



**Handbook
on
Aadhaar Enrolment Client**

UIDAI

Unique Identification Authority of India



Table of Contents

Working with Aadhaar Enrolment Client	1
Step 1: Logging in to the Aadhaar enrolment client	1
Step 2: Importing Pre-enrolment Data	2
Step 3: Capturing resident's Demographic Data.....	3
Step 4: Capturing resident's Photograph.....	9
Step 5: Capturing resident's Iris Data	11
Step 6: Capturing resident's Fingerprint Data	13
Step 7: Review and Confirmation of Captured Data.....	14
Step 8: Generate Enrolment ID and Print Acknowledgement Slip & Consent-for-Enrolment	16
Step 9: Export resident Data File.....	17
Closing Aadhaar enrolment client	17
Data Backup at Local Level	18



Working with Aadhaar Enrolment Client

UIDAI client application package, named **Aadhaar enrolment client**, is used to record demographic & biometric data of residents.

The steps followed with this application are:

Step 1: Logging in to the Aadhaar enrolment client

The first step in the process of capturing resident data is to login to the Aadhaar enrolment client.

Launch the Aadhaar enrolment client by selecting any one of the following two ways:

1. Click the **Aadhaar Enrolment Client** icon on the desktop.



Figure 1: Aadhaar enrolment client icon

OR

2. Click **Start** → **All Programs** → **UID Authority of India** → **Aadhaar Enrolment Client** → **Aadhaar Enrolment Client**.

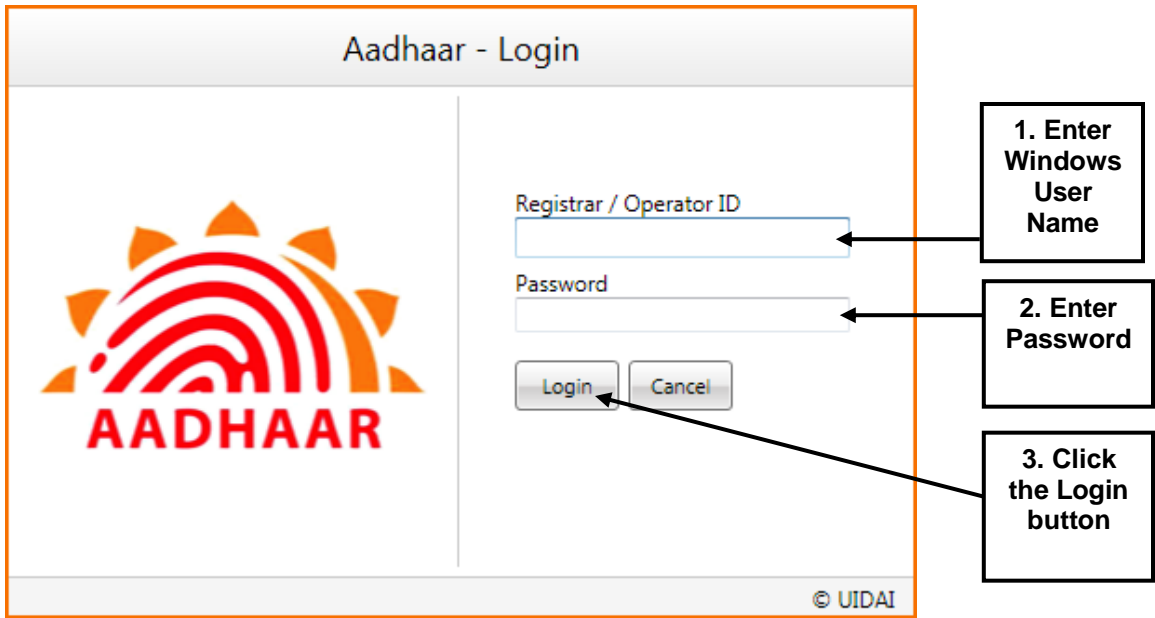


Figure 2: Aadhaar Login Screen

Step 2: Importing Pre-enrolment Data

If the pre-enrolment data is available (It is based on the specific Registrar / EA, whether the data is available or not), then import the pre-enrolment data into the Aadhaar enrolment client. The data stored (about some residents) in pre-enrolment data file will allow you to auto-fill some or all the demographic fields (for those residents) when enrolling them.

