IP Address.

  The IP Address of the first enabled network will be set as the default IP Address for this service.

*If none of the network connections are enabled, then IP Address of the running service will get updated to 127.0.0.1 - Localhost and the services will continue running.*

*To restore the IP Address to the desired one, you must first enable the connection from network connections and then select its IP Address from the drop down list manually.*

*As the Windows10 PC boots up fast, so services will check and retry for the availability of assigned IP address before finally moving to 127.0.0.1*

*If more than one network connections are enabled then the first enabled network connections IP Address will be assigned to all the services on service startup after installation.*

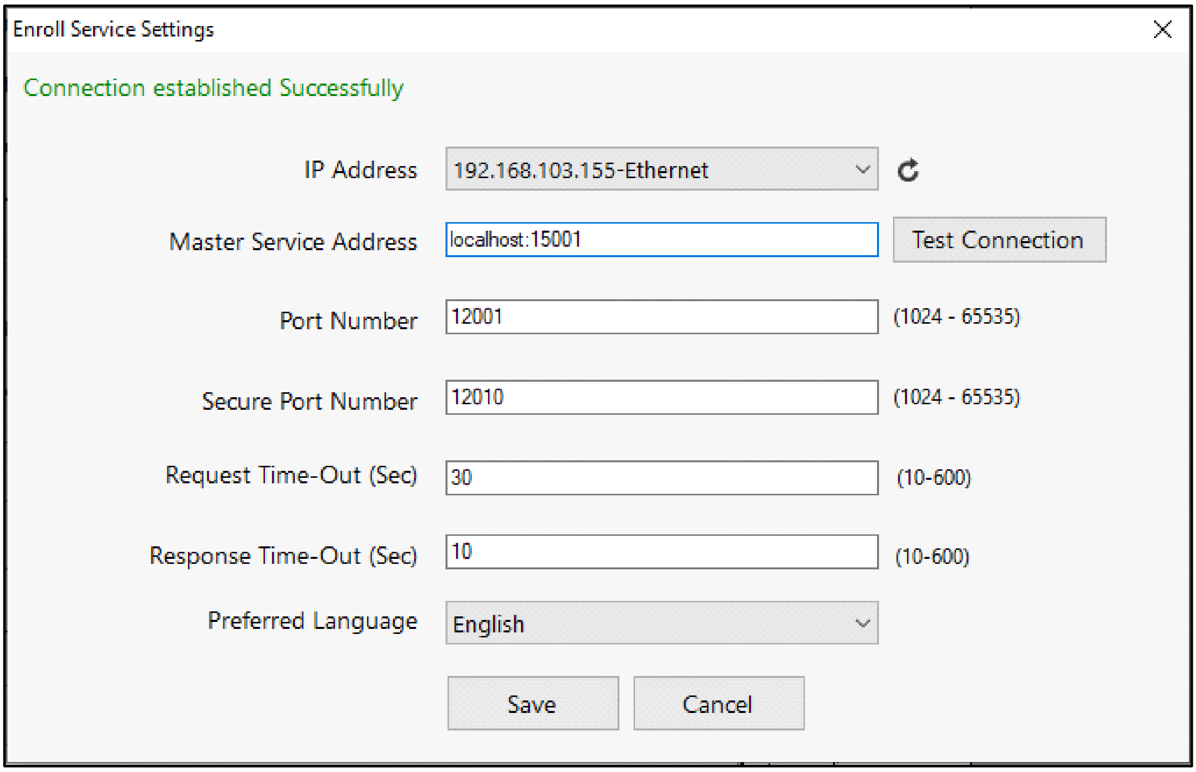
*If the PC is assigned a DHCP Addressing scheme, then whenever the IP Address changes, the same will be updated against every service.*

Click **Refresh IP List** ↻ to update the list of all network adapters (network connections).

- **Master Service Address:** Enter the IP Address or URL of the Master Service.

  On changing or updating the Master Service Address, connection with the Master Service must be tested.

  Click **Test Connection** to test the connection of Enroll Service with Master service.



Enroll Service Settings

Connection established Successfully

IP Address: 192.168.103.155-Ethernet

Master Service Address: localhost:15001

Port Number: 12001 (1024 - 65535)

Secure Port Number: 12010 (1024 - 65535)

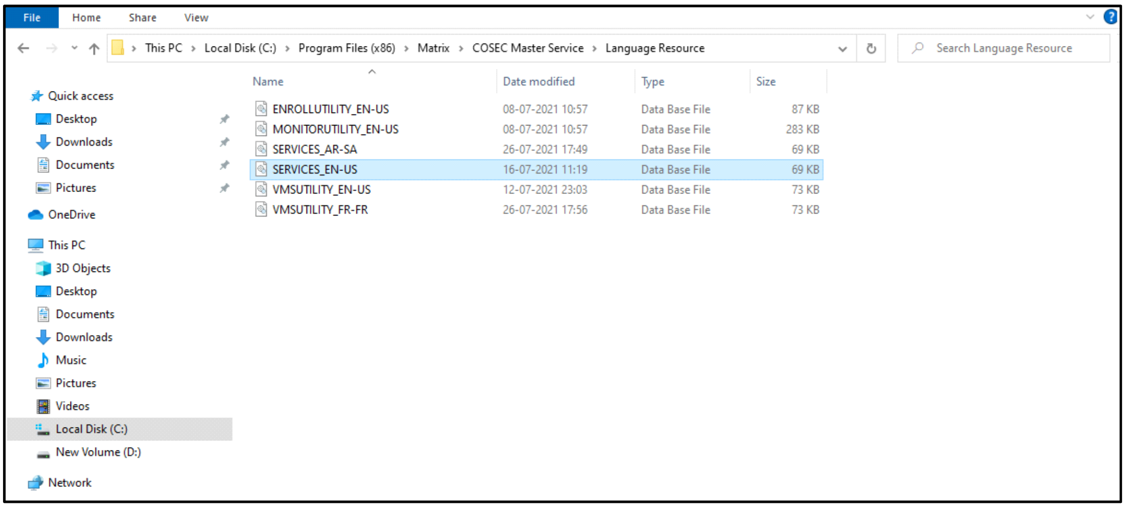
Request Time-Out (Sec): 30 (10-600)

Response Time-Out (Sec): 10 (10-600)

Preferred Language: English

- **Port Number:** Enter the port number at which the Enroll Service is accessible.
- **Secured Port Number:** Enter the port number at which the Enroll Service is accessible on the SSL mode.
- **Request Time-Out (Sec)**: Enter the request time-out duration in seconds for the Enroll Service approaching Master Service for connection.
- **Response Time-Out (Sec)**: Enter the response time-out duration in seconds for the Enroll Service approaching Master Service for connection.
- **Preferred Language:** Select the desired language from the provided dropdown list.

  The languages listed here will be as per the language files present in the *C:\Program Files (x86)\Matrix\COSEC Master Service\Language Resource*.



| Name | Date modified | Type | Size |
|---|---|---|---|
| ENROLLUTILITY_EN-US | 08-07-2021 10:57 | Data Base File | 87 KB |
| MONITORUTILITY_EN-US | 08-07-2021 10:57 | Data Base File | 283 KB |
| SERVICES_AR-SA | 26-07-2021 17:49 | Data Base File | 69 KB |
| SERVICES_EN-US | 16-07-2021 11:19 | Data Base File | 69 KB |
| VMSUTILITY_EN-US | 12-07-2021 23:03 | Data Base File | 73 KB |
| VMSUTILITY_FR-FR | 26-07-2021 17:56 | Data Base File | 73 KB |

The default language file provided will be of English language.

Name of the English language file for services will be: SERVICES_EN-US.

Name of the language file differs as per the language. For example, name of the Arabic (Saudi Arabia) language file for services will be SERVICES_AR-SA.

*If you prefer a different language other than the default language file (i.e. English), you can translate this default language into the desired language with the help of COSEC Multi-Language Utility. To know more, refer to the Multi-Language Utility User Guide.*

Click **Save** to save the settings.

## Service Tray in Multiple User login

When you log into your computer with different user other than Administrator who has installed COSEC; then service tray will be launched in the new user login as well but tray tool-tip messages and balloon messages will not be displayed to the new user.

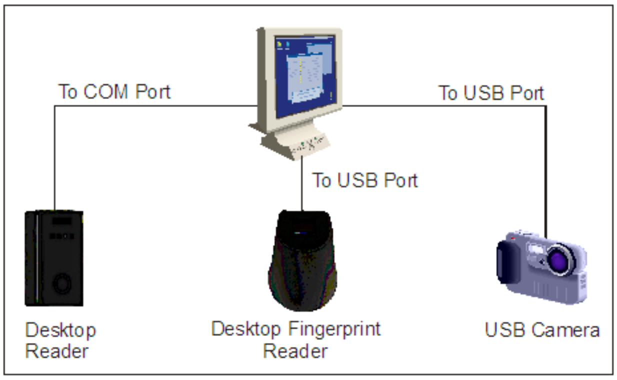
This new user will have the rights to start/stop the service and make changes to the settings of service.

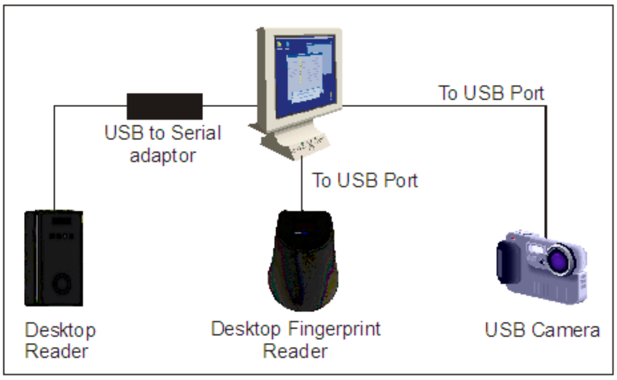
When you exit from the Enroll Service Tray Application manually then this service will not be visible in the tray for that particular windows login session. When you log in to windows session again, the service tray will be launched again.

# Connect Optional Desktop Reader

If you are using the Matrix Desktop MIFARE Reader and/or the HID i-class reader, there are two options available for connecting them to the COSEC ENROLL computer.

- Connect directly to the **COM** port of the computer.
- Connect it to the **USB** port using a USB to Serial adapter.





The Matrix Desktop MIFARE, HID i-class as well as the EM-Prox readers comes with a male 9 pin DB connector which can be directly connected to the COM port of the computer using appropriate serial cable. In the absence of a serial port on the computer the operator can use a USB to serial converter which needs to be procured separately.

## Installing the USB to Serial Adapter

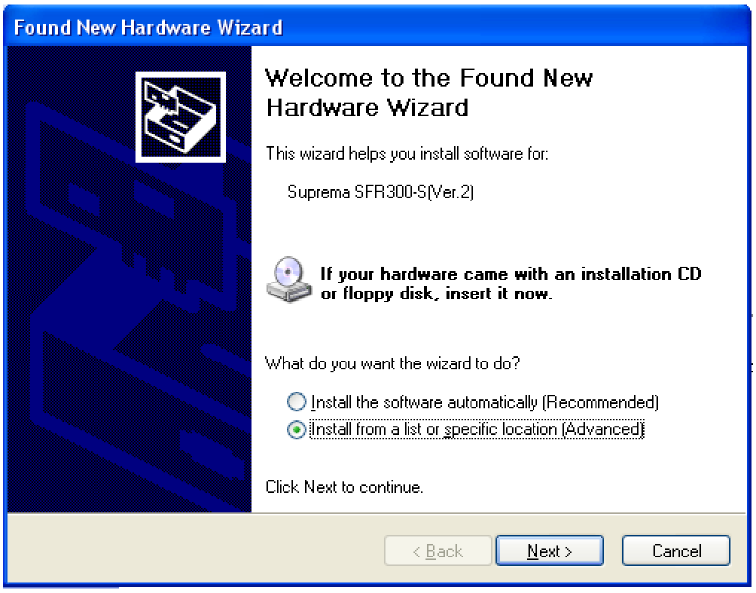
Prior to commencing the installation of the adapter, insert the driver CD which has been shipped along with the adapter, into the CD drive. Open the appropriate folder based on the operating system and install the driver for the USB to Serial Adapter.

Connect the USB to Serial adapter to the USB port on the Enrollment PC. The computer will automatically detect the adapter and create a serial port for the same.

# Connect Optional Desktop Fingerprint Reader

The user now needs to install the Suprema SFR300-S fingerprint reader on the Enrollment PC. This is required in the event of the user fingerprints being Enrolled as one of the user credentials.

Connect the reader to the USB port on the Enrollment PC. The **Found New Hardware Wizard** window appears as shown. Select the "Install from a list or specific location (Advanced)" options as shown and click **Next** to continue.



Found New Hardware Wizard

Welcome to the Found New Hardware Wizard

This wizard helps you install software for:

Suprema SFR300-S(Ver.2)

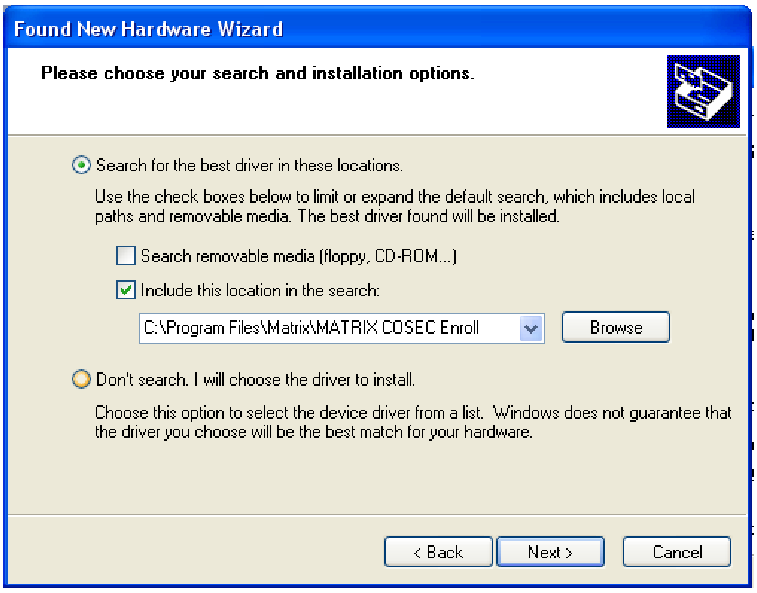
If your hardware came with an installation CD or floppy disk, insert it now.

What do you want the wizard to do?

○ Install the software automatically (Recommended)
● Install from a list or specific location (Advanced)

Click Next to continue.

The following window appears. Browse for the **"Matrix COSEC Enroll"** folder path and click on Next to continue.



Found New Hardware Wizard

Please choose your search and installation options.

● Search for the best driver in these locations.

Use the check boxes below to limit or expand the default search, which includes local paths and removable media. The best driver found will be installed.

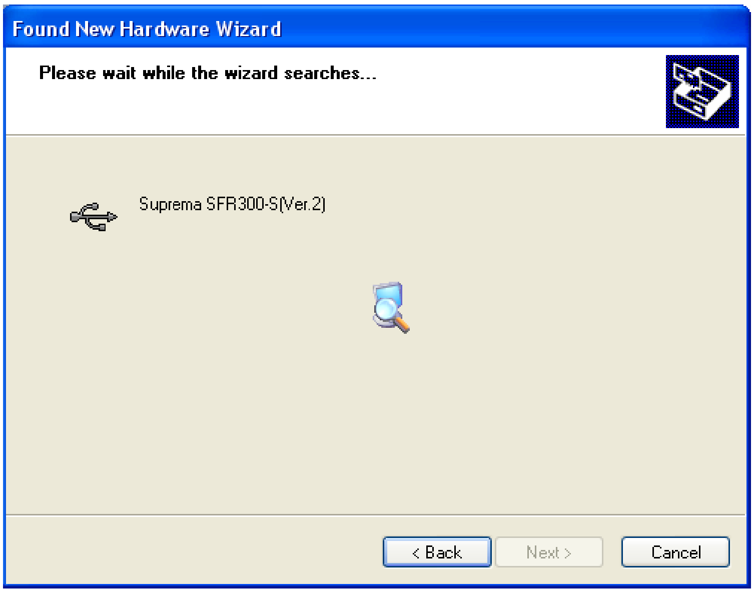
□ Search removable media (floppy, CD-ROM...)
☑ Include this location in the search:

C:\Program Files\Matrix\MATRIX COSEC Enroll

○ Don't search. I will choose the driver to install.

Choose this option to select the device driver from a list. Windows does not guarantee that the driver you choose will be the best match for your hardware.

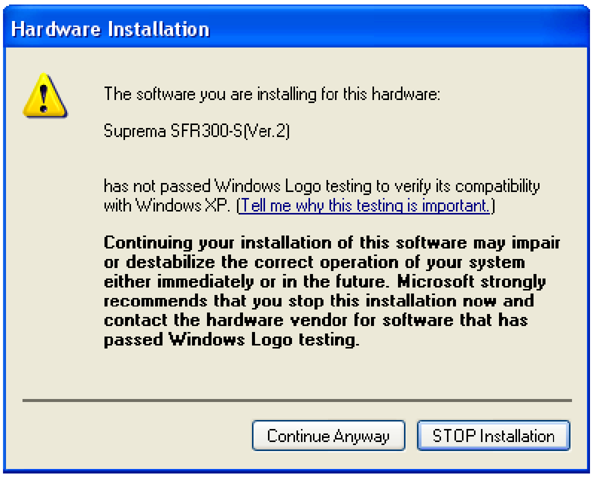
The system searches for the appropriate driver files in the target folder as the following pages appear.



Found New Hardware Wizard

**Please wait while the wizard searches...**

Suprema SFR300-S(Ver.2)



Hardware Installation

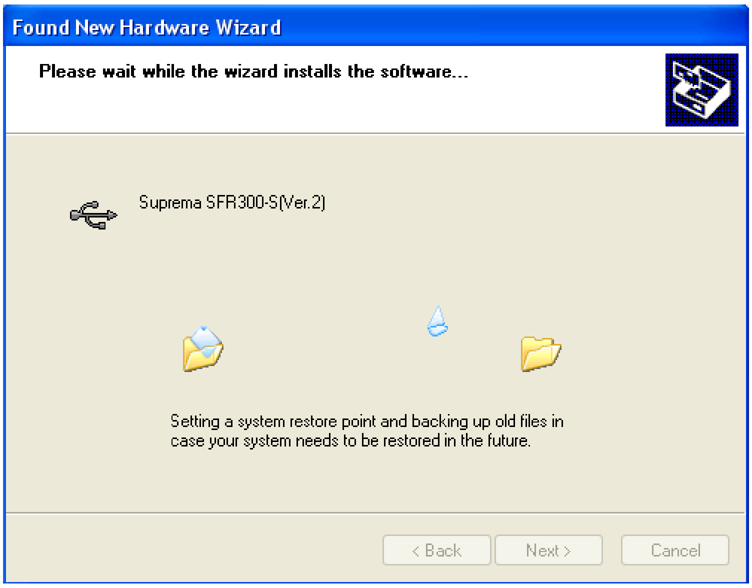
The software you are installing for this hardware:

Suprema SFR300-S(Ver.2)

has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)

**Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.**

Click on **Continue Anyway** to proceed with the installation. The system goes through with the installation of the reader as shown.

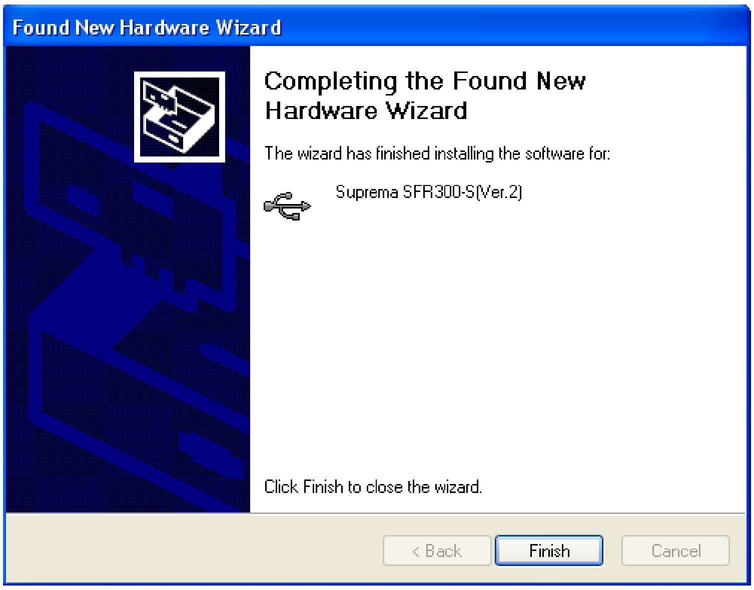


Found New Hardware Wizard

**Please wait while the wizard installs the software...**

Suprema SFR300-S(Ver.2)

Setting a system restore point and backing up old files in case your system needs to be restored in the future.



Completing the Found New Hardware Wizard

The wizard has finished installing the software for:

Suprema SFR300-S(Ver.2)

Click Finish to close the wizard.

Click on **Finish** to complete the installation process. The Suprema reader is now ready to work with the COSEC ENROLL application.

# Install the Other Accessories

**Camera**: Refer to the installation guide that comes with the camera. Install the camera driver as per the instructions in the installation guide. Connect the camera to the PC as per the instruction in the camera installation guide.

**Signature Pad**: Connect the signature pad to the USB port of the Enroll computer.

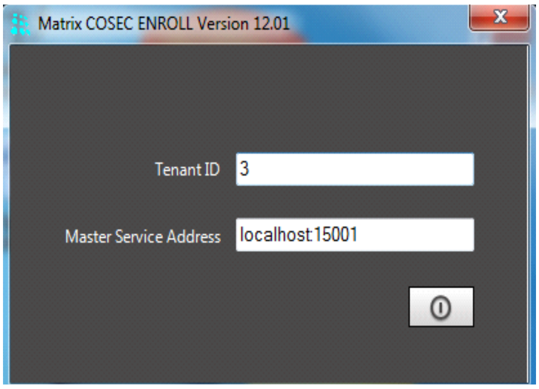
CHAPTER 4

# Starting the COSEC Enroll Utility

To start the COSEC Enrollment desktop application, click on the following COSEC ENROLL icon on the desktop.

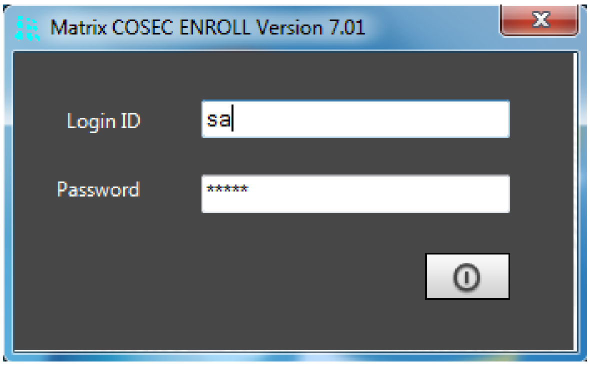
The Enrollment application's login window appears as shown.

For COSEC VYOM, Enter the **Tenant ID** and **Master Service Address** as shown below. Both the parameters are available in Tenant activation Email sent to the Tenant by the Tenant administrator.



Tenant ID 3

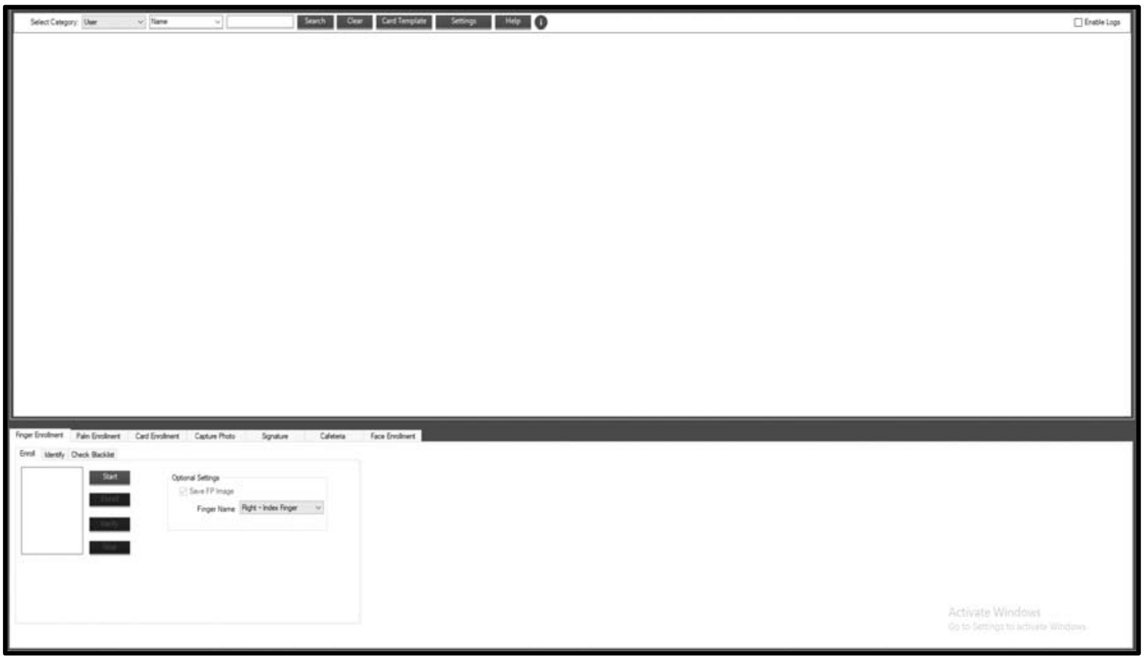
Master Service Address localhost:15001



Login ID sa

Password *****

Enter the Login ID and password as set in the web application module. The COSEC ENROLL window appears as shown.

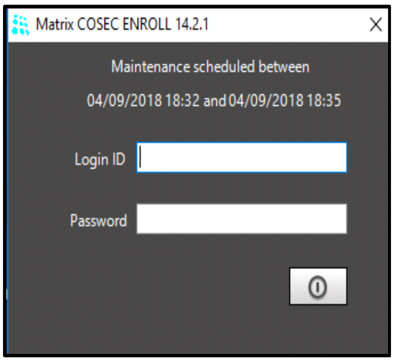


Select Category: User

Name

Finger Name: Right - Index Finger

If the COSEC application is under maintenance; then user will not be allowed to access the Enroll Utility till the end of maintenance duration unless the scheduling is reset by the Admin in Admin Portal.



Maintenance scheduled between

04/09/2018 18:32 and 04/09/2018 18:35

**Enable Logs:** This option located on the upper right corner of the window allows the user to enable the system event logger function. Enabling this option would allow the system to save all system event logs to a separate database which can be viewed at a later date as and when required. Select this checkbox to enable this functionality.

## General Data Protection Regulation

General Data Protection Regulation (GDPR) aims in providing security and privacy to a users personal data.They limit the access to a users personal data.

By enabling GDPR, set of defined fields revealing users personal data will be masked and the data will be encrypted, accordingly a dummy image will be displayed in place of the user’s profile picture.

If you desire enabling GDPR, select the **Personal Data Protection** checkbox in COSEC Web > Admin > System Configuration > Global Policy > Basic.

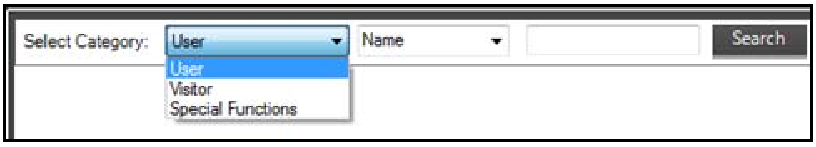
To know more about GDPR refer, COSEC System Manual.

For reflections of GDPR on Enroll Utility, refer to the link mentioned below:

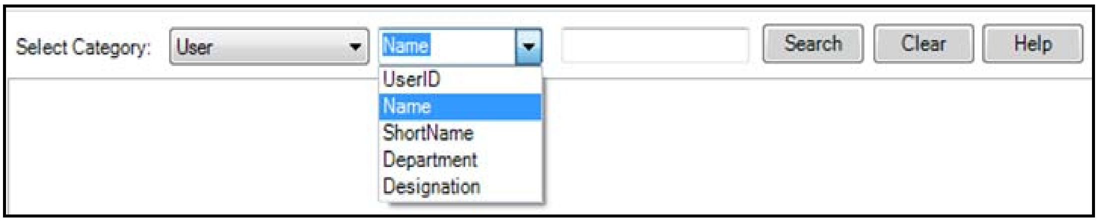
- "GDPR Reflections"

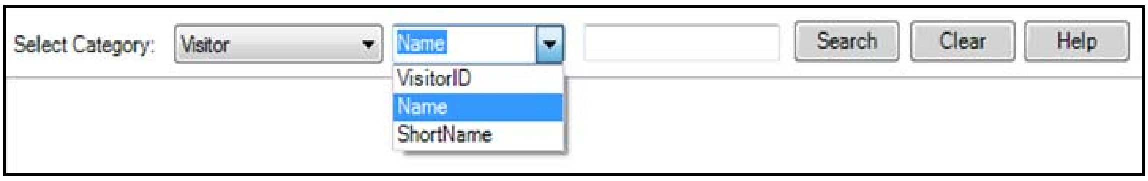
The **Select Category** pull down has the following three options:

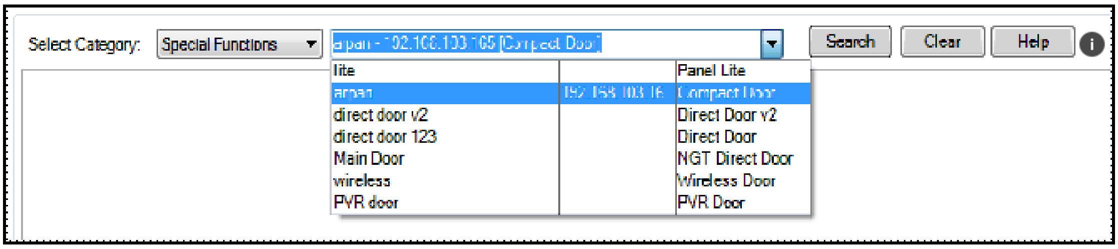
- User
- Visitor
- Special Functions



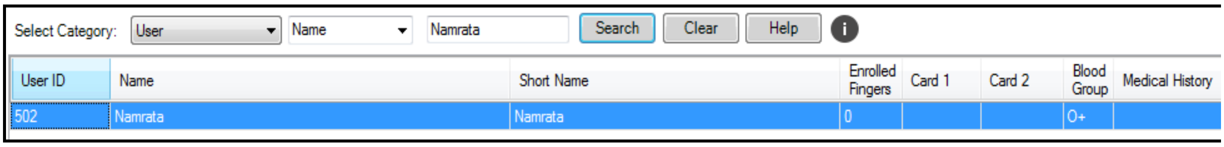
Based on the Category selected the appropriate search filter options will be available as shown.







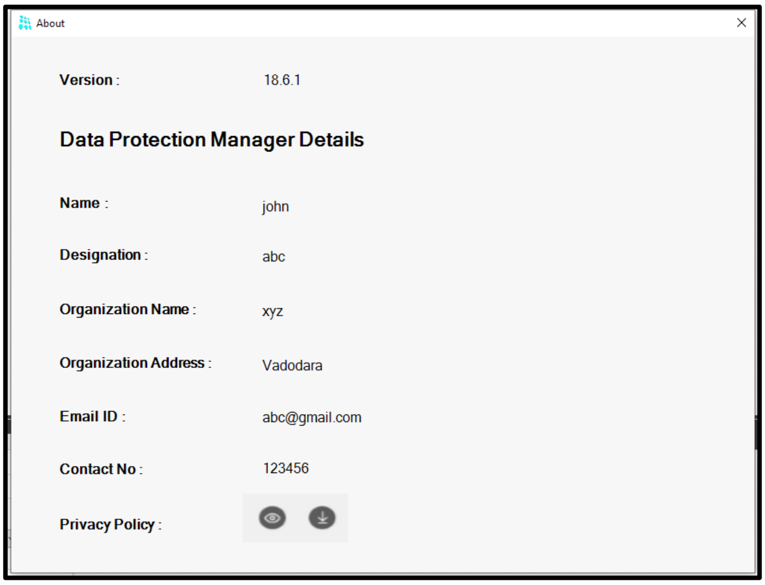
Click on the **Search** button after entering a string to specify the search criteria to display the complete list of users defined in the system in the upper half of the screen as shown.



| User ID | Name | Short Name | Enrolled Fingers | Card 1 | Card 2 | Blood Group | Medical History |
|---|---|---|---|---|---|---|---|
| 502 | Namrata | Namrata | 0 | | | O+ | |

If you have configured GDPR in COSEC Web > Admin > System Configuration > Global Policy > Basic then, the details of the **Data Protection Manager** will be displayed in the **About.**

Click **About** ⓘ on the top bar, to view the details of the **Data Protection Manager**.



Version : 18.6.1

Data Protection Manager Details

Name : john

Designation : abc

Organization Name : xyz

Organization Address : Vadodara

Email ID : abc@gmail.com

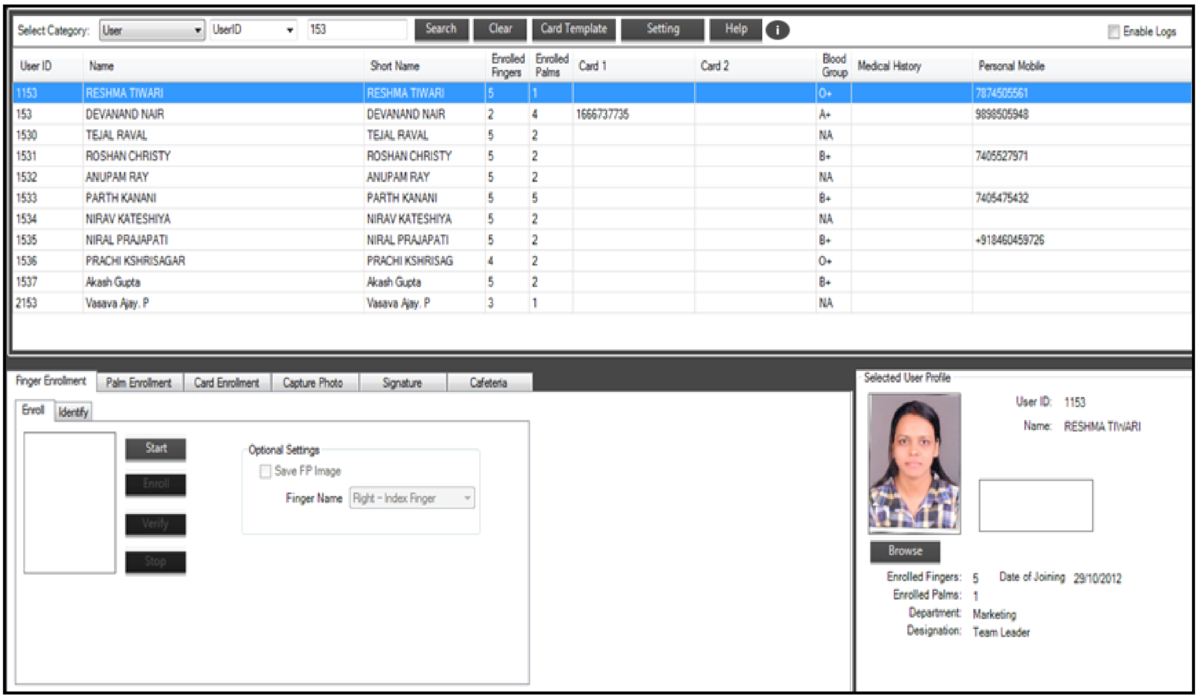
Contact No : 123456

Privacy Policy :

If you have uploaded the Privacy Policy document then,

- click **Preview** to view the document.
- click **Download** to download the document.

The grid on the top half displays the list of users as defined using the COSEC web application. The filter criteria for displaying the list of users is provided in the **Select User Type** section on the top left of the page as shown.



| User ID | Name | Short Name | Enrolled Fingers | Enrolled Palms | Card 1 | Card 2 | Blood Group | Medical History | Personal Mobile |
|---|---|---|---|---|---|---|---|---|---|
| 1153 | RESHMA TIWARI | RESHMA TIWARI | 5 | 1 | | | O+ | | 7874505561 |
| 153 | DEVANAND NAIR | DEVANAND NAIR | 2 | 4 | 1666737735 | | A+ | | 9898505948 |
| 1530 | TEJAL RAVAL | TEJAL RAVAL | 5 | 2 | | | NA | | |
| 1531 | ROSHAN CHRISTY | ROSHAN CHRISTY | 5 | 2 | | | B+ | | 7405527971 |
| 1532 | ANUPAM RAY | ANUPAM RAY | 5 | 2 | | | NA | | |
| 1533 | PARTH KANANI | PARTH KANANI | 5 | 5 | | | B+ | | 7405475432 |
| 1534 | NIRAV KATESHIYA | NIRAV KATESHIYA | 5 | 2 | | | NA | | |
| 1535 | NIRAL PRAJAPATI | NIRAL PRAJAPATI | 5 | 2 | | | B+ | | +918460459726 |
| 1536 | PRACHI KSHRISAGAR | PRACHI KSHRISAG | 4 | 2 | | | O+ | | |
| 1537 | Akash Gupta | Akash Gupta | 5 | 2 | | | B+ | | |
| 2153 | Vasava Ajay. P | Vasava Ajay. P | 3 | 1 | | | NA | | |

Finger Name: Right - Index Finger

User ID: 1153

Name: RESHMA TIWARI

Enrolled Fingers: 5

Date of Joining: 29/10/2012

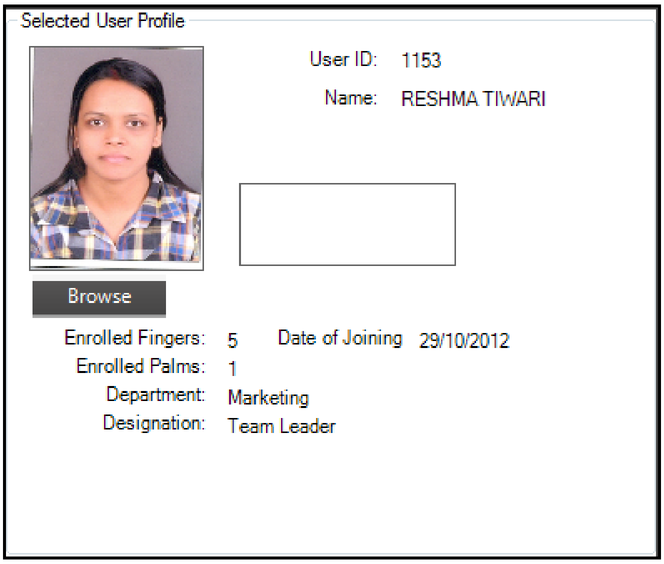
Enrolled Palms: 1

Department: Marketing

Designation: Team Leader

Select the field and specify the value in the field provided. Click on **Search** to continue. The list of Users/Visitors meeting the specified filter criteria are listed in the grid. In the case of the Special Functions select the PANEL or DIRECT DOOR from the dropdown list to Special Functions in the grid.

Select a user from the list by clicking on the user entry in the list. The user details are displayed in the **User Profile** section located at the bottom right of the page as shown. In the event of the user photograph not being uploaded in the COSEC database the same can be done as described in the following section.



User ID: 1153

Name: RESHMA TIWARI

Enrolled Fingers: 5

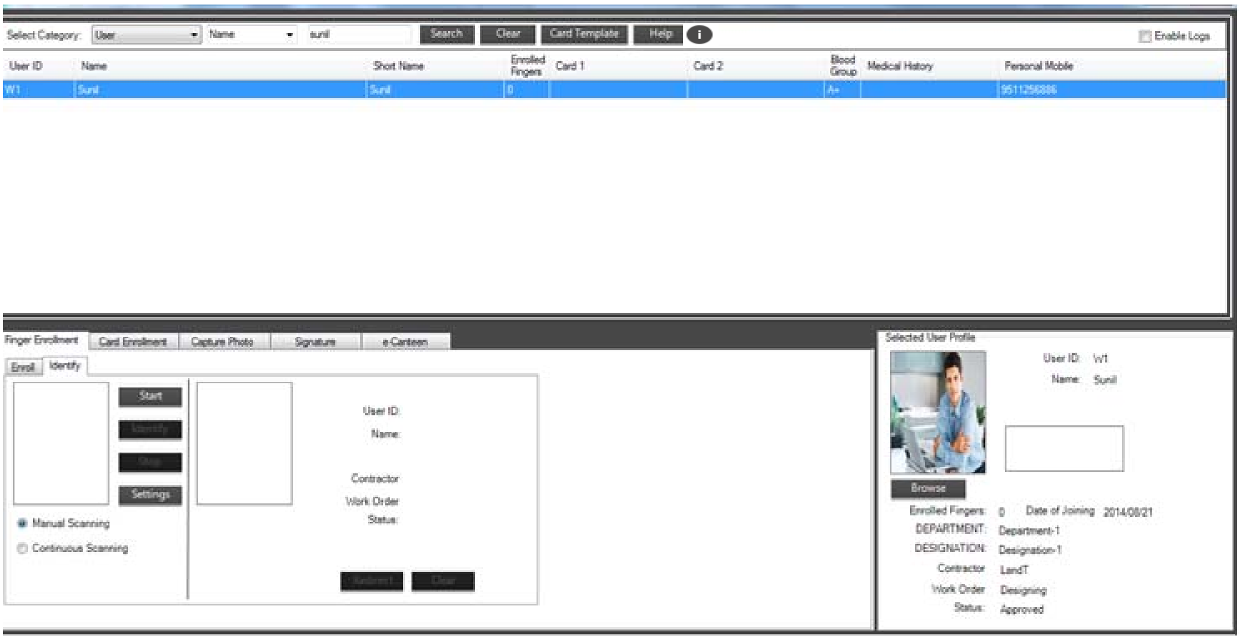
Date of Joining 29/10/2012

Enrolled Palms: 1

Department: Marketing

Designation: Team Leader

Similarly select the **workers** from the search box. The contractor, work order and status details are displayed in finger enrollment> identify tab. The profile of worker is displayed in selected user profile section.



Select Category: User, Name, sunil

| User ID | Name | Short Name | Enrolled Fingers | Card 1 | Card 2 | Blood Group | Medical History | Personal Mobile |
|---|---|---|---|---|---|---|---|---|
| W1 | Sunil | Sunil | 0 | | | A+ | | 9511256886 |

● Manual Scanning

○ Continuous Scanning

User ID:

Name:

Contractor

Work Order

Status:

User ID: W1

Name: Sunil

Enrolled Fingers: 0

Date of Joining 2014/08/21

DEPARTMENT: Department-1

DESIGNATION: Designation-1

Contractor LandT

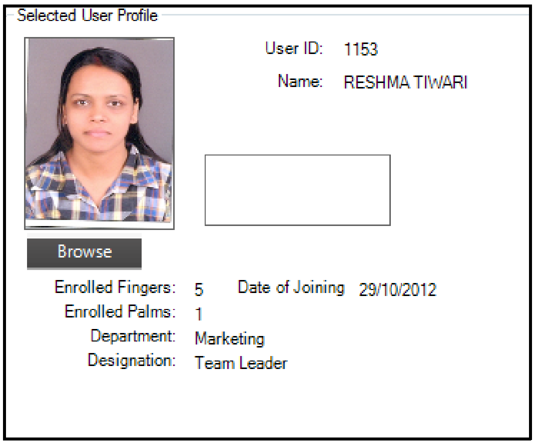
Work Order Designing

Status: Approved

CHAPTER 5

# User Profile

The system displays the user details of the selected user in the **User Profile** section as shown. This section also provides the option to browse to the picture file of the selected user and upload the same.



Selected User Profile

User ID: 1153

Name: RESHMA TIWARI

Enrolled Fingers: 5

Enrolled Palms: 1

Department: Marketing

Designation: Team Leader

Date of Joining 29/10/2012

To upload the user photograph:

- Click on the **Browse** button in the User Profile section
- Navigate to the folder containing the picture files.
- Select the appropriate picture file
- Click on Open. The system will upload the user photograph to the COSEC database.

  The system supports the JPG and the BMP file formats for the picture files with the maximum file size limit being 50KB.

  You can also update User Photo from API. To know more, read the API Document.

CHAPTER 6

# Enrollment Options

The Enrollment section located below the User details grid enables the operator to register various user credentials as well as capture the photo image of the users. The Matrix COSEC ENROLL application offers the following functionalities as part of the Enrollment process:

- Finger Enrollment/Verification, See "Finger Enrollment" on page 40.
- Palm Enrollment, See "Palm Enrollment" on page 45.
- Card Enrollment/Verification, See "Card Enrollment" on page 48.
- Photo capture, See "Capture Photo" on page 54.
- Signature Capture, See "Signature Capture" on page 55.
- Cafeteria, See "Cafeteria" on page 56.
- Face Enrollment, See "Face Enrollment" on page 57.