- Click the 'import data' menu from the top of the application to open the **Import Pre-Enrolment Data** screen. Then click the **Browse...** button to select the pre-enrolment data file.

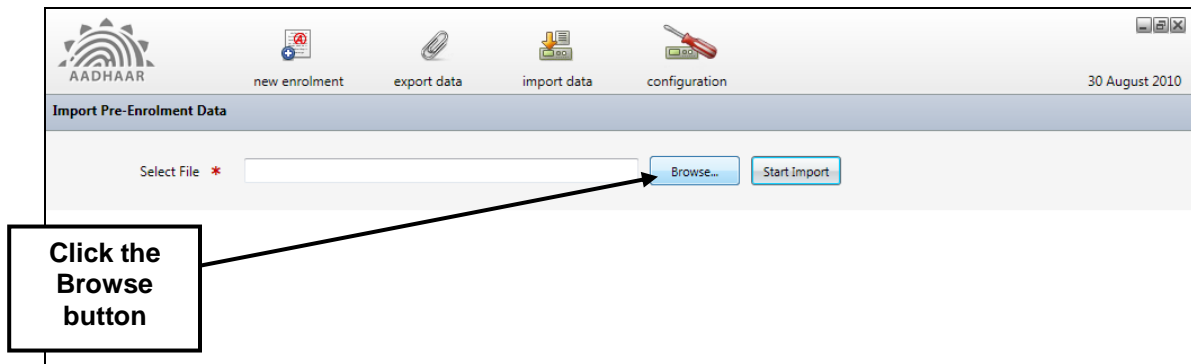


Figure 3: Import Pre-Enrolment Data Screen

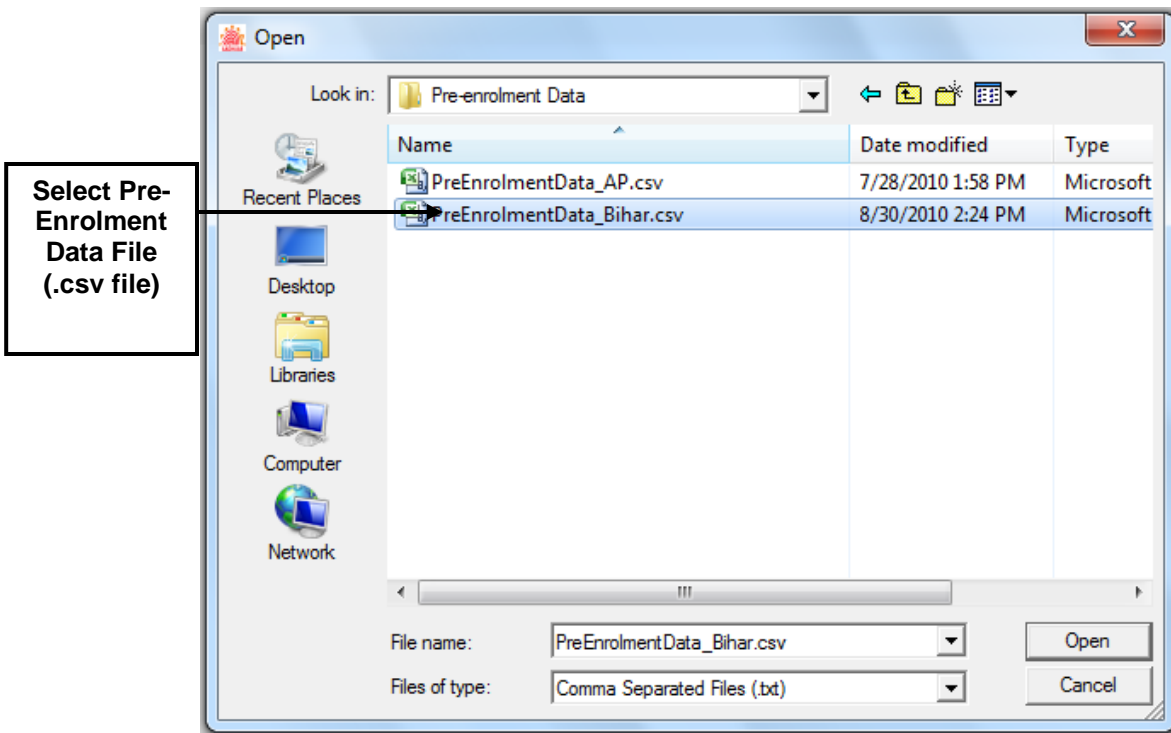


Figure 4: Open Dialog Box

- Go to the appropriate folder from the **Look in** drop-down field.
- Select the pre-enrolment data file and click the **Open** button.
- Click the **Start Import** button to complete the import.