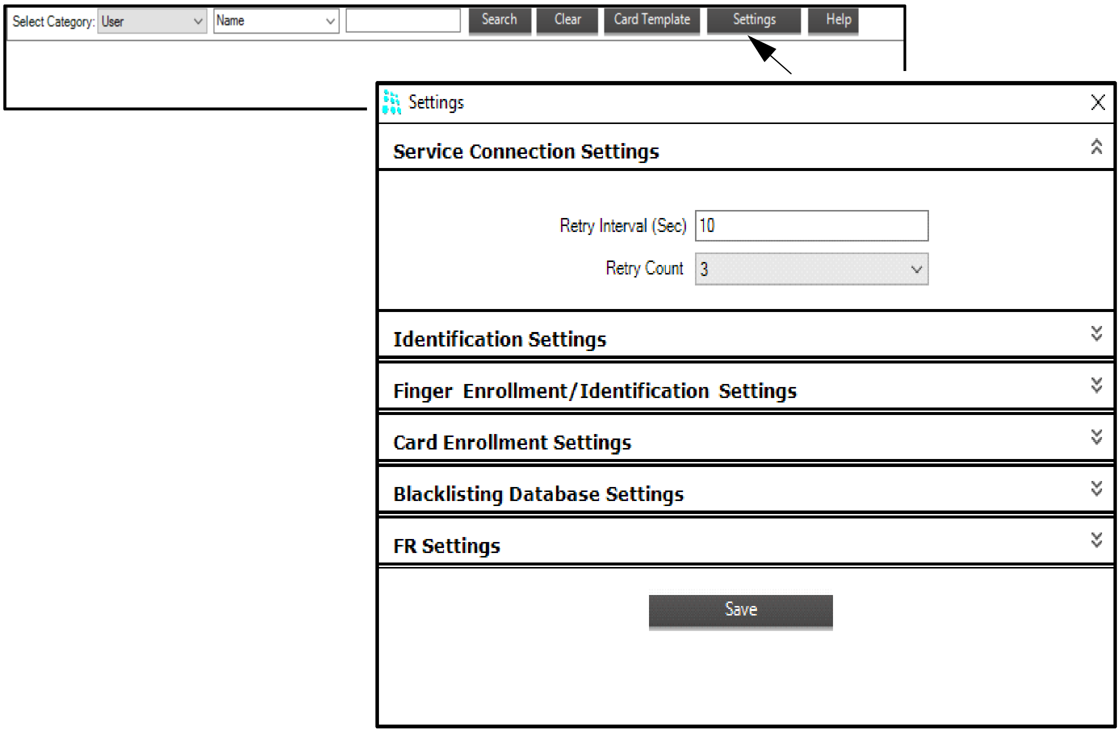
The Finger and Card Enrollment functionalities enable the operator to enroll the following credentials against the registered users.

- Fingerprint templates
- Mifare cards
- HID cards
- EM-Prox cards

The capture photo option enables the operator to capture a picture of the user, using the installed camera on the Enrollment computer.

## Settings

On the COSEC Enroll toolbar, the **Setting** button enables the user to define identification parameters for Finger, Palm, Card enrollment and FR Settings.



Settings

Service Connection Settings

Retry Interval (Sec) 10

Retry Count 3

Identification Settings

Finger Enrollment/Identification Settings

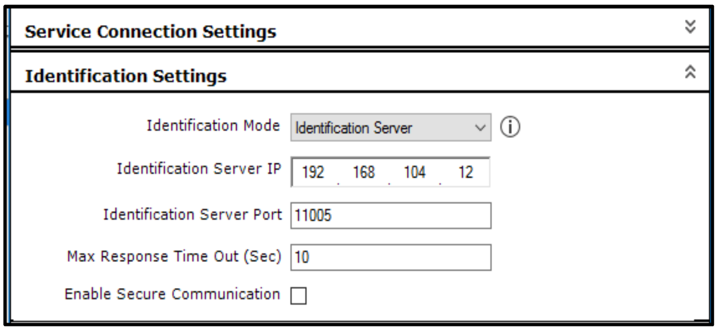
Card Enrollment Settings

Blacklisting Database Settings

FR Settings

## Identification Settings

Select the **Normal** mode for COSEC Enroll application to handle finger/palm identification by itself.
Select the **Identification Server** mode to enable the configured Identification Server to handle the identification of finger/palm/face. To know more about Identification Servers, refer to the “COSEC Manual”.



Service Connection Settings

Identification Settings

Identification Mode: Identification Server

Identification Server IP: 192 . 168 . 104 . 12

Identification Server Port: 11005

Max Response Time Out (Sec): 10

Enable Secure Communication ☐

Setting enrollment on Identification Server enables a faster process of user identification.

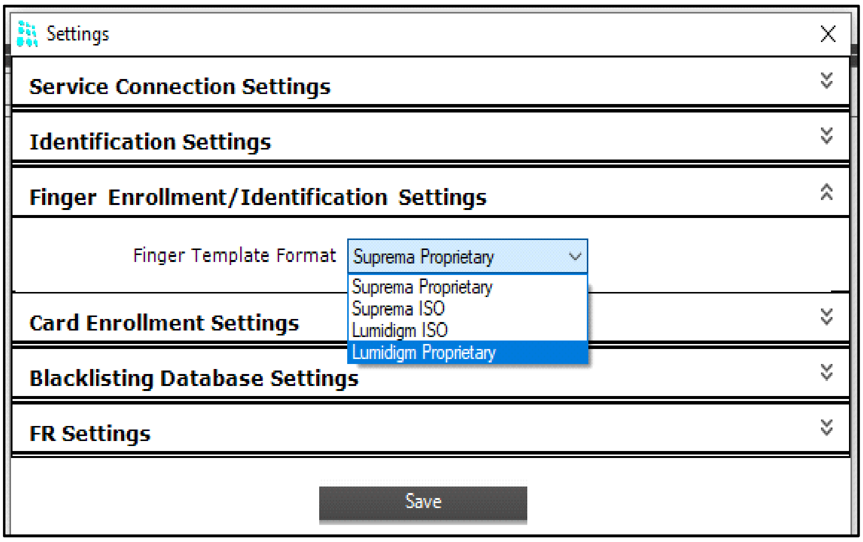
Define the ***IP Address*** and ***Port*** of the Identification Server for communication.

User can also define a maximum duration in seconds for which COSEC Enroll should wait for a response from the Identification Server (“**Max Response Time Out**”).

For secured connection, check the **Enable Secure Communication** box.

On saving these settings, all enrolled FP/Palm/Face should not only be sent to the COSEC database, but also to the specified Identification Server’s memory to be saved locally.

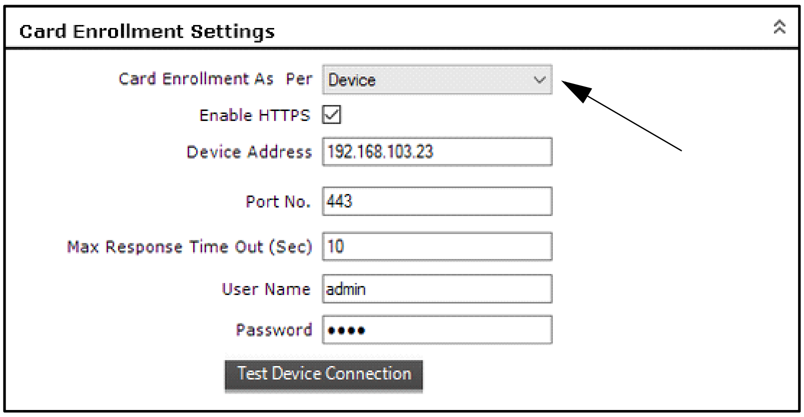
## Finger Enrollment/ Identification Settings



Finger Template Format: Suprema Proprietary

**Finger Template Format:** Select the finger template format as Suprema Proprietary, Suprema ISO, Lumidigm ISO or Lumidigm Proprietary in which finger is to be enrolled and identified.

## Card Enrollment Settings



Card Enrollment As Per: Device

Enable HTTPS: ☑

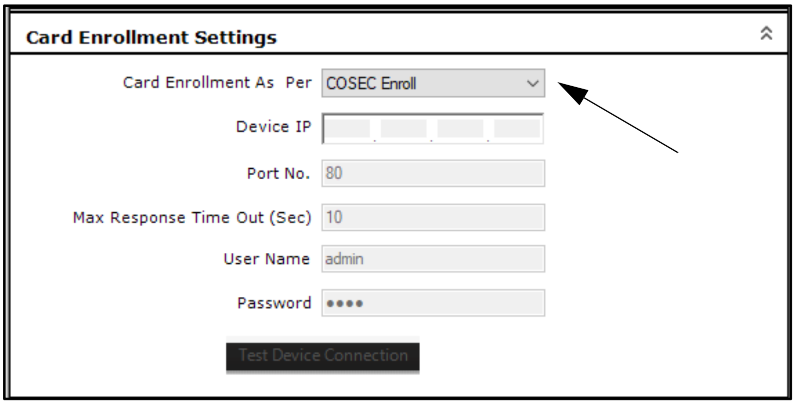
Device Address: 192.168.103.23

Port No.: 443

Max Response Time Out (Sec): 10

User Name: admin

Password: ••••



Card Enrollment As Per: COSEC Enroll

Device IP: . . .

Port No.: 80

Max Response Time Out (Sec): 10

User Name: admin

Password: ••••

**Card Enrollment As Per:** Select the enrollment of card as per **COSEC Enroll** (where reader is connected) or **Device.**

The applicable devices are: NGT, Wireless Door, Direct Door V3, Path Controller, PVR, Vega Controller, ARGO, ARGO Face.

**Enable HTTPS:** Select this checkbox to enable secure communication.

There will be secure communication over HTTPS using the configured **Port No.** The default Port No. will be 443.

If **Enable HTTPS** is disabled, then the communication will be over HTTP using the configured **Port No.** The default Port No. will be 80.

**Device Address:** If card enrollment is done through device, then specify the IP address of device.

**Port No.:** Specify the Device Port no.for communication. If SSL is enabled by SA in *COSEC Server> Admin> System Configuration> Global Policy*, then the port number must be same as that defined in *COSEC Server> Admin> System Configuration> Global Policy> Security*.

**Max Response Time Out (Sec):** Specify the maximum duration in seconds for which COSEC device should wait for a response from the Identification Server.

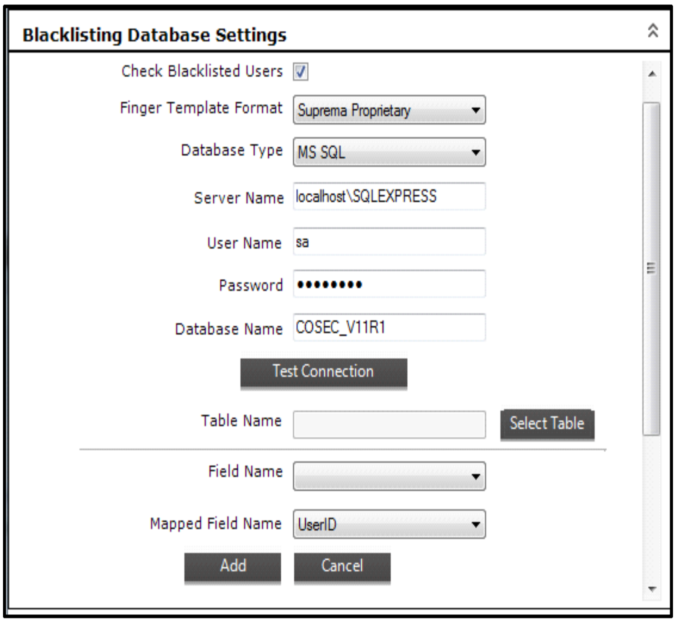
**User Name:** Specify the user-name of device.

**Password:** Specify the password of device. The default password is 1234.

Finally Click **Test Device Connection** and **Save** the settings.

## Blacklisting Database Settings

**Check Blacklisted Users** box to enable checking of blacklist users.



Blacklisting Database Settings

Check Blacklisted Users ☑

Finger Template Format: Suprema Proprietary

Database Type: MS SQL

Server Name: localhost\SQLEXPRESS

User Name: sa

Password: ••••••••

Database Name: COSEC_V11R1

Table Name:

Field Name:

Mapped Field Name: UserID

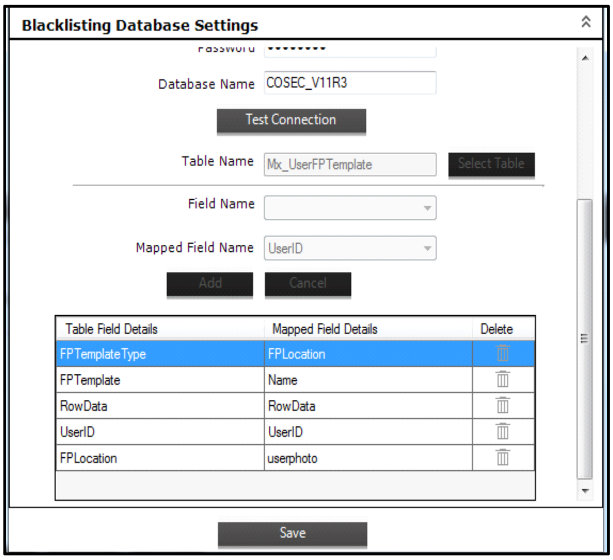
Select the **Finger template format** at which the finger enrollment was done.

Select the **Database Type** and **Server Name**.

Enter the **User Name** and **Password** for connecting the database.

Enter the name of the database in **Database Name** where Enrollment or Verification is to be done.

Click **Test Connection** to connect with database.



Password ••••••••

Database Name COSEC_V11R3

Table Name Mx_UserFPTemplate

Field Name

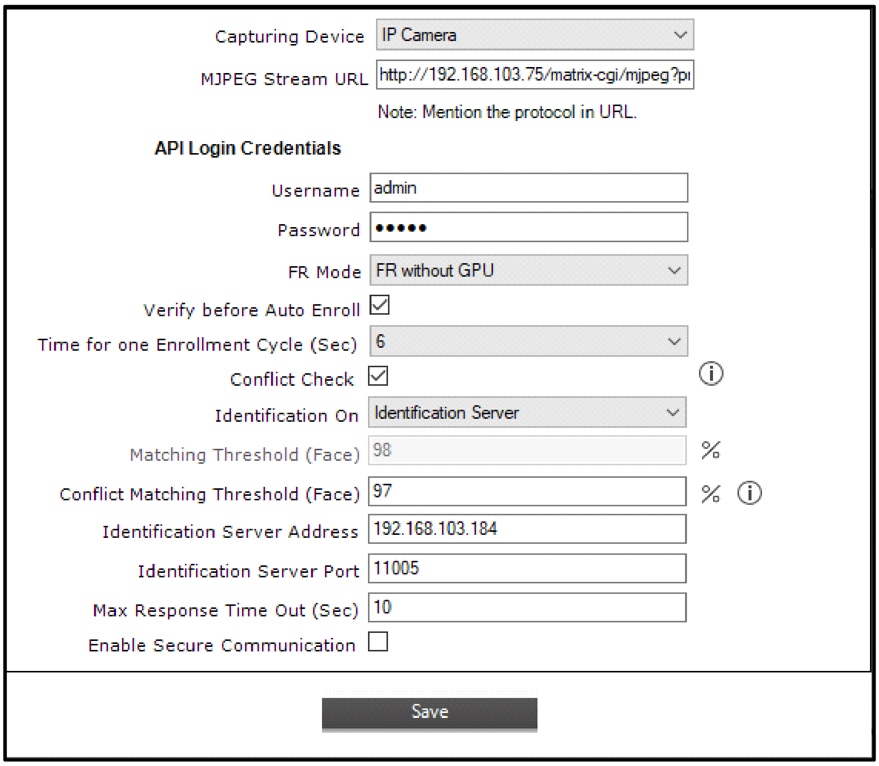
Mapped Field Name UserID

| Table Field Details | Mapped Field Details | Delete |
|---|---|---|
| FPTemplateType | FPLocation | 🗑 |
| FPTemplate | Name | 🗑 |
| RowData | RowData | 🗑 |
| UserID | UserID | 🗑 |
| FPLocation | userphoto | 🗑 |

Now select the Table and Map the fields. If the finger template of blacklisted user in available in the selected table, then it will be shown while checking for the blacklisted user.

## FR Settings

Face Recognition settings must be done to enable enrollment of new Face and identification of face of a user.



Capturing Device: IP Camera

MJPEG Stream URL: http://192.168.103.75/matrix-cgi/mjpeg?pı

Note: Mention the protocol in URL.

**API Login Credentials**

Username: admin

Password: •••••

FR Mode: FR without GPU

Verify before Auto Enroll ☑

Time for one Enrollment Cycle (Sec): 6

Conflict Check ☑ ⓘ

Identification On: Identification Server

Matching Threshold (Face): 98 %

Conflict Matching Threshold (Face): 97 % ⓘ

Identification Server Address: 192.168.103.184

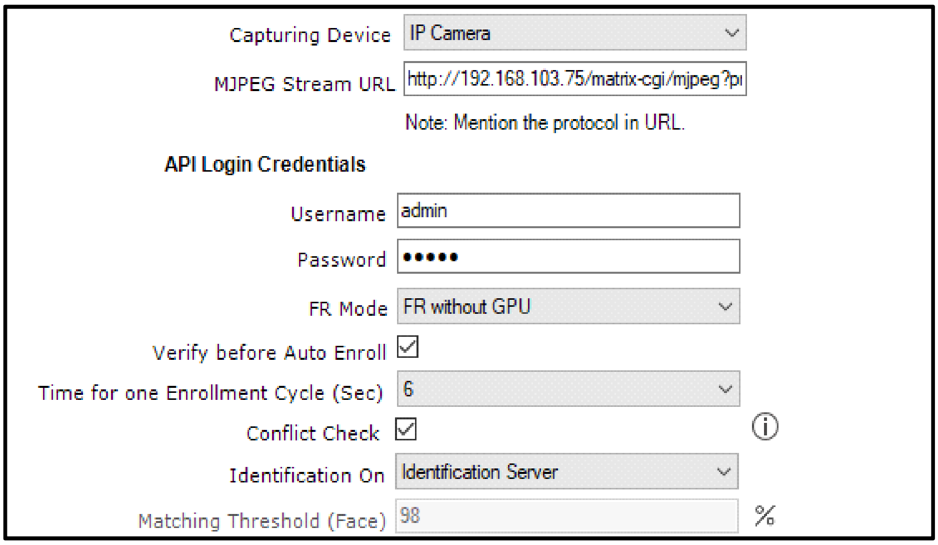
Identification Server Port: 11005

Max Response Time Out (Sec): 10

Enable Secure Communication □

**Capturing Device:** Select the device to be used for capturing face template for enrollment of face. You can select the option as **IP Camera** or **In-built Camera/USB Camera.**

If Capturing device is selected as **IP Camera** then specify all the details in the fields provided below.



Capturing Device: IP Camera

MJPEG Stream URL: http://192.168.103.75/matrix-cgi/mjpeg?p

Note: Mention the protocol in URL.

API Login Credentials

Username: admin

Password: •••••

FR Mode: FR without GPU

Verify before Auto Enroll ☑

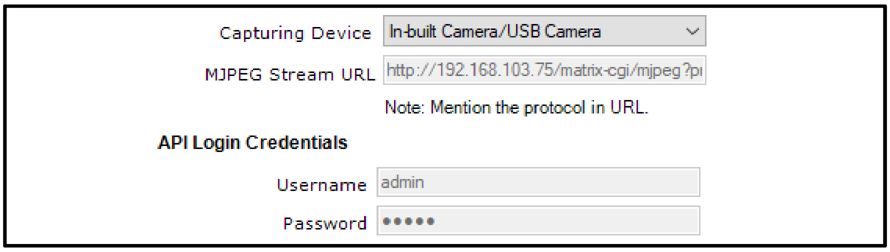
Time for one Enrollment Cycle (Sec): 6

Conflict Check ☑ ⓘ

Identification On: Identification Server

Matching Threshold (Face): 98 %

If Capturing device is selected as **Inbuilt camera/USB Camera** then except for MJPEG Stream URL, User name and password, enter all the details provided below.



Capturing Device: In-built Camera/USB Camera

MJPEG Stream URL: http://192.168.103.75/matrix-cgi/mjpeg?p

Note: Mention the protocol in URL.

API Login Credentials

Username: admin

Password: •••••

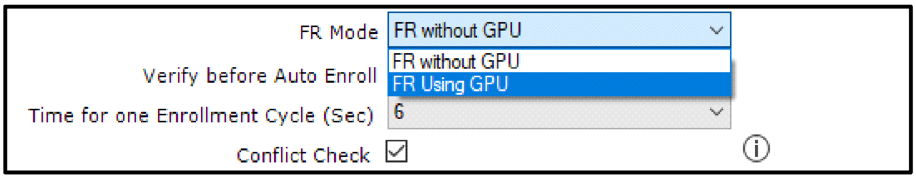
- **MJPEG Stream URL:** Enter the URL to connect to the IP camera for taking the Snapshot. You can use any camera for capturing the snapshot/photo.The API for capturing snapshot will be available in the API document of camera. The valid characters are **A-Z a-z 0-9 ~ ` ! @ # $ % ^ & * ( ) _ + { } | : " < > ? - = [ ] \ ; ' , . /**

- **User Name:** Enter the user-name for accessing URL i.e. by accessing API for taking the Snapshot through IP Camera.

- **Password:** Enter the Password for accessing API for taking the Snapshot through IP Camera.

*It is the same user-name and password using which IP camera login is done.Eg: user-name as Admin and password as Admin.*

- **FR Mode:** Select the mode of FR from the drop-down. The modes available are, FR using GPU and FR without GPU.