Step 3: Capturing resident's Demographic Data

Now, capture resident's demographic data in the Aadhaar enrolment client.

- To begin doing this, click the **new enrolment** menu (if you are presently not in the "Demographic" screen). This will take you to demographic data capture screen.

The Enrolment operator can capture the resident's demographic data in the following two ways:

1. By entering the **Pre-Enrolment ID** that was provided to the resident when the pre-enrolment data was collected by the registrar.

OR

2. **Manually** entering the resident's data from the Enrolment Form filled-up by the resident or from the documents provided by the resident.

In both cases, Verifier (Registrar’s supervisor or Enrolment agency personnel) will verify the **PoI** (Proof of Identity) and **PoA** (Proof of Address) against original documents produced by the resident before starting enrolment.

1. Capturing resident’s Demographic Data (by entering Pre-enrolment ID)

- In the demographic data capture screen, enter the **Pre-enrolment ID**. (Pre Enrolment ID is the **document ID** for the document which the resident has.) For example, Ration Card number, Passport number etc. Then click the **GO** button. This will automatically fill the available resident’s demographic data from the pre-enrolment data file.

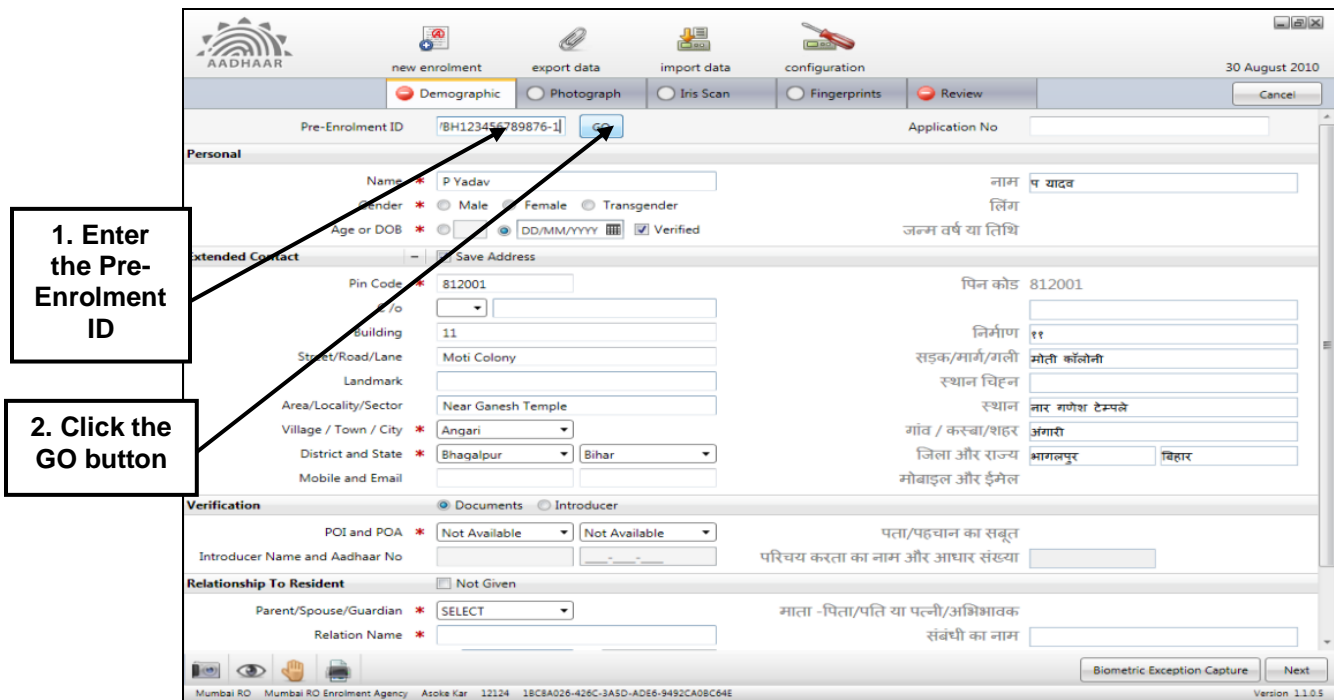


Figure 5: Displaying Pre-Enrolled Demographic Data

- After auto-population, you can manually add or change any data, if required.