FR Mode: FR without GPU

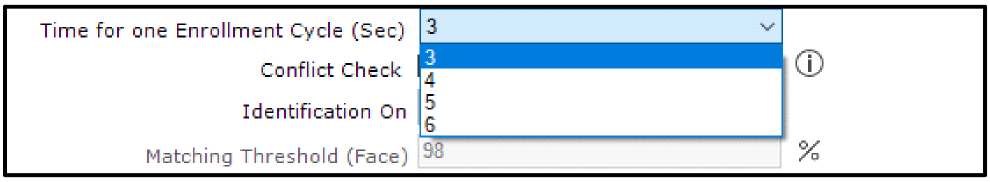
Verify before Auto Enroll

Time for one Enrollment Cycle (Sec): 6

Conflict Check: ☑

*It is recommended to choose FR using GPU for fast processing if your system is supported with GPU.*

- **Verify Before Auto-Enroll:** Enable this check-box, if a verification step is to be provided to a user before completing the Auto Enrollment Process.
  - If it is enabled, then a user will receive an option to select the images from the list of all previously captured images and then the selected image is to be enrolled.
  - If it is disabled, then the user will not receive an option to select the images from the list of all previously captured images for the enrollment.
    Instead system will automatically enroll the best captured images by considering the factors like matching score, conflict, etc.
- **Time for one Enrollment Cycle:** Set the value of time for which capturing should be done in one enrollment cycle during Auto Enrollment Process only.



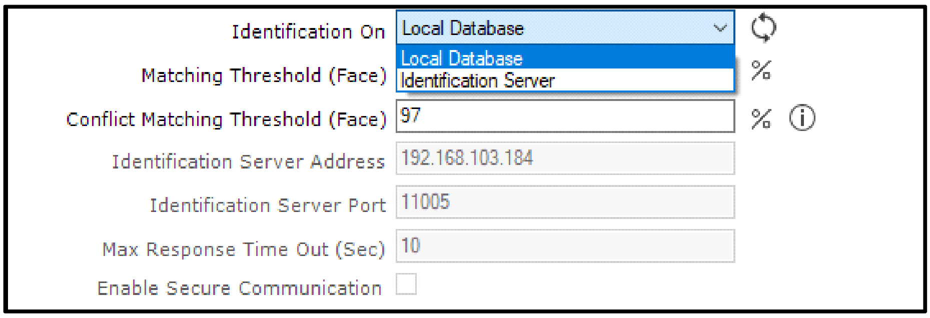
Time for one Enrollment Cycle (Sec): 3

Conflict Check

Identification On

Matching Threshold (Face): 98 %

- **Conflict Check:** Enable this check-box, if conflict is mandatory to be checked during the enrollment of new faces with already enrolled faces of all the users.
  It will be helpful during identification process to avoid any conflict.
- **Identification On:** Enable this check-box for identification face process as well as conflict check process. There are 2 options available for these processes:
  1. Through Local Database
  2. Through IDS Server



Identification On: Local Database

Matching Threshold (Face): %

Conflict Matching Threshold (Face): 97 %

Identification Server Address: 192.168.103.184

Identification Server Port: 11005

Max Response Time Out (Sec): 10

Enable Secure Communication: □

- If **Local Database** is set, then Enroll Utility will fetch all the face templates from the table of COSEC Database and store it locally for identification and conflict check.

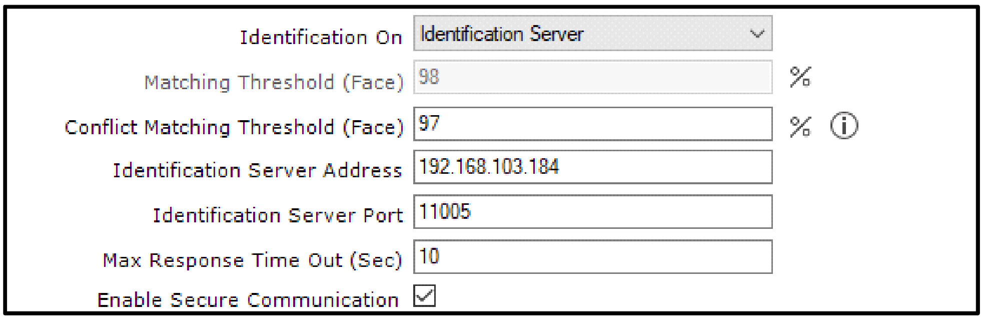
- When Local Database is set, then 'Sync' icon will be displayed for manual template sync.
  During restart of the application, the faces will be synced automatically.
  This icon will be helpful to Admin in case of syncing the templates without restarting the application

- During Face Identification, if 'Identification-On' is set as '**Local Database**', then face identification will be done on Local database and also for Conflict checking.

- If 'Identification-On' is set as '**Identification Server**', then face identification will be sent to IDS Server and also for Conflict checking.

- Identification Server enables the configured Identification Server to handle the identification of face templates.

- Conflict Check Request and Face Identification Request will be sent to the defined IDS.



| | |
|---|---|
| Identification On | Identification Server |
| Matching Threshold (Face) | 98 % |
| Conflict Matching Threshold (Face) | 97 % ⓘ |
| Identification Server Address | 192.168.103.184 |
| Identification Server Port | 11005 |
| Max Response Time Out (Sec) | 10 |
| Enable Secure Communication | ☑ |

- Identification Server is a Global IDS having face templates of all the users, due to which it gives accurate results.

- IDS Setting is used for Palm, Finger and Face.

- If IDS is selected then enter the respective details accordingly;

1. Identification Server Address: Specify the Identification server address i.e. PC's IP address.

2. Identification Server Port: Specify the port number of the particular server address of Identification mentioned above.

3. Max Response Time Out (Sec): Specify the maximum duration in seconds for which Enroll Utility should wait for a response from the Identification Server.

4. Enable Secure Communication: For secured connection, check the Enable Secure Communication box.

- **Matching Threshold:** Enter the matching threshold in percentage for face identification.

  If you set Matching threshold as low (eg: 20%) then your Face may match with other person. But if you set matching at high percentage (eg: 98%) then more accurate matching of your template will be done.

*When “Identification On” is set as “Local Database”, then matching threshold defined here would be considered.*

*In case of “Identification On” set as “Identification Server”, matching threshold defined in the COSEC Server will be considered.*

- **Conflict Matching Threshold:** Set the Matching Threshold in percentage for face Conflict checking during enrollment.

  This parameter is used to identify same face during enrollment and check conflict with other users.

*It is recommended to set the Conflict Matching Threshold less than the Matching Threshold to avoid conflict between users during identification.*

# Finger Enrollment

The Finger ENROLL option enables the operator to ENROLL the fingerprint templates of the users. The system allows the operator to enroll up to a maximum of ten fingerprints per user depending on the number as defined in the Global Policy on the COSEC Web Application.

## Fingerprint Registration

When using the optical USB fingerprint reader for registering users, please read the details below before commencing.

*When using the fingerprint readers please bear in mind the following:*

*Care needs to be taken when setting up users for the fingerprint reader. The more meticulous the approach taken with this procedure, the clearer and sharper the image will be. The stronger the quality of data that is stored, the more reliable and consistent will be the access capability of the user.*

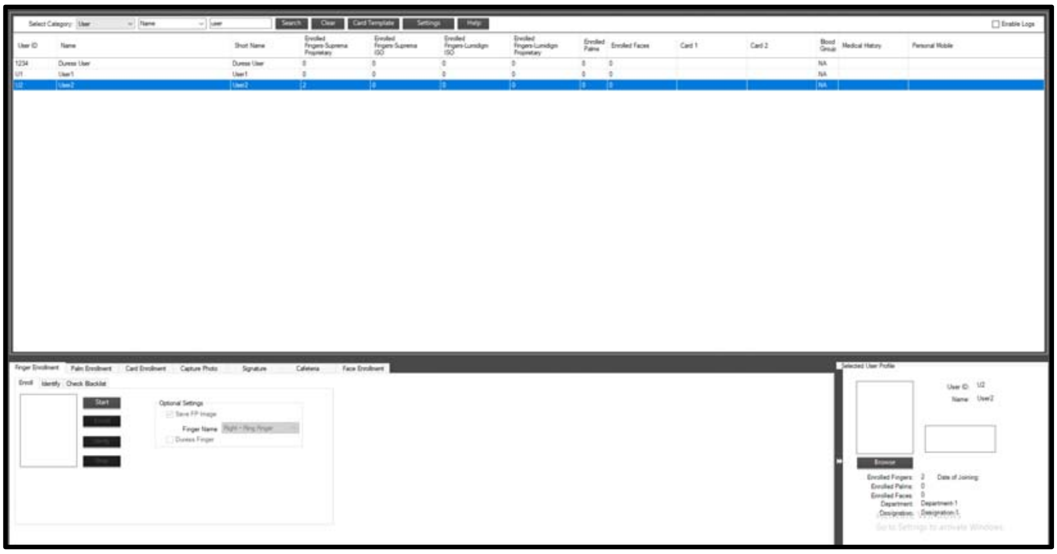
**Below are some tips to help achieve this:**

- Ensure the fingerprint sensor is clean (use scotch tape) before starting.
- User's fingers should be clean (if their hands are washed prior to the start of the procedure, approx. 15 minutes will be needed for the moisture content of the skin to recover).
- The lights inside the reader will flash while it is reading a fingerprint. The finger should be held on the sensor till the operator clicks on the Enroll button.
- The fingerprint should cover as much of the sensor as possible. Place the finger directly on the sensor without sliding across the surface and maintain an even pressure, just enough to get a good full contact. Above all, keep the finger still.
- Present the finger flat to the sensor as shown below:

*Movement of the finger while it is in contact with the sensor will stretch the skin and thus distort the fingerprint, making a clear reading more difficult. Similarly, pressing too hard on the sensor will also distort the fingerprint. Avoiding these common mistakes can greatly improve the consistency of recognition.*

- It is recommended that each individual register two fingers. There will then be a backup fingerprint that can be used in the event of one of the fingerprints becomes temporarily or permanently altered (for example by a paper cut or minor burn).
- It is advisable to have the fingerprint reader close to the COSEC ENROLL PC when Enrolling the user credentials.

Use the following procedure to enroll a fingerprint:



| User ID | Name | Short Name | Enrolled Fingers-Suprema Proprietary | Enrolled Fingers-Suprema ISO | Enrolled Fingers-Lumidign ISO | Enrolled Fingers-Lumidign Proprietary | Enrolled Palms | Enrolled Faces | Card 1 | Card 2 | Blood Group | Medical History | Personal Mobile |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1234 | Duress User | Duress User | 0 | 0 | 0 | 0 | 0 | 0 | | | NA | | |
| U1 | User1 | User1 | 0 | 0 | 0 | 0 | 0 | 0 | | | NA | | |
| U2 | User2 | User2 | 2 | 0 | 0 | 0 | 0 | 0 | | | NA | | |

☑ Save FP Image

Finger Name: Right - Ring Finger

□ Duress Finger

Selected User Profile

User ID: U2

Name: User2

Enrolled Fingers: 2

Date of Joining:

Enrolled Palms: 0

Enrolled Faces: 0

Department: Department-1

Designation: Designation-1

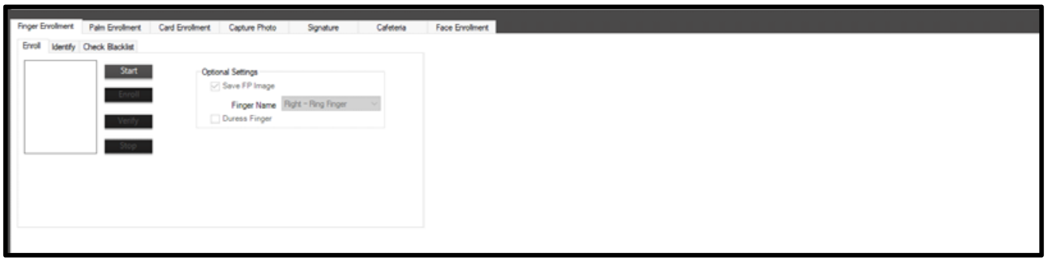
To start the fingerprint Enrollment process:

- Select the user from the user list displayed in the grid. The user details will be displayed in the **User Profile** section as explained earlier.

**Enroll**

- In **Finger Enrollment**, the **Enroll** tab is selected by default.

- Click on **Start** to initiate the Enrollment process. The sensor LED illuminates.



☑ Save FP Image

Finger Name: Right - Ring Finger

□ Duress Finger

- The user needs to now place the Enrollment finger on the fingerprint reader sensor. The fingerprint of the user will be displayed.

- Click on **Enroll** to Enroll the scanned fingerprint. The user can now remove the finger from the sensor.

- The system will display the Enrollment Successful message along with the Fingerprint quality measurement in percentage.

- The **Stop** button is provided to abort the Enrollment process and start the process again.

The above procedure can now be repeated to Enroll another fingerprint.

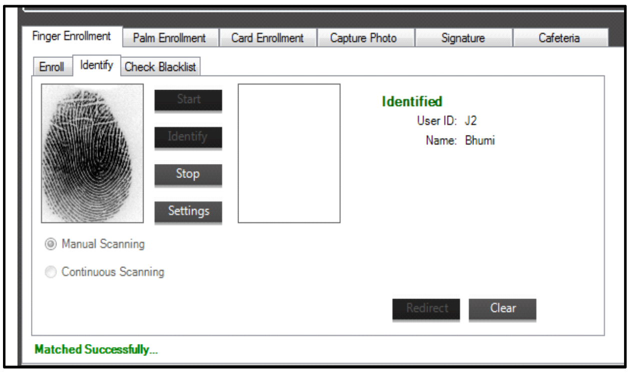
The **Verify** button is provided to check whether the fingerprint has already been registered against the selected User. Click on **Start** followed by clicking on the **Verify** button, after the user has placed the finger on the sensor.

The **Optional Settings** option allows the user to save the FP image as well as select the finger name from the pull down list as shown above.

- **Save FP Image**- Select the checkbox to save the enrolled FP images.
- **Finger Name**- Select the name of the enrolled finger that you are saving from the dropdown list.
- **Duress Finger-** Select the checkbox to save the enrolled finger(s) as Duress Finger. Maximum 2 enrolled fingers can be saved as Duress Finger.

### Identify

In **Identify** tab, the user can check whether the finger template has been registered against any user in the COSEC database.To start the fingerprint identification process:



Identified
User ID: J2
Name: Bhumi

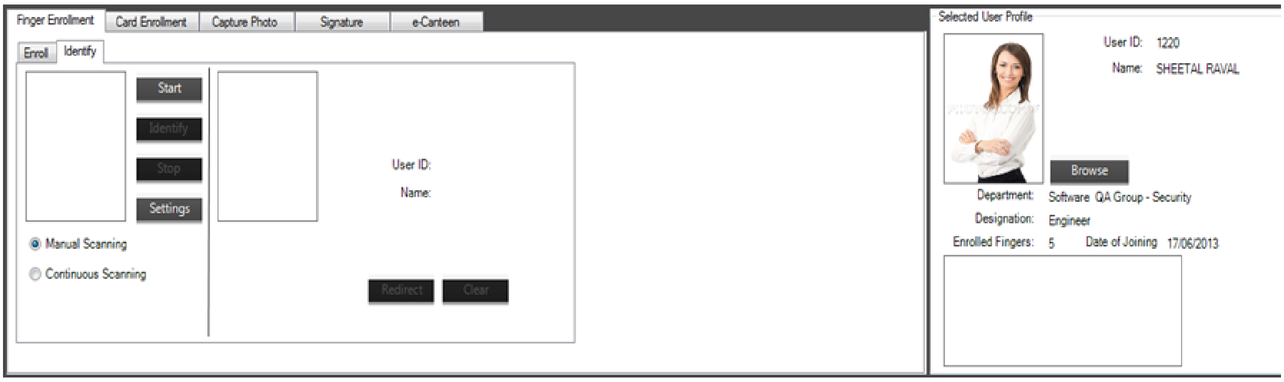
● Manual Scanning
○ Continuous Scanning

Matched Successfully...

- The user needs to now place the finger on the fingerprint reader sensor. The fingerprint of the user will be displayed.
- Click on **Identify** button to identify the scanned fingerprint. The user can now remove the finger from the sensor.
- The **Stop** button is provided to abort the identification process.

The above procedure can now be repeated to Enroll another fingerprint.
In the event of the logged in user not being the admin user, then the Identify tab will remain disabled.

Also the user can configure the module to be in either continuous scan mode or scan only on manual trigger.Select the appropriate radio button as shown:



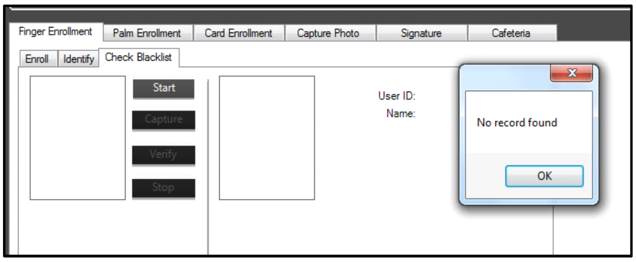
● Manual Scanning
○ Continuous Scanning

User ID:
Name:

Selected User Profile
User ID: 1220
Name: SHEETAL RAVAL
Department: Software QA Group - Security
Designation: Engineer
Enrolled Fingers: 5 Date of Joining 17/06/2013

### Check Blacklist

During enrollment  you can check; whether the user who has come to enroll finger has been blacklisted or not.



No record found

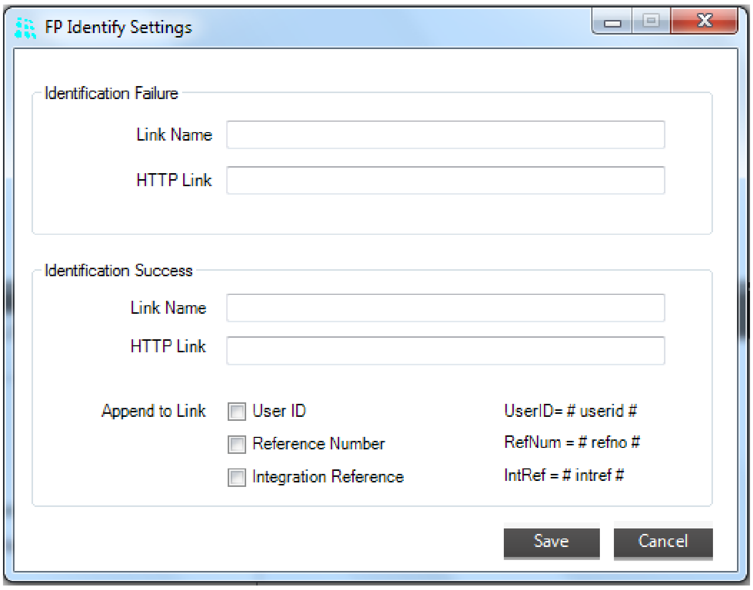
Select Check Blacklist tab. Click Start button.

**Procedure:**
The user can be blacklisted from COSEC Web application. The FP template of blacklisted user has to be exported through COSEC Integrate using “Export FP Template to File”.

Now create a new database. Then import that FP template file to new database.

Before Enrollment you can click “Check Blacklist” tab to check whether the user is blacklisted or not. Then Click Start button and Verify the user status.

Click on **Settings** button to configure the links to which the user has to be diverted to.A pop up window appears as shown.



□ User ID — UserID= # userid #
□ Reference Number — RefNum = # refno #
□ Integration Reference — IntRef = # intref #

Specify the **Link Name** and **HTTP Link** to be displayed on screen for both identification success and failure.The **Append to Link** option allows the administrator to append parameters such as **User ID**, **Reference Number** and **Intergration Reference** to the HTTP link mentioned by enabling the appropriate checkboxes. The additional values appended to the success link will be separated by ‘&’.

Click on **Save** button to commit the changes done.

The Identified/Not Identified label will only be displayed after the identify process is complete, and the appropriate message is displayed depending on the process result.The **Redirect** and **Clear** buttons will be enabled only after the identification process.

If the links are not provided, then the **Redirect** button on the identify tab will be disabled and only clear button will be active.Click on **Redirect** button to display the **Link Name** and **HTTP Link** depending on identification success or failure.Click on **Clear** button to clear the process.

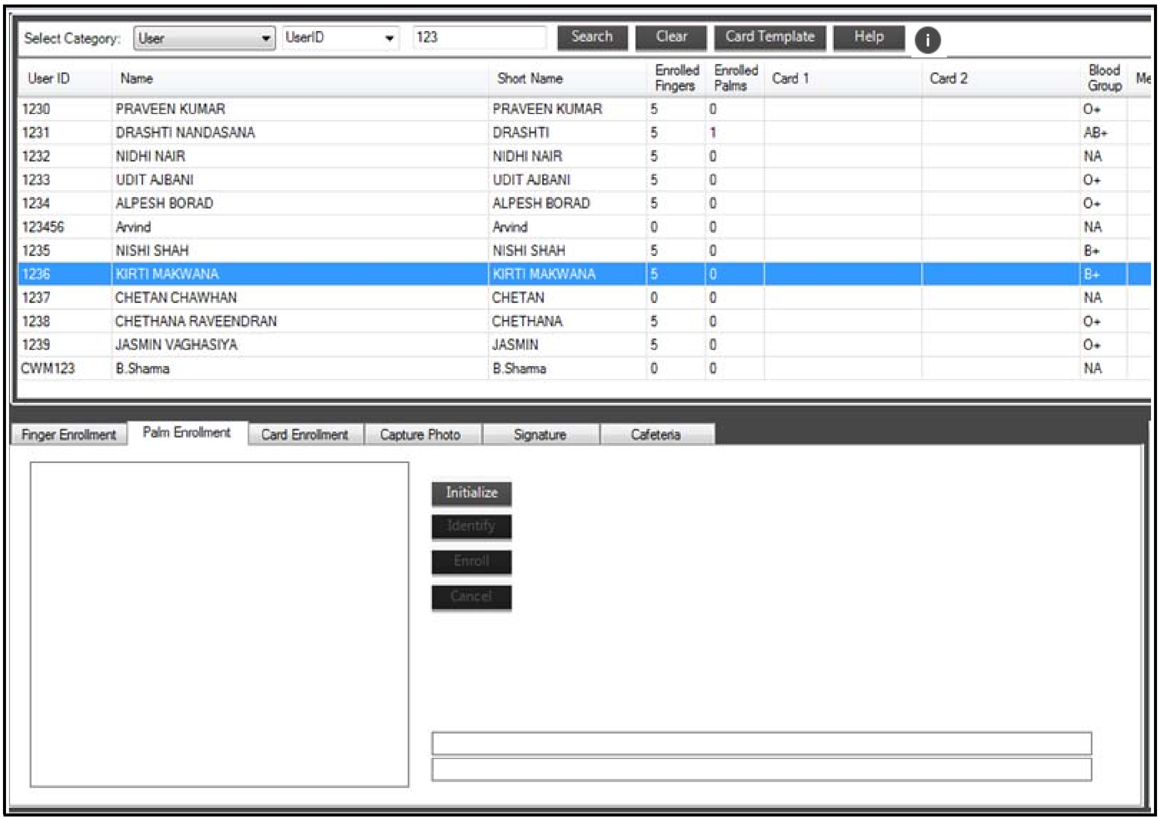
# Palm Enrollment

This option enables the enrollment of palm templates of users. The system allows the operator to enroll up to a maximum of ten palm templates per user depending on the number of templates as defined in the Global Policy in the COSEC Web Application.

*When using a palm reader, care must be taken for the following:*

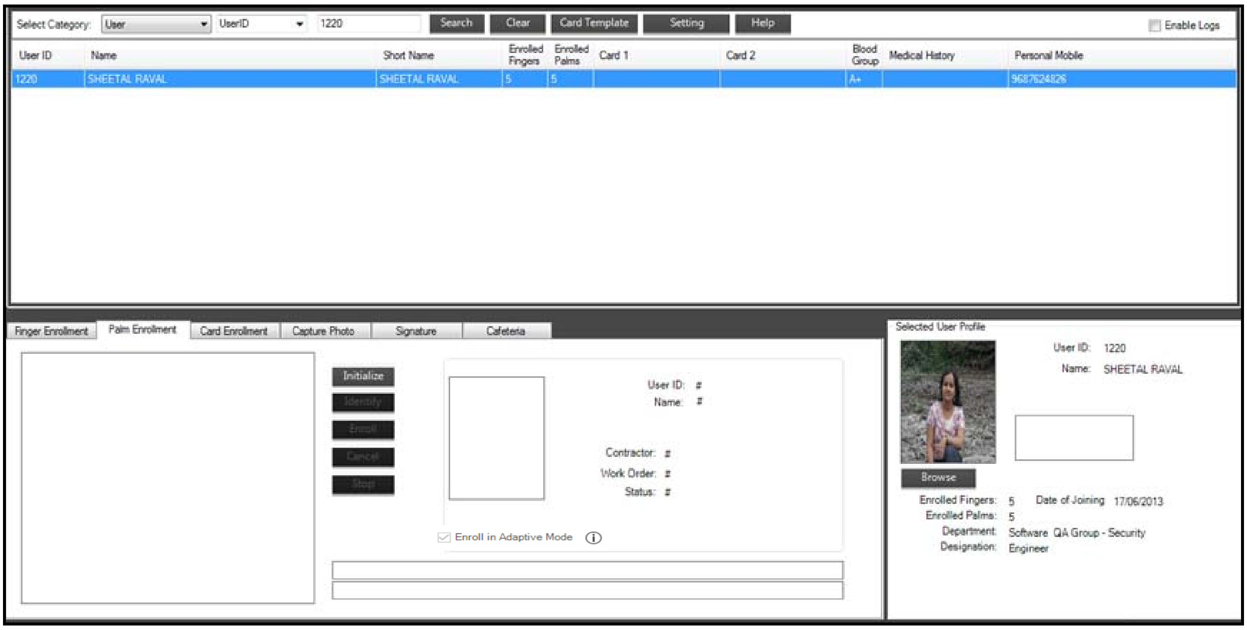
- *Make sure that the palm and fingers are placed correctly. Recommended to use the palm guide to enroll palm with good quality.*
- *Hold your palm steady and do not move it until the palm is captured.*
- *Do not enroll the palm if it is dirty, scarred, wet or covered with a glove, bandage, jewellery etc.*
- *Enroll both palms to prevent identification errors due to temporary or permanent alterations (such as paper cut, minor burn etc.).*

To enroll a palm template, select a user and go to the **Palm Enrollment** option.



Select Category: User UserID 123

| User ID | Name | Short Name | Enrolled Fingers | Enrolled Palms | Card 1 | Card 2 | Blood Group | Me |
|---|---|---|---|---|---|---|---|---|
| 1230 | PRAVEEN KUMAR | PRAVEEN KUMAR | 5 | 0 | | | O+ | |
| 1231 | DRASHTI NANDASANA | DRASHTI | 5 | 1 | | | AB+ | |
| 1232 | NIDHI NAIR | NIDHI NAIR | 5 | 0 | | | NA | |
| 1233 | UDIT AJBANI | UDIT AJBANI | 5 | 0 | | | O+ | |
| 1234 | ALPESH BORAD | ALPESH BORAD | 5 | 0 | | | O+ | |
| 123456 | Arvind | Arvind | 0 | 0 | | | NA | |
| 1235 | NISHI SHAH | NISHI SHAH | 5 | 0 | | | B+ | |
| 1236 | KIRTI MAKWANA | KIRTI MAKWANA | 5 | 0 | | | B+ | |
| 1237 | CHETAN CHAWHAN | CHETAN | 0 | 0 | | | NA | |
| 1238 | CHETHANA RAVEENDRAN | CHETHANA | 5 | 0 | | | O+ | |
| 1239 | JASMIN VAGHASIYA | JASMIN | 5 | 0 | | | O+ | |
| CWM123 | B.Sharma | B.Sharma | 0 | 0 | | | NA | |



1220

| User ID | Name | Short Name | Enrolled Fingers | Enrolled Palms | Card 1 | Card 2 | Blood Group | Medical History | Personal Mobile |
|---|---|---|---|---|---|---|---|---|---|
| 1220 | SHEETAL RAVAL | SHEETAL RAVAL | 5 | 5 | | | A+ | | 9687624826 |

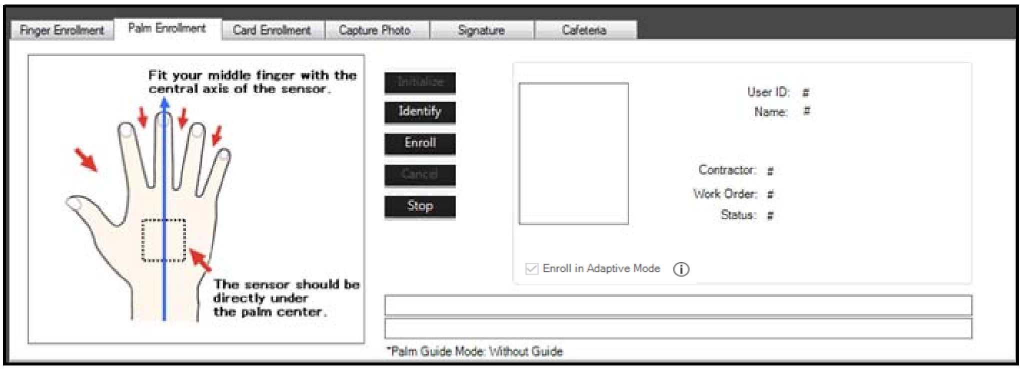
User ID: #
Name: #
Contractor: #
Work Order: #
Status: #

☑ Enroll in Adaptive Mode ⓘ

Selected User Profile
User ID: 1220
Name: SHEETAL RAVAL
Enrolled Fingers: 5 Date of Joining 17/06/2013
Enrolled Palms: 5
Department: Software QA Group - Security
Designation: Engineer

Once the user’s palm is placed correctly at the enrollment station, click the **Initialize** button to activate the palm sensor for enrollment.

You can enable the **‘Enroll In Adaptive Mode’** checkbox once initialized. This will allow the Palm Templates to be compressed and saved into the COSEC server for the identification through the smart card (Mifare 4k). *Refer COSEC Server User Guide for more details about Door PVR in an Adaptive mode.*

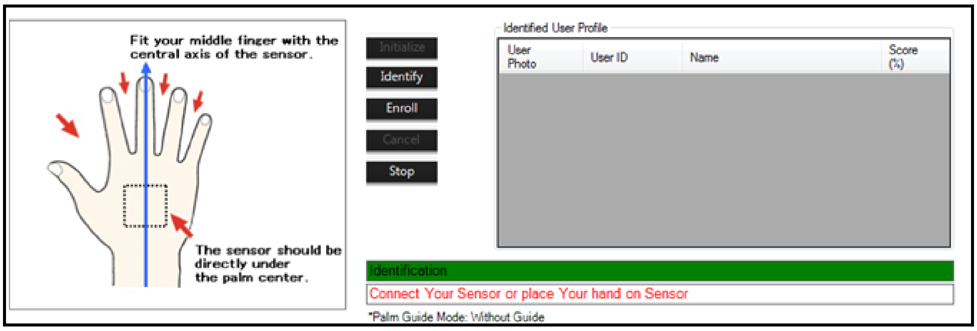


User ID: #
Name: #
Contractor: #
Work Order: #
Status: #

☑ Enroll in Adaptive Mode ⓘ

*Palm Guide Mode: Without Guide

Click the **Identify** button to check the user’s palm against existing templates. If there is a match with an existing user, the application will retrieve the details of the user.


Fit your middle finger with the central axis of the sensor.
The sensor should be directly under the palm center.
Initialize
Identify
Enroll
Cancel
Stop

Identified User Profile

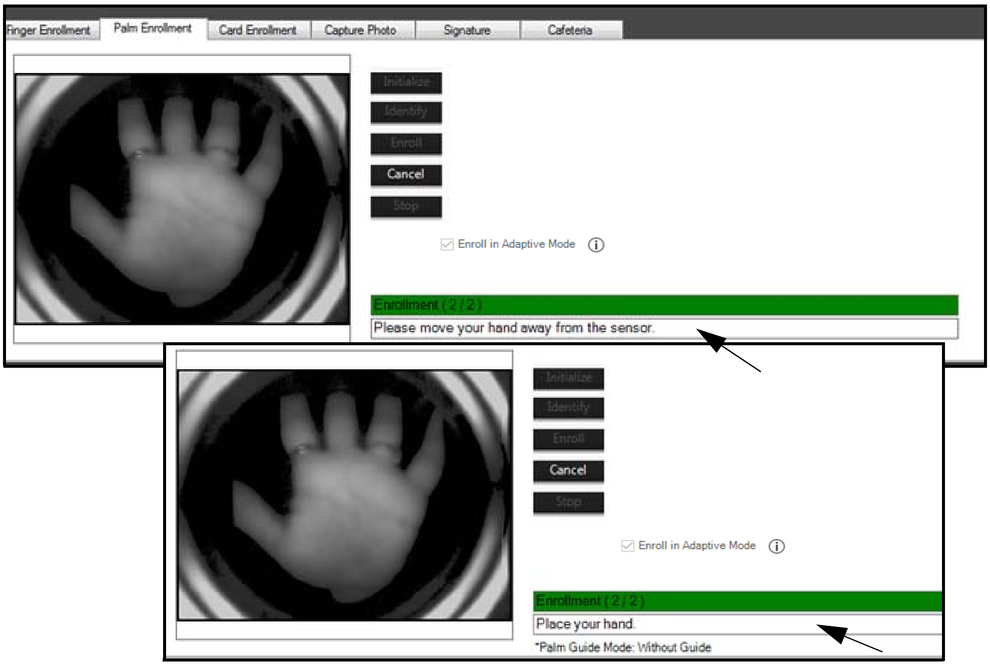
| User Photo | User ID | Name | Score (%) |
|---|---|---|---|

Identification

Connect Your Sensor or place Your hand on Sensor

*Palm Guide Mode: Without Guide

Click on **Enroll** button to capture the palm template. Place your palm on Palm Enrollment station. Follow the guidelines as shown below to place the palm correctly.



Enrollment ( 2 / 2 )

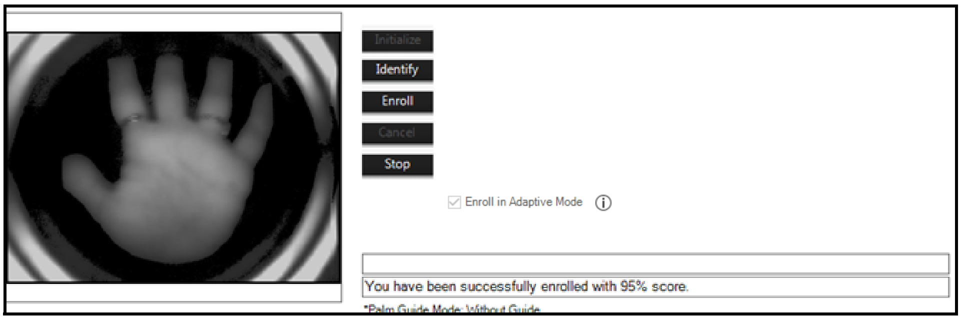
Please move your hand away from the sensor.

Enrollment ( 2 / 2 )

Place your hand.

*Palm Guide Mode: Without Guide

You will get palm enrollment success message as shown below. Finally click on Stop to complete the process.

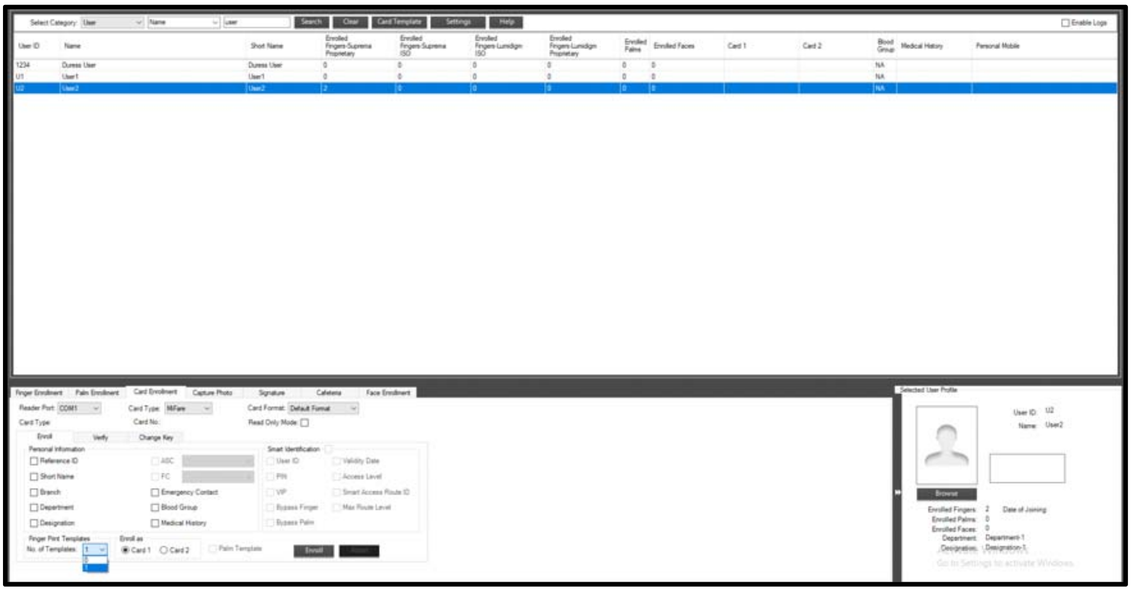


You have been successfully enrolled with 95% score.

*Palm Guide Mode: Without Guide

# Card Enrollment

The user needs to have the Desktop Mifare, HID iClass or the EM-prox reader connected with the COSEC Enroll computer in order to start the Card Enrollment process.



Select Category: User | Name | user

| User ID | Name | Short Name | Enrolled Fingers-Suprema Proprietary | Enrolled Fingers-Suprema ISO | Enrolled Fingers-Lumidigm ISO | Enrolled Fingers-Lumidigm Proprietary | Enrolled Palms | Enrolled Faces | Card 1 | Card 2 | Blood Group | Medical History | Personal Mobile |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1234 | Duress User | Duress User | 0 | 0 | 0 | 0 | 0 | 0 | | | NA | | |
| U1 | User1 | User1 | 0 | 0 | 0 | 0 | 0 | 0 | | | NA | | |
| U2 | User2 | User2 | 2 | 0 | 0 | 0 | 0 | 0 | | | NA | | |

Reader Port: COM1 Card Type: MiFare Card Format: Default Format

Card Type Card No: Read Only Mode: □

Personal Information: □ Reference ID □ Short Name □ Branch □ Department □ Designation □ ASC □ FC □ Emergency Contact □ Blood Group □ Medical History

Smart Identification □: □ User ID □ PIN □ VIP □ Bypass Finger □ Bypass Palm □ Validity Date □ Access Level □ Smart Access Route ID □ Max Route Level

Finger Print Templates: No. of Templates: 1

Enroll as: ● Card 1 ○ Card 2 □ Palm Template

Selected User Profile: User ID: U2 Name: User2

Enrolled Fingers: 2 Date of Joining

Enrolled Palms: 0

Enrolled Faces: 0

Department: Department-1

Designation: Designation-1

*The location of the fields, their length and type will be as per “Card Personalization” page in COSEC Web if mode for selected card type is set as “Custom”.*

To start the card Enrollment process:

- Select the user or worker from the user list displayed in the grid on the upper half of the screen. The user details will be displayed in the **User Profile** section as explained earlier.
- In the **Card Enrollment** tab, select the **COM port** on which the reader is connected.
- Select the **Card Type**.
- Select a **Card Format**.
- Click on the **Enroll** tab as shown.
- Check the boxes against relevant information options to be written on the card. These are one time selections and will be retained for all users who are being Enrolled.
- In the event of checking the **ASC** box, the operator needs to also select the **Global** option or the device whose **ASC** is to be written on to the smart card from the pull-down list. Similarly, in case of the **FC** box being checked, the appropriate PANEL has to be selected. In the event of enrolling a user under the Smart Identification functionality, select the **Global** option. These options are only available for the Mifare and HID i-Class cards.
- The **Enroll As** option enables the operator to choose whether to Enroll the card as **Card-1** or **Card-2**. These settings again are retained for all users unless changed.

- Select the number of finger template (maximum 2) to be enrolled on the Card from the **Finger Print Template** dropdown list. Only normal fingers can be enrolled on the card and not the Duress finger(s).

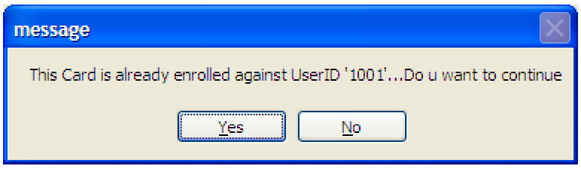
- In the event of enrolling a user under the SI functionality, select the appropriate options from the **Smart Identification** section. This option is only available for the Mifare and HID i-Class cards.The **Validity Date** and **User Access Level** are default fields and cannot be edited.
  - If the checkbox of 'Smart Access Route ID' is enabled, then checkbox for 'Max Route Level' will also be enabled automatically.

- Click on **Enroll**. The COSEC ENROLL application prompts the operator to display the card at the reader for writing the selected user details. The smart card now needs to be held at a maximum distance of 2cms from the reader. The system will display the **WRITING ON CARD** message while the writing is in progress.

- On completion of the process the system will display the **ENROLLMENT SUCCESSFUL** message as shown at the bottom of the section. The operator can now remove the card and issue it to the enrolled user.

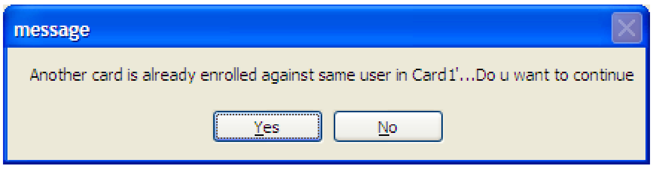
- The CSN as displayed in the **Card No.** field is now registered against the selected user and will appear in the relevant card column in the upper grid.

Prior to writing on the card the system checks for duplication and if the card is already registered then it gives one of the following messages. On selecting the Yes option the system deletes the earlier entry and makes a fresh Enrollment entry for the selected user.



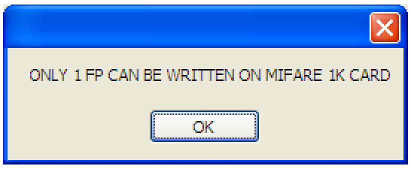
This Card is already enrolled against UserID '1001'...Do u want to continue

In the event of another card already being Enrolled at that position, then the system displays the following message.



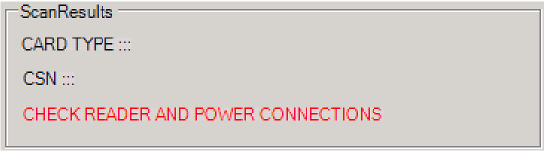
Another card is already enrolled against same user in Card1'...Do u want to continue

In the event of having 1K cards, the system can write a maximum of one fingerprint template on the card. If the operator selects two fingerprint templates to be written on the card then the following error message is displayed.



ONLY 1 FP CAN BE WRITTEN ON MIFARE 1K CARD

In case of the reader not being connected to the computer the application gives the error message in the ScanResults section as shown in the following figure.

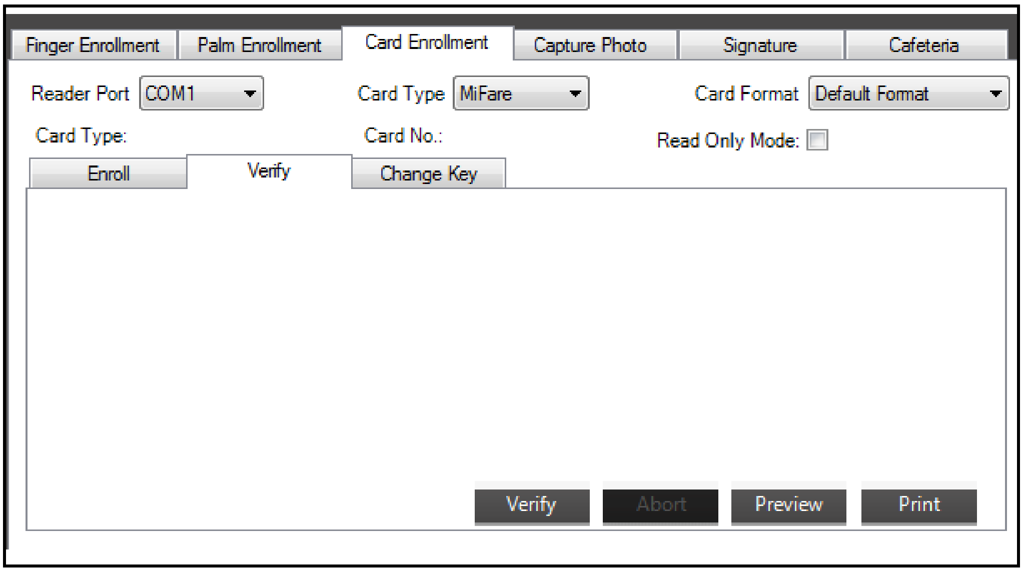


ScanResults

CARD TYPE :::

CSN :::

CHECK READER AND POWER CONNECTIONS



Reader Port COM1

Card Type MiFare

Card Format Default Format

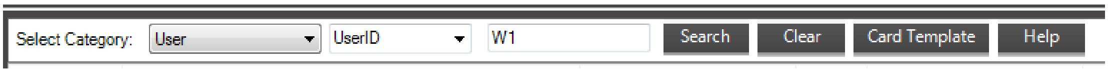
Card Type:

Card No.:

Read Only Mode: □

Click on **Verify** tab under Card Enrollment. Then click on **Preview.** The preview of the template is displayed.