2. Capturing resident’s Demographic Data (manually filling-in Data)

If the resident’s demographic data is not present in the pre-enrolment database, data has to be filled in manually using the Enrolment Form and supporting documents.

In the “Demographic Data” screen, enter the following details of the resident:

- **Application No:** If Registrar is using Enrolment forms for recording data on physical forms and wishes to store these forms, the form number printed on application form, if any, may be recorded here.


Figure 6: Demographic Screen – Personal and Contact Details

- **Personal Details**
 - **Name:** Enter the name of the resident. Please note, that the name field requires at least one character. Special characters like ‘.’ (dot) or space cannot be repeated. For example Adrijit K. (dot) Basu is correct, but you cannot enter Adrijit K.. (dot dot) Basu

The name must NOT contain salutations, titles, or others. For instance Mr. / Mrs. / Miss / Dr / Major / ... are not a part of the name, neither Retd. or D.Lit. etc.

You can do minor variations in the name from what the POI document contains, including
 - a) **Change in order** – For example, if POI states the resident’s name as V. Vijayan and the resident insists on recording his name as Vijayan V., you can carry out the change.



- b) **Small changes in spellings** – For example, Varma / Verma
 - c) **Dropping some name component** – For example, if PoI states that the resident's name is Arun Kumar Arora and the resident insists that the name be recorded as Arun Arora, then the change can be effected.
 - d) **Expanding initials, or using initials** – For example, if PoI states that the resident's name is Arun K. Arora and the resident requests to record as Arun Kumar Arora, then you are allowed to make the change.
- **Age/Date of Birth:** In this field you can either enter the age or date of birth of the resident.
 - If the resident is unable to provide the exact date of birth, select the first radio () button and insert the age of the resident. After that, click the Tab button. The transliteration will show the “Year of Birth” in the regional language.
 - If the resident provides the exact date of birth, select the second radio () button and insert the date of birth directly in the DD/MM/YYYY format or choose the same by clicking the calendar () icon.
 - If the date of birth is obtained from one of the documents submitted by the resident and the same has been verified, then check the **Verified** check box.
- **Contact Details**
 - There are two ways of capturing contact details: **Simple Contact** and **Extended Contact**. Simple Contact is designed for villages and rural locations where the address is short and does not have too much detail.
 - You can toggle by clicking the + and – buttons between **Simple Contact** and **Extended Contact**.
 - While capturing contact details, first insert the **PIN Code** number of the resident's address and press Tab button to auto-populate the **State**, **District** fields corresponding to the **PIN Code**. The application will also auto-suggest village, town, city of the respective **PIN Code**.
 - The **Save Address** option is used to retain the values entered in a few of the address fields, such as **Pin Code**, **Village/Town/City**, **District and State**. As a result, for the next enrolment, the operator does not have to enter data related to these fields.



- **Verification**
 - In the “**Verification**” section, select the “**Documents**” radio button if the resident has **PoI** and **PoA** documents, and then select the document type from the POI, POA drop down lists. Select “**Introducer**” radio button if the resident does not have documents and needs to be ‘introduced’. By default, “**Documents**” radio button is selected.
- **Relationship details**
 - Enter the relationship details in the corresponding fields, if available. Otherwise click the “**Not Given**” check box. **Relationship details** are compulsory in case of enrolment of minors below 5 years of age.
 - If the “**Not Given**” box is not checked, Relationship type and Name is mandatory even for adults.
- **NPR Receipt Number and Bank Account Number**
 - You should check with the resident if the Registrar General of India [RGI (census)] officials have visited her/his household for the census survey. The RGI official would have provided a Temporary Identification Number (**TIN**) / schedule