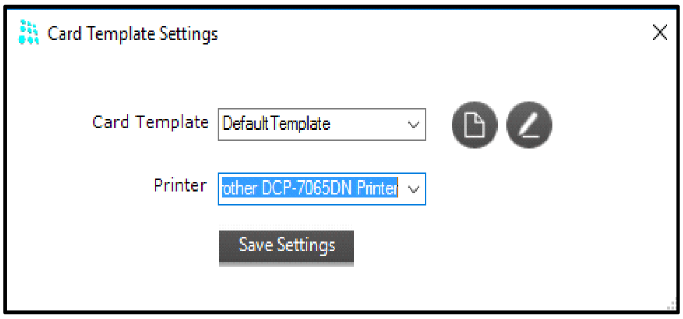
Click on **Card Template** from the buttons at top as shown below. The card template settings window appears. From this window, the card template settings can be done. The new templates can be created by clicking 🗋 and existing template can be edited by clicking ✎



Select Category: User

UserID

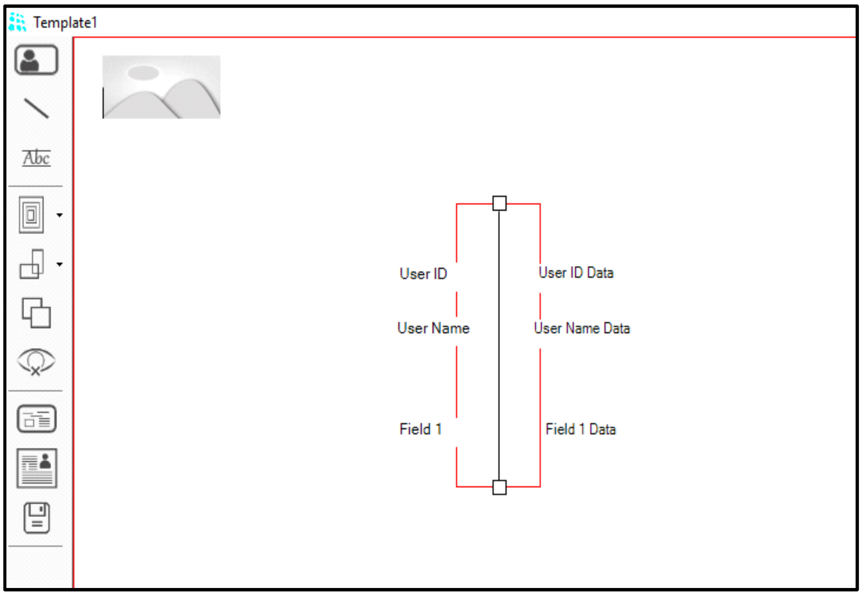
W1



Card Template Settings

Card Template DefaultTemplate

Printer other DCP-7065DN Printer



The template can be designed by using controls from left side of Template page.
You can select the Page Layout as Portrait or Landscape. And Page size as A4, A5, A6,A7,CR80, CR100 or System defined in which card is to be printed.

- CR80: Page size- 2.125" x 3.375", Pixels = 204 x 324
- CR100: Page size- 2.63” x 3.88”, Pixels = 252 x 372

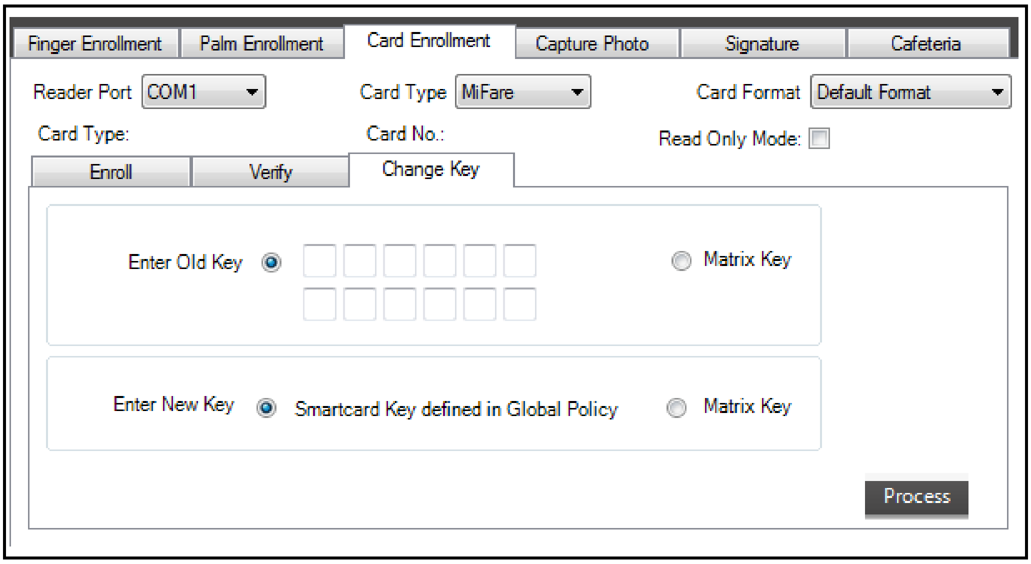
## Changing Smart Card Key

For HID and MiFare Smart Cards, you can either use the default Matrix key or customize the key. You can define two custom keys—one for HID and one for MiFare cards. You can also change the Smart Card keys as many times as you want or revert to the default Matrix Smart Card key.

To configure a custom key,

- First, configure the new key in **Smart Card Key Settings**, under *Global System Policy*.

- In **Card Enrollment**, click the **Change Key** tab.



Reader Port COM1

Card Type MiFare

Card Format Default Format

Card Type:

Card No.:

Read Only Mode: □

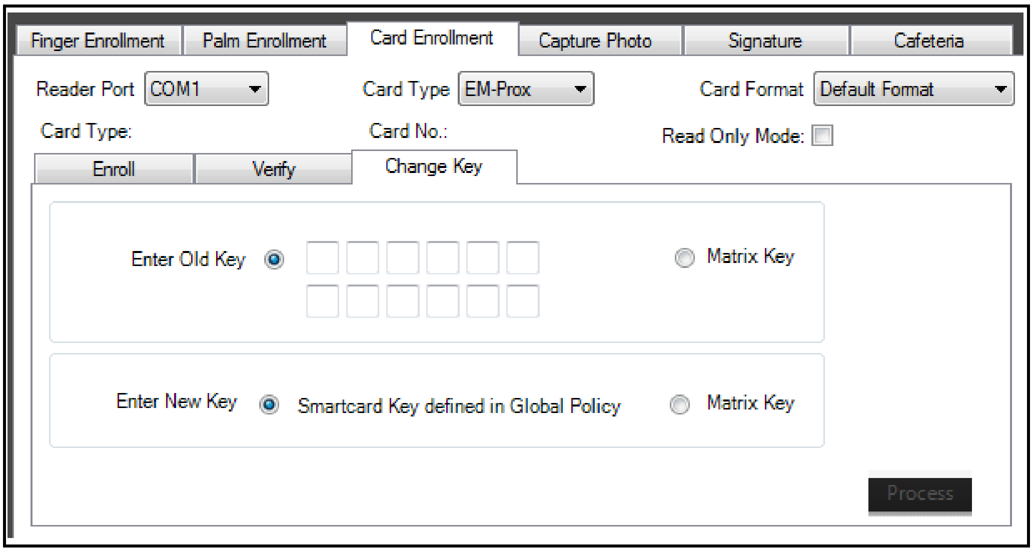
Enter Old Key ● □□□□□□ □□□□□□ ○ Matrix Key

Enter New Key ● Smartcard Key defined in Global Policy ○ Matrix Key

- Enter Old key configured on the card. If the old key was already a custom one, type the hexadecimal digits. If the old key was the default key, select **Matrix key**.
- In **Enter New Key**, select **Smart card key defined in System Policy**. Select Matrix key only if you want to revert to the default key.
- Select the **Read Only Mode** checkbox to specify that the card is a read-only card and no key verification is required.
- Click the **Process** button.

## Enrolling an EM-Prox Card

In the event of selecting the EM-Prox option from the pull down list for enrollment, the following options appear in the enroll section as shown.



Reader Port COM1

Card Type EM-Prox

Card Format Default Format

Card Type:

Card No.:

Read Only Mode: □

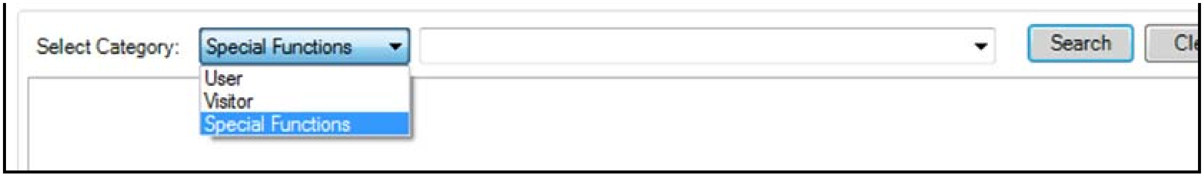
Enter Old Key ● □□□□□□ □□□□□□ ○ Matrix Key

Enter New Key ● Smartcard Key defined in Global Policy ○ Matrix Key

- Select the **COM port** on which the reader is connected.
- Click on the **Card1** or the **Card2** radio button based on the card to be enrolled followed by the **Enroll** button.

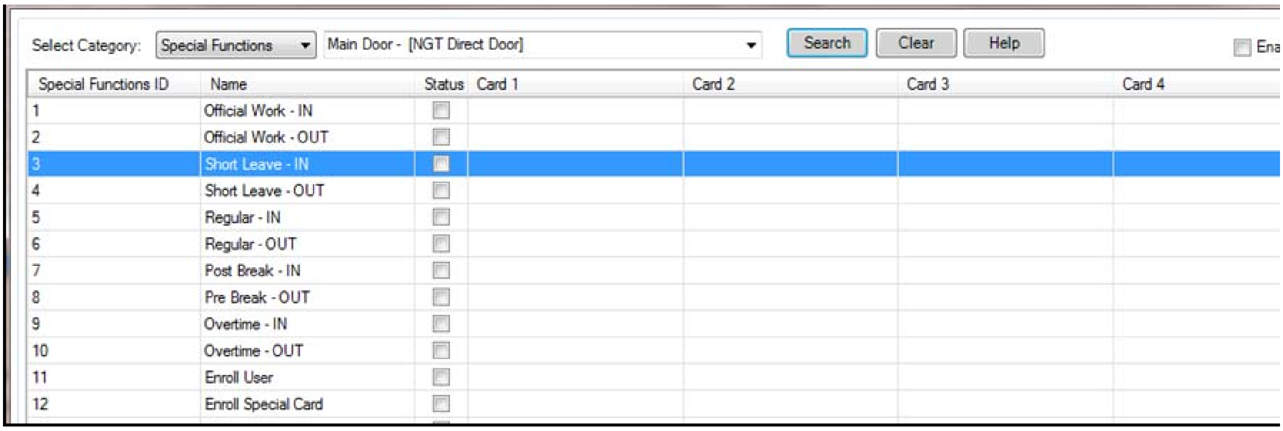
Show the proximity card to the reader within the 10 seconds

**Enrolling Special Functions**: The COSEC Enroll application also enables the administrator to enroll cards against selected special functions. In order to start the enrollment process select the **Special Function** option from the Select Category drop down list as shown.



Select Category: Special Functions

Select the PANEL or DIRECT DOOR from the pull down list and click on the Search button to display the list in the upper half of the screen as shown below.



Select Category: Special Functions Main Door - [NGT Direct Door]

| Special Functions ID | Name | Status | Card 1 | Card 2 | Card 3 | Card 4 |
|---|---|---|---|---|---|---|
| 1 | Official Work - IN | □ | | | | |
| 2 | Official Work - OUT | □ | | | | |
| 3 | Short Leave - IN | □ | | | | |
| 4 | Short Leave - OUT | □ | | | | |
| 5 | Regular - IN | □ | | | | |
| 6 | Regular - OUT | □ | | | | |
| 7 | Post Break - IN | □ | | | | |
| 8 | Pre Break - OUT | □ | | | | |
| 9 | Overtime - IN | □ | | | | |
| 10 | Overtime - OUT | □ | | | | |
| 11 | Enroll User | □ | | | | |
| 12 | Enroll Special Card | □ | | | | |

Highlight the Special Function whose cards are to be enrolled and then proceed with the card enrollment as described earlier.

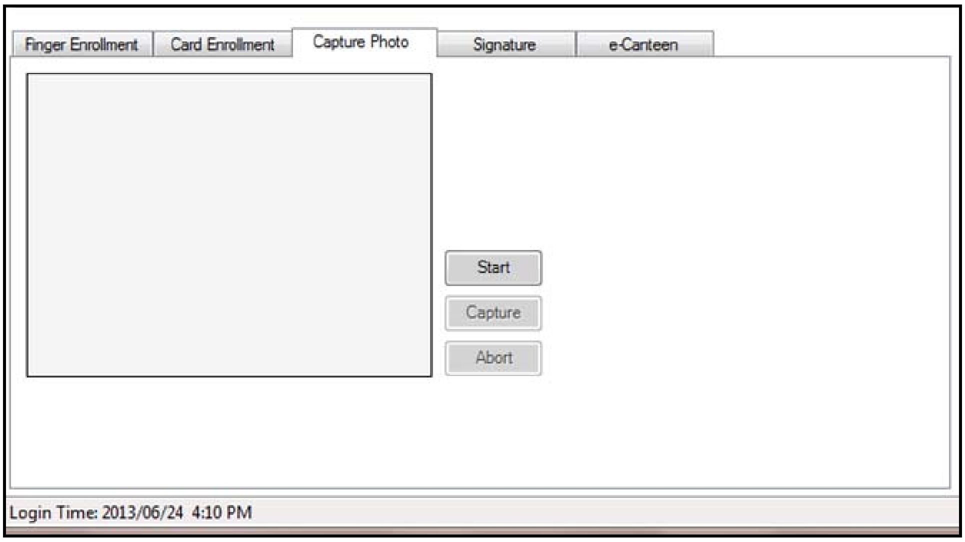
# Capture Photo

This option enables the operator to capture the photograph of the user and store it in the COSEC database. The user needs to have a camera installed and connected on the PC to proceed with the photo capture process.

To start the photo capture process:

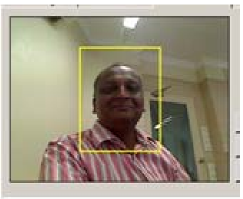
- Select the user from the user list displayed in the grid in the upper half of the screen. The user details will be displayed in the **User Profile** section as explained earlier.

- Click on the **Capture Photo** tab as shown.



Login Time: 2013/06/24 4:10 PM

- Point the camera towards the user and click on **Start** to initiate the photo capture process as shown.



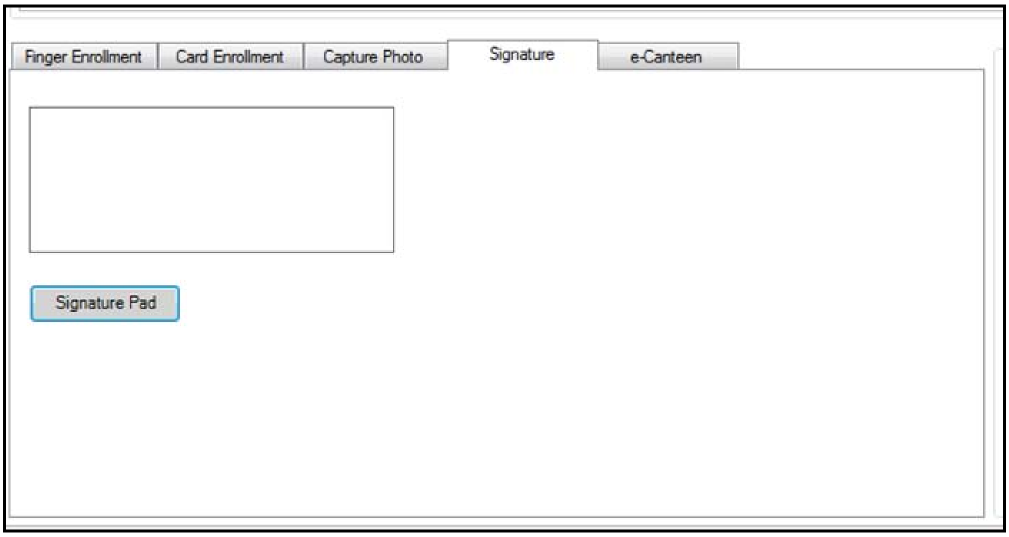
- The live image of the user appears as shown. Click on **Capture** to grab the image of the user and store it to the database. The captured image will now be displayed in the user profile section along with the other user details.

The above procedure can now be repeated to capture the photograph of another user. Click on **Abort** to cancel the photo capture process.

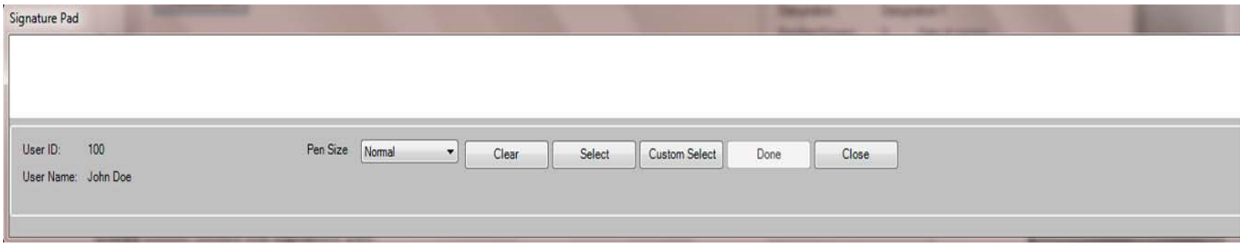
In order to enlarge or reduce the capture frame, right click on the frame and highlight the **Capture Window Size** option. Now select the appropriate percentage option to enlarge or reduce the capture frame.

# Signature Capture

This option enables the operator to capture the signature of the user and store it in the COSEC database. The user needs to have a signature pad installed and connected on the PC to proceed with the signature capture process. Highlight the user and click on the Signature tab as shown.



Click on the Signature Pad button. The Signature Pad page appears with the following options as shown.



User ID: 100
User Name: John Doe

**Clear** button clears the signature image on the signature pad.

**Select** button has a fixed area within which the signature will be captured.

**Custom Select** option offers the flexibility to select the area from which the signature is to be captured. Drag and drop the mouse to select the signature on the pad.

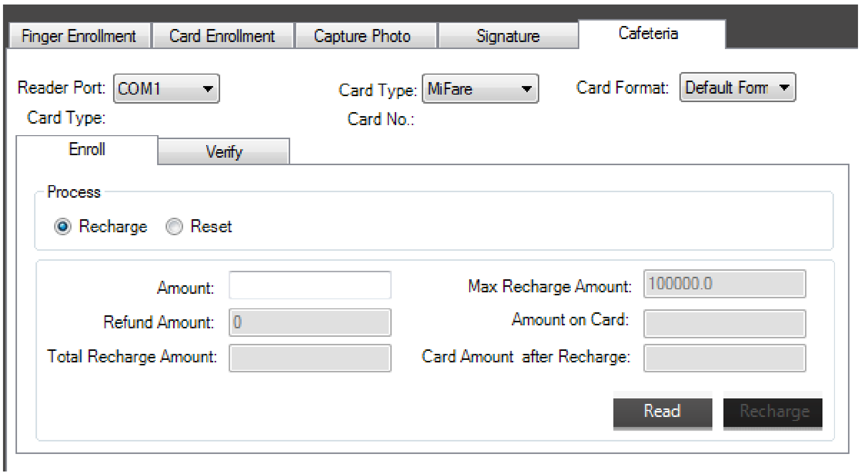
**Done** button saves the captured signature to the COSEC database.

**Close** button closes the signature pad.

# Cafeteria

The user needs to have the Desktop Mifare or HID reader connected with the COSEC Enroll computer in order to start the Card Enrollment process for *Cafeteria* users. The users need to be enabled for the *Cafeteria* application before their cards can be recharged or reset using this option.

Click on the **Cafeteria** tab. The following page appears as shown.



Reader Port: COM1

Card Type: MiFare

Card Format: Default Forr

Card Type:

Card No.:

Process

● Recharge ○ Reset

Amount:

Max Recharge Amount: 100000.0

Refund Amount: 0

Amount on Card:

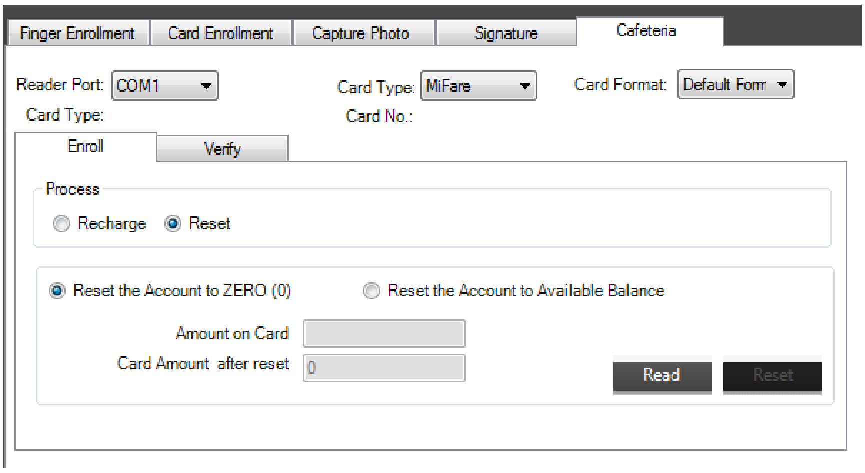
Total Recharge Amount:

Card Amount after Recharge:

Click on the **Read** button to read the details written on the card.

Click on the **Recharge** button to recharge the card for the entered Amount.

In the event of selecting the Reset option the following options appear as shown.



Reader Port: COM1

Card Type: MiFare

Card Format: Default Forr

Card Type:

Card No.:

Process

○ Recharge ● Reset

● Reset the Account to ZERO (0) ○ Reset the Account to Available Balance

Amount on Card

Card Amount after reset 0

Select the appropriate option and click on the **Read** button followed by the **Reset** button once the card has been read.

# Face Enrollment

This option enables the enrollment of face templates of users and visitors. The system allows the operator to enroll up to a maximum of 30 Face templates per user depending on the number of templates as defined in the Global Policy > Users > Maximum No. of Faces in the COSEC Web Application. These are enrolled against Index Number 1 to 30.

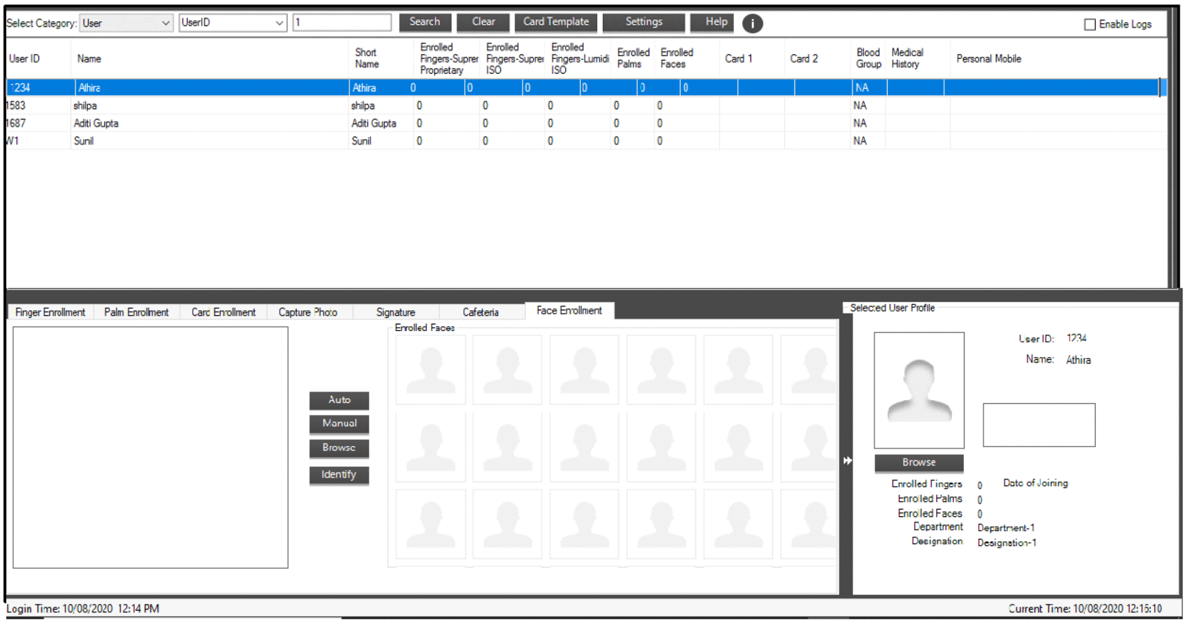
The system enrolls Adaptive Faces from Index Number 31 to 40. This is dependent on the number of templates defined in the Global Policy > Face Recognition > Adaptive Face Templates Per User in the COSEC Web Application. These are visible as enrolled faces from Index Number 31 to 40 in the Enroll Utility.

If you have enabled Exceptional Faces in the Server, the faces are enrolled from Index Number 1 to 30. Only the Admin can assign these face to an existing/new user/visitor. These are visible as enrolled faces from Index Number 1 to 30 in the Enroll Utility.

Refer *"FR Settings"* for all the settings related to Face Enrollment will be done in the Settings tab.

To enroll a Face template, select a User/Visitor and go to the **Face Enrollment** option.

*The faces enrolled through COSEC Web, from User > User Configuration >Face Recognition> Face Enrollment or Worker > Worker Profile > Face Recognition > Face Enrollment respectively, will be displayed under **Face Enrollment** option in the Enroll Utility. For more details refer COSEC System Manual.*



Select Category: User | UserID | 1

| User ID | Name | Short Name | Enrolled Fingers-Suprer Proprietary | Enrolled Fingers-Suprer ISO | Enrolled Fingers-Lumidi ISO | Enrolled Palms | Enrolled Faces | Card 1 | Card 2 | Blood Group | Medical History | Personal Mobile |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1234 | Athira | Athira | 0 | 0 | 0 | 0 | 0 | | | NA | | |
| 1583 | shilpa | shilpa | 0 | 0 | 0 | 0 | 0 | | | NA | | |
| 1687 | Aditi Gupta | Aditi Gupta | 0 | 0 | 0 | 0 | 0 | | | NA | | |
| W1 | Sunil | Sunil | 0 | 0 | 0 | 0 | 0 | | | NA | | |

Selected User Profile

User ID: 1234

Name: Athira

Enrolled Fingers 0

Enrolled Palms 0

Enrolled Faces 0

Department Department-1

Designation Designation-1

Date of Joining

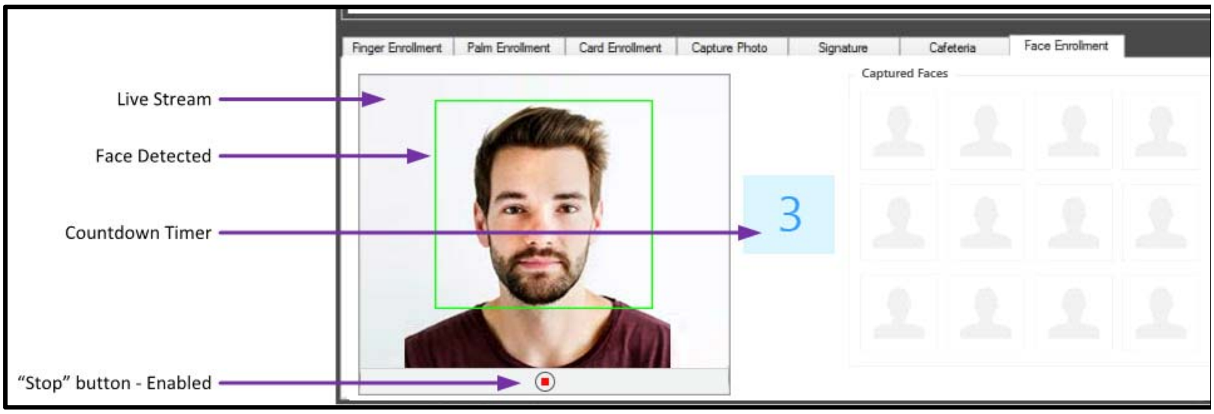
Login Time: 10/08/2020 12:14 PM

Current Time: 10/08/2020 12:15:10

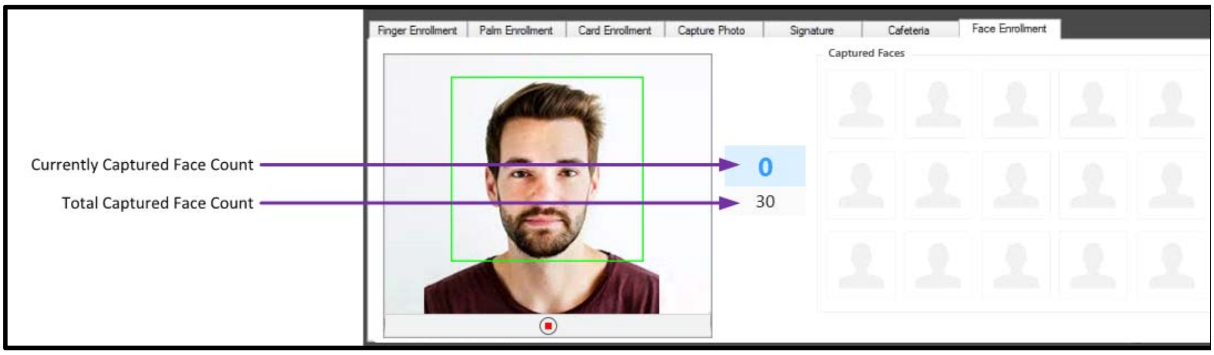
For new enrollment, 3 methods for capturing an image of user's face are provided, which are: **AUTO**, **MANUAL** and **BROWSE**

**1. Enrollment via Automatic Face capturing:** This option will automatically capture the images from the IP Camera and/or USB Camera.

- On click on 'Auto' button, Automatic enrollment screen appears.
- A countdown timer will be displayed, after which Enrollment process will begin. So, be ready in front of camera to capture your face image.

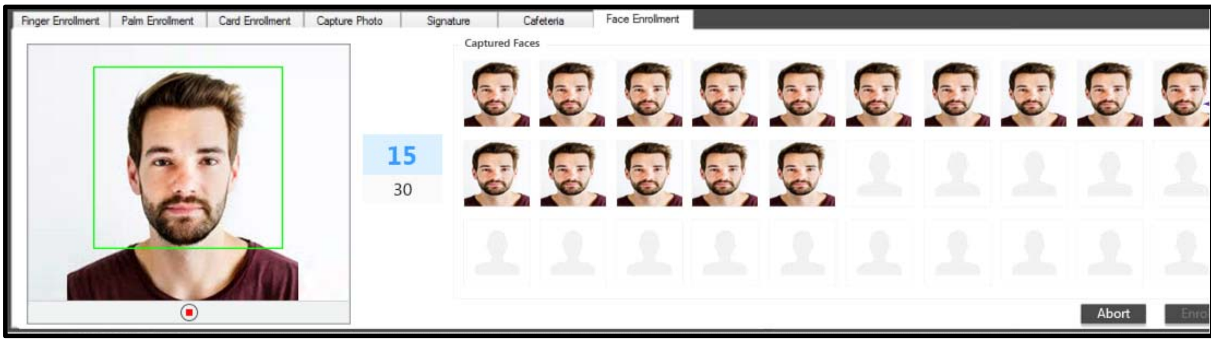


- As the enrollment process begins, status of captured image count and total captured image count will be displayed.
- For auto, total captured face count will be as per the time configured in Settings. e.g. If Time for one Enrollment Cycle is selected as 6, face count displayed will be 30.



- The captured image count will be updated along with the enrollment process.
- Captured face will be displayed in the 'Enrolled Faces' grid.

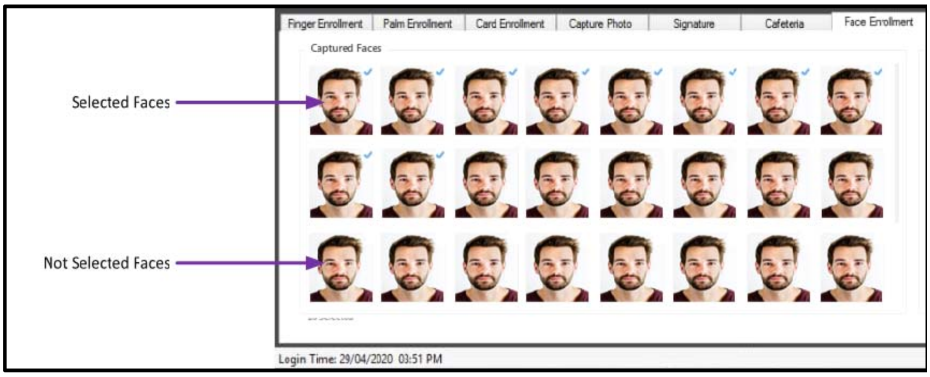
*At Face Count 0 (that is Index Number 0), make sure you enroll the desired face image of a user as it will be set as User's Profile Photo if the* ***Auto Add/Update Enrolled Face as Profile Photo*** *checkbox is enabled in the COSEC Web (Admin Module> System Configuration> Global Policy).*

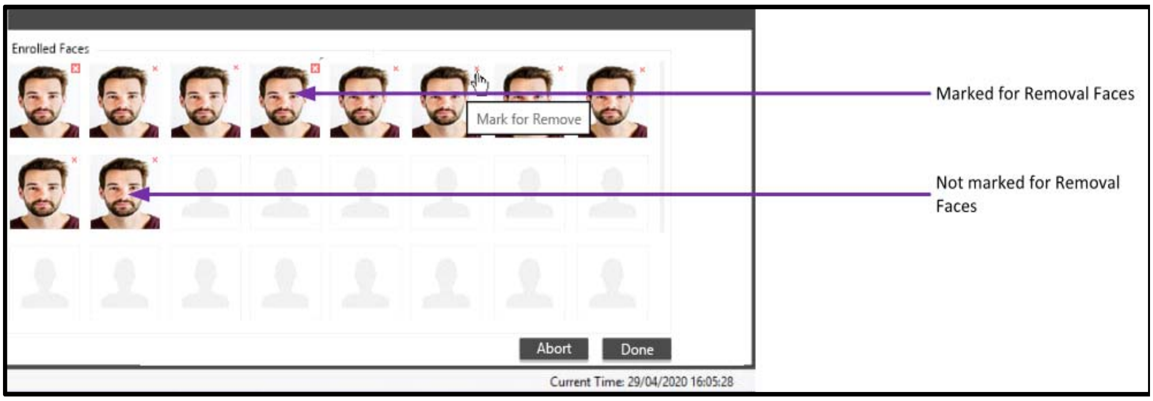


In Settings > FR Settings, **Verify before Auto Enroll** is enabled, below page will be displayed automatically after capturing of certain no. of faces is done.

Then, **Stop** button below the live stream and the **Enroll** button will be enabled.

This actually is a verification process of the captured faces during automatic enrollment process.





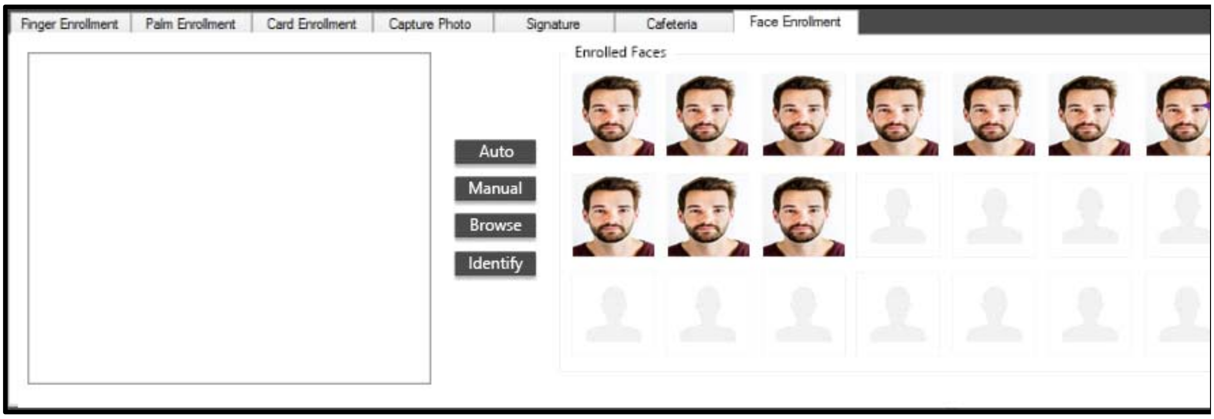
The above page will be displayed, where on right side of the page are the Captured Faces and on the left side, already Enrolled faces will be displayed if any.

- Now on the Captured Faces grid, there will be ticks on the left top corner on face image which shows the respective faces are selected for enrollment while the ones with no ticks are not selected for enrollment.
- On the Enrolled faces grid, there will be cross on the left top corner on the face image which shows the respective faces are marked for removal.

In other case, when **Verify before Auto Enroll** is disabled in FR Settings tab, enrollment of the Captured Faces will be done directly without any verification process only on the click of the **Enroll** button.

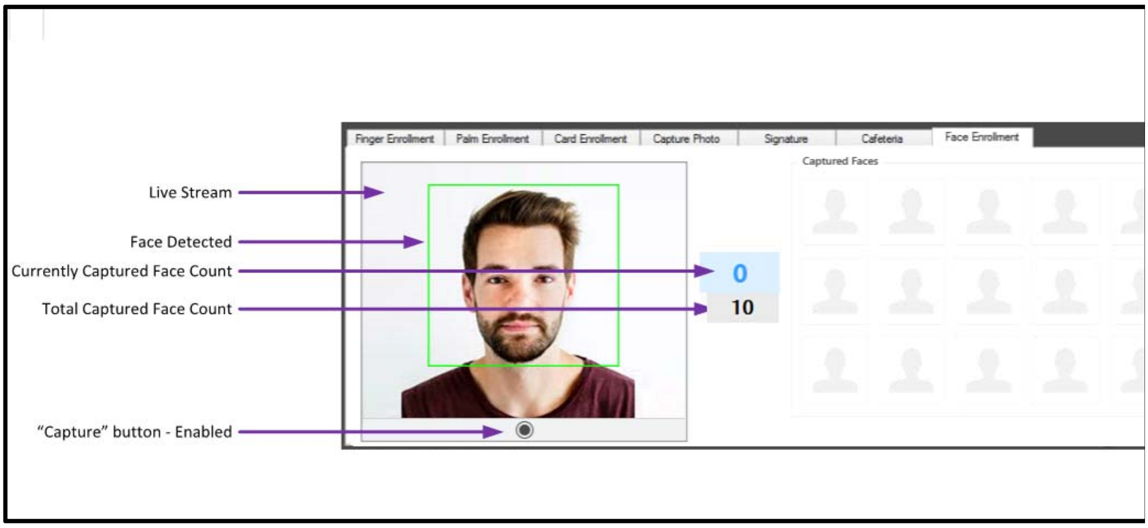
- Click on '**Done'** button for enrolling the captured images and click on '**Abort'** button to remove the captured images and to stop the enrollment process.

After the process is completed, below page will be displayed and the Automatic Enrollment process will be ended.

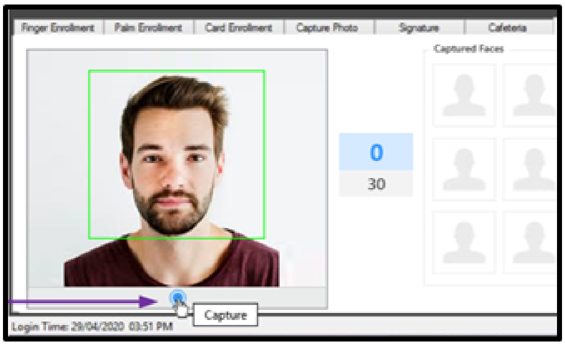


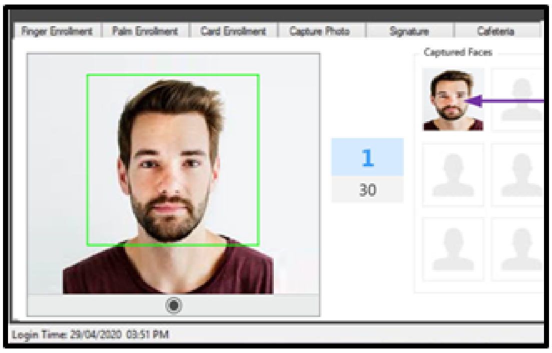
**2. Enrollment via Manual Face capturing:** This option will manually capture the images from the IP Camera and/ or USB Camera.

- On click on '**Manual**' button, Manual enrollment screen appears.
- As the enrollment process begins, status of captured image count and total captured image count will be displayed.



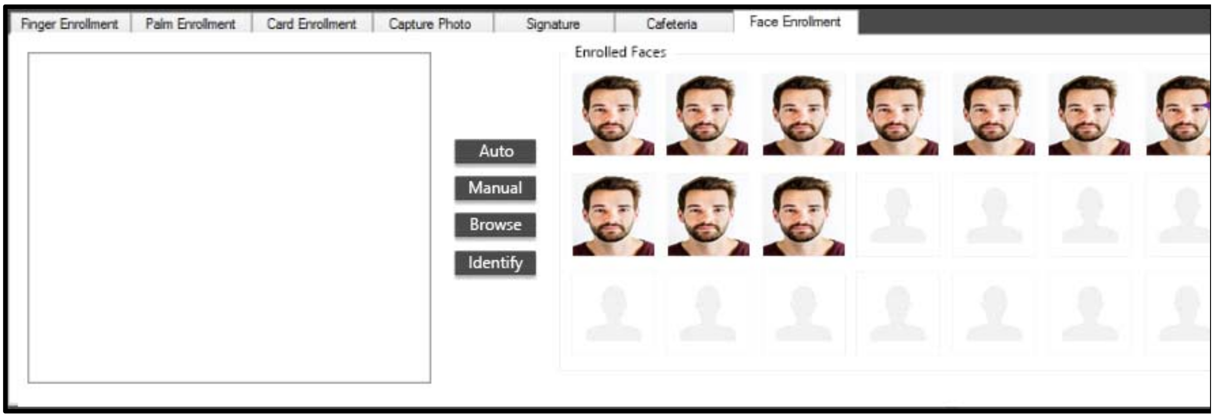
- The captured image count will be updated along with the enrollment process.





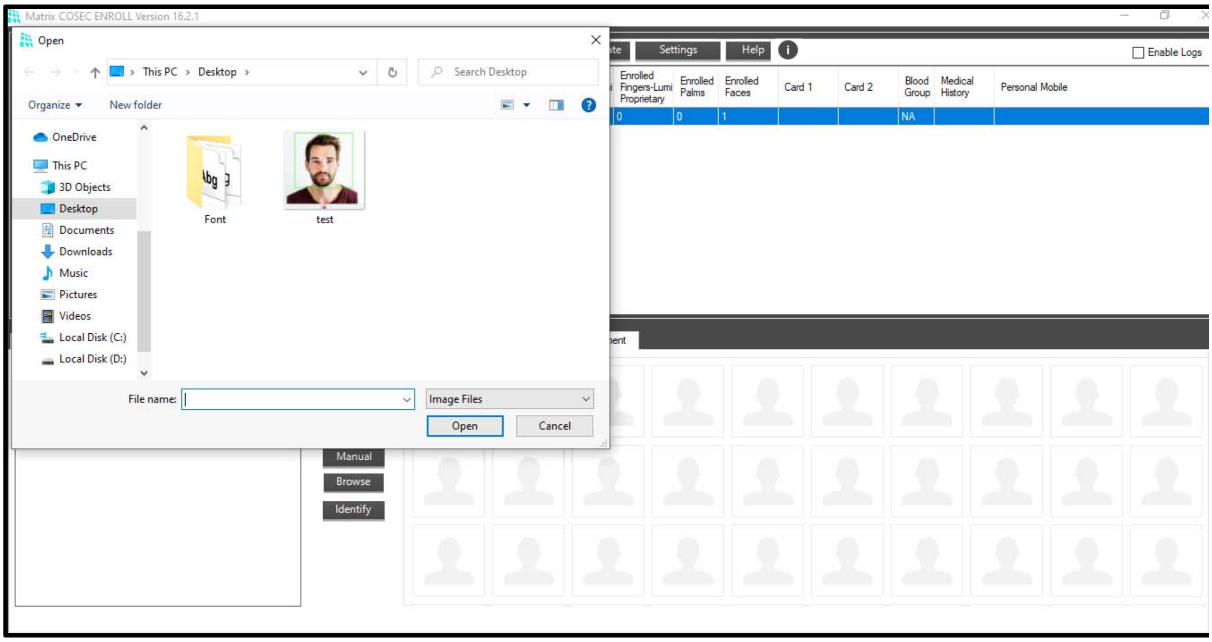
- After completing the process, verification view will be displayed with the selected faces same as Automatic enrollment.

- Click on ‘**Done’** button for enrolling the captured images and click on ‘**Abort’** button to remove the captured images and stop the enrollment process.
- After the process is completed, below image will be displayed and the Manual Enrollment process is ended.



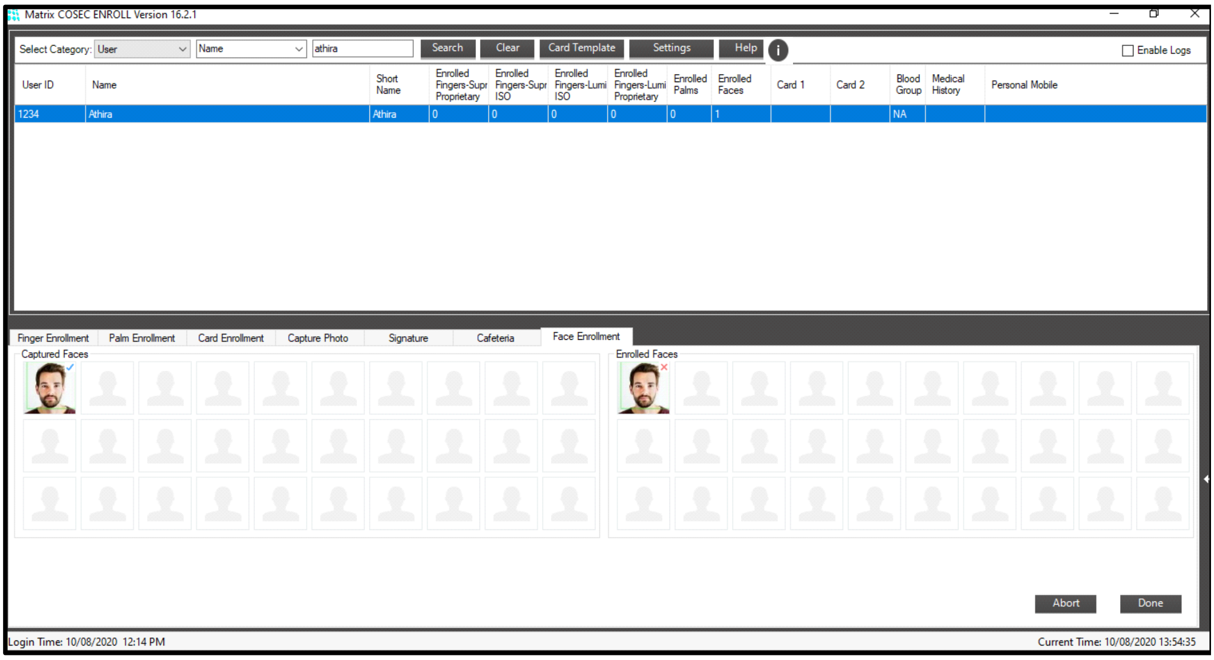
**3. Enrollment via Browsing Face Image:** This option allows enrolling images which are already available in the Computer through browsing.

- On click on **Browse** button, browse dialogue box will be displayed.
- Multiple images can be enrolled through browsing for enrollment.



| Enrolled Fingers-Lumi Proprietary | Enrolled Palms | Enrolled Faces | Card 1 | Card 2 | Blood Group | Medical History | Personal Mobile |
|---|---|---|---|---|---|---|---|
| 0 | 0 | 1 | | | NA | | |

- All selected images will be verified and verified images will be displayed in the Enrolled Faces grid.



Matrix COSEC ENROLL Version 16.2.1

Select Category: User | Name | athira

☐ Enable Logs

| User ID | Name | Short Name | Enrolled Fingers-Supr Proprietary | Enrolled Fingers-Supr ISO | Enrolled Fingers-Lumi ISO | Enrolled Fingers-Lumi Proprietary | Enrolled Palms | Enrolled Faces | Card 1 | Card 2 | Blood Group | Medical History | Personal Mobile |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1234 | Athira | Athira | 0 | 0 | 0 | 0 | 0 | 1 | | | NA | | |

Login Time: 10/08/2020 12:14 PM

Current Time: 10/08/2020 13:54:35

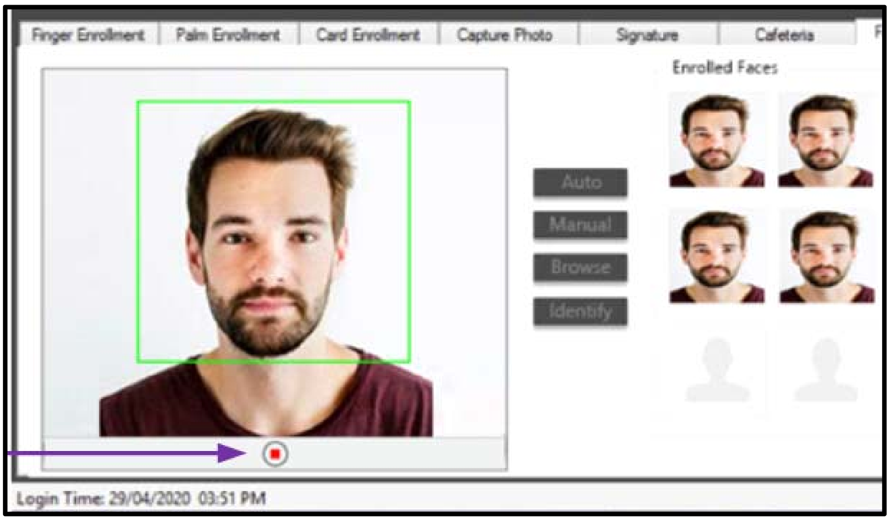
- Click on '**Done'** button for enrolling the captured images and click on '**Abort'** button to remove the captured images and to stop the enrollment process.

**4. Enrollment via Face Identification:** This option is used to identify the User from the Live Stream.

- If in sever settings, FR is disabled for any user, user will not be considered for Identification checking process.
- When you click on Identify button, Auto, Manual, Browse and Identify button will be disabled and the Live streaming will start.

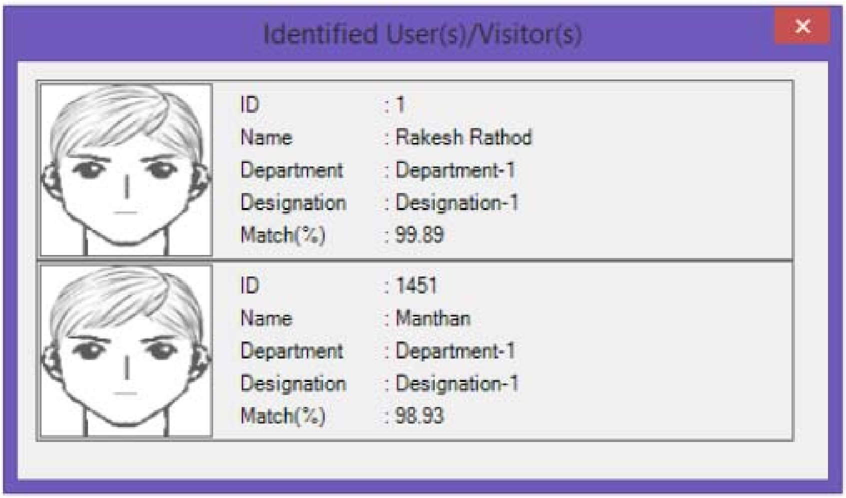
So be ready in front of the camera for the identification process.

Click on **Start** button below the live stream**.**



Login Time: 29/04/2020 03:51 PM

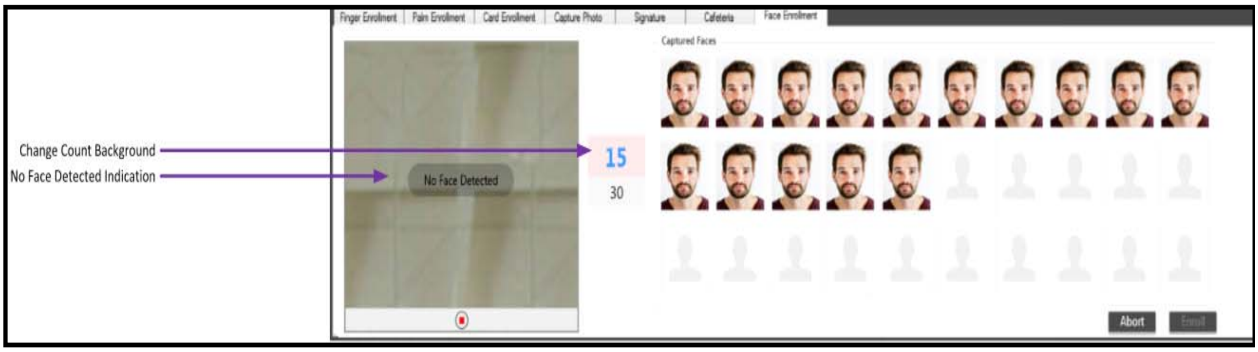
.After the user's face is shown in Live stream, click on **Stop** button, then a list of identified users will be displayed as shown below.



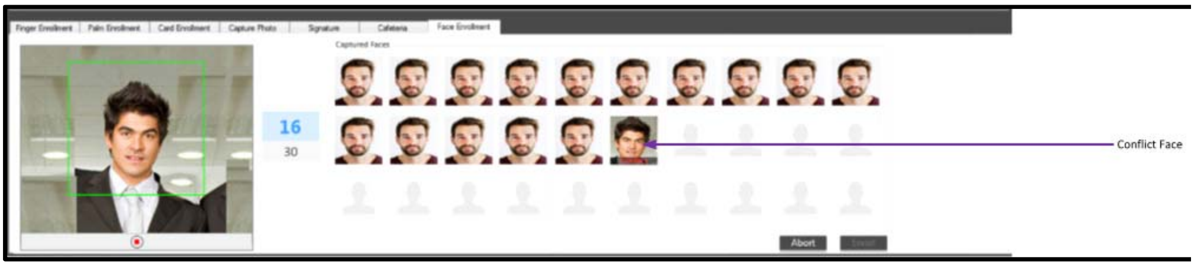
| | |
|---|---|
| ID | : 1 |
| Name | : Rakesh Rathod |
| Department | : Department-1 |
| Designation | : Designation-1 |
| Match(%) | : 99.89 |

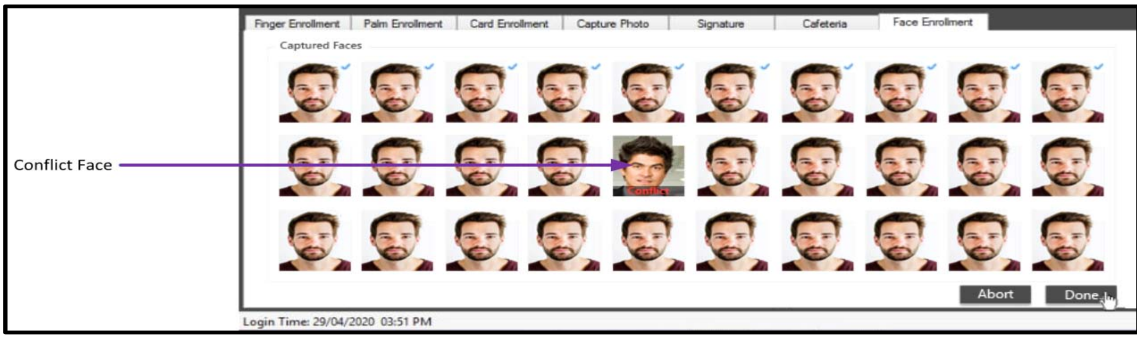
| | |
|---|---|
| ID | : 1451 |
| Name | : Manthan |
| Department | : Department-1 |
| Designation | : Designation-1 |
| Match(%) | : 98.93 |

**When No Face is Detected:** When face is not detected in Auto or Manual, then enrollment process will be paused. Display will be as shown below.
In case of Browse, image will be discarded.

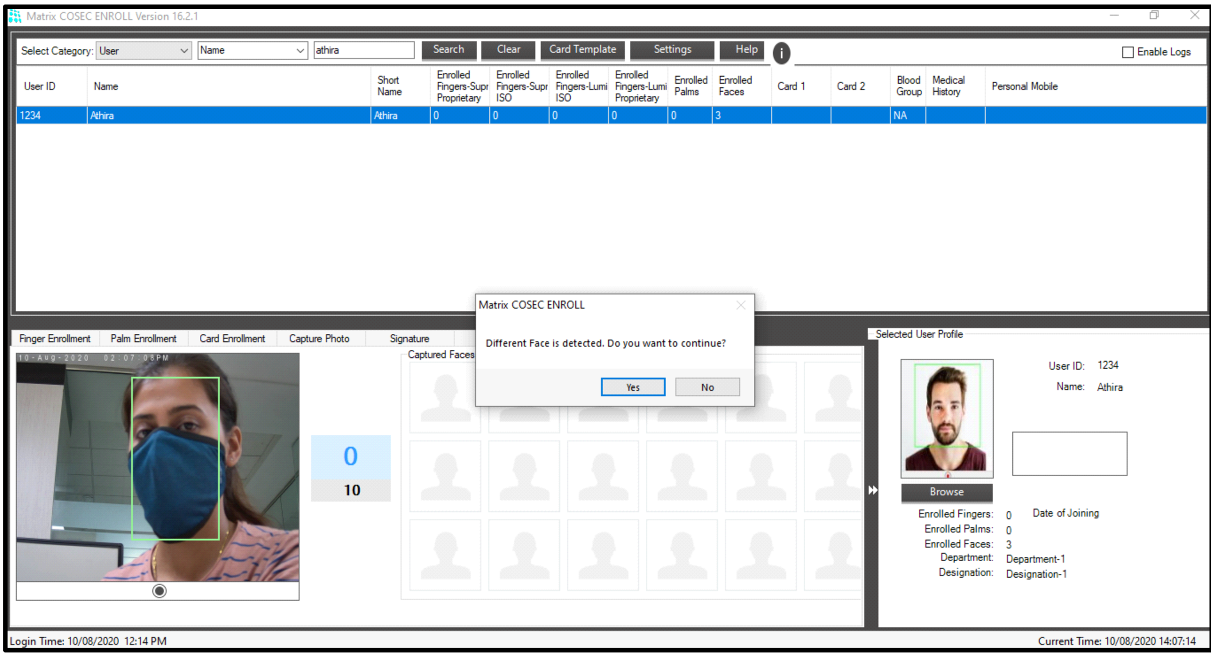


**Conflict Checking:** When any conflict is detected with other user during enrollment process, below shown image will be displayed, and such images will not be counted for final enrollment.





While enrolling process, if a different user's face is detected or the existing user wears/removes spectacles and/or mask, a dialogue box will be displayed as shown below.


Matrix COSEC ENROLL Version 16.2.1

Select Category: User | Name | athira

| User ID | Name | Short Name | Enrolled Fingers-Supr Proprietary | Enrolled Fingers-Supr ISO | Enrolled Fingers-Lumi ISO | Enrolled Fingers-Lumi Proprietary | Enrolled Palms | Enrolled Faces | Card 1 | Card 2 | Blood Group | Medical History | Personal Mobile |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1234 | Athira | Athira | 0 | 0 | 0 | 0 | 0 | 3 | | | NA | | |

Matrix COSEC ENROLL

Different Face is detected. Do you want to continue?

Yes No

Selected User Profile

User ID: 1234
Name: Athira
Enrolled Fingers: 0
Enrolled Palms: 0
Enrolled Faces: 3
Department: Department-1
Designation: Designation-1
Date of Joining

Login Time: 10/08/2020 12:14 PM

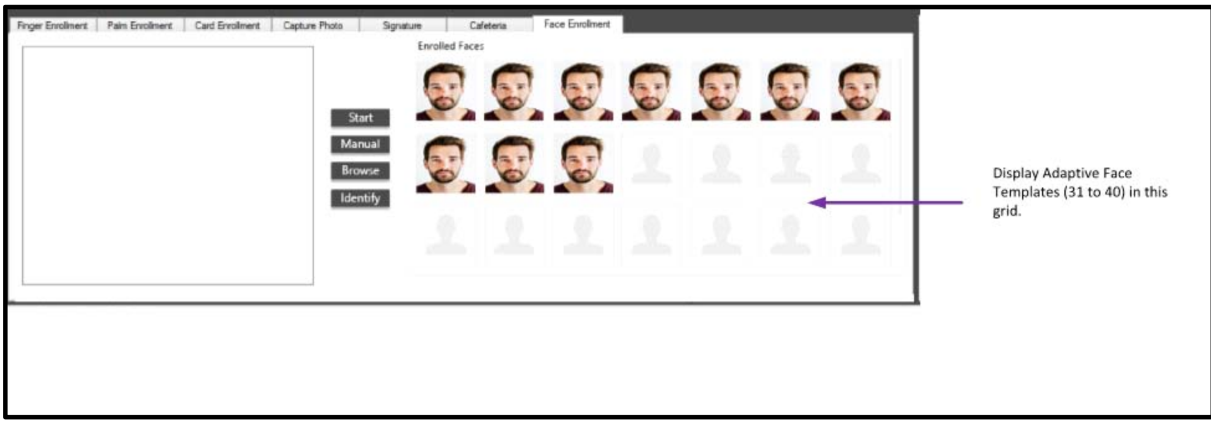
Current Time: 10/08/2020 14:07:14

- If the face detected is of the same existing user, then continue the enrollment process and if not, click 'No' and end the enrollment process.

**Adaptive Face Enrollment:** Its purpose is to make system learn, adapt and maintain face template by making face enrollment process adaptive.

To avail this feature, enable Adaptive Face Enrollment parameter in ***COSEC Server > System Admin > System Configuration > Identification Server Configuration > Adaptive Face Enrollment.***

Adaptive face templates will be displayed along with the enrolled faces in Enroll Utility.



Display Adaptive Face Templates (31 to 40) in this grid.

Admin can view and delete Adaptive Face Templates. Admin cannot enroll any face in Face Index 31 to 40.

*Adaptive Faces cannot be enrolled manually. They can only be enrolled by System during Adaptive Face Enrollment process and Admin can delete unwanted faces from Enroll Utility during some cases where false acceptance occurs due to Adaptive Enrollment.*

*Regardless of **Face Mask Compulsion** is Enabled/Disabled in COSEC Web (**Device Configuration> Advanced> Face Mask Compulsion**), if Adaptive Face Enrollment (in **Admin> System Configuration> Identification Server Configuration> Adaptive Face Enrollment**) is enabled, then before continuing further with the Adaptive Face Enrollment process, the system will first check whether the detected Face contains Face Mask or not.*

*For detecting face mask "Face Mask Detection Threshold (Enrollment)" percentage will be considered by the system.*

*If Face Mask is not detected, then only the system will proceed further for Adaptive Face Enrollment.*

*If Face Mask is detected, then Adaptive Face Enrollment will not be completed until and unless the user removes his/her Mask.*

*So while any Face Enrollment processes, if Face Mask is detected, then the process of Enrollment will not be fulfilled.*

# GDPR Reflections

General Data Protection Regulation basically ensures security to a users personal data. If you desire implicating GDPR norms, select the **Personal Data Protection** checkbox in COSEC Web > Admin > System Configuration > Global Policy > Basic.

Enabling GDPR will result to data masking. Set of defined fields revealing users personal data from the respective modules will be considered for masking on server end, at the same time encrypted in the database.

To know more about GDPR refer, COSEC System Manual

Depending on the roles and rights provided to the respective users in COSEC Web > Admin> System Accounts > Roles And Rights Configuration, the user data will be considered for masking.

- For all user defined System Account Users or system defined System Engineer/Operator having the roles and rights as **View**, the data will be displayed in masked form.

- For all user defined System Account Users or system defined System Engineer/Operator having the roles and rights as **View, Edit** and **Add,** the data will be displayed in unmasked form. These users can edit data for the desired module as existing.

*If you have enabled GDPR and you desire editing any field of Enroll Utility, make sure you have provided **View, Edit** and **Add** right to the User Configuration page in COSEC Web > Admin> System Accounts > Roles And Rights Configuration.*

When we search for the desired User/Visitor then the details under the following fields will be masked.

The symbol indicate the following action:

| | |
|---|---|
| ✓ | Masked |

## For User

| DESCRIPTION | SUB TABS | FIELD | REFLECTION |
|---|---|---|---|
| Selected User Profile | Image Preview | Image | Dummy Image |
| User Details | - | Card 1 | ✓ |
| User Details | - | Card 2 | ✓ |
| User Details | - | Personal Mobile | ✓ |
| User Details | - | Medical History | ✓ |
| Finger Enrollment | - | - | Hidden |

| DESCRIPTION | SUB TABS | FIELD | REFLECTION |
|---|---|---|---|
| Palm Enrollment | - | - | Hidden |
| Card Enrollment | - | - | Hidden |
| Capture Photo | - | - | Hidden |
| Signature | - | - | Hidden |
| Cafeteria | - | - | Hidden |
| Face Enrollment | - | - | Hidden |

## For Visitor

| TABS | SUB TABS | FIELD | REFLECTION | PAGE RIGHTS |
|---|---|---|---|---|
| Visitor Details | - | Access Card 1 | ✓ | Visitor Profile |
| Visitor Details | - | Access Card 2 | ✓ | Visitor Profile |

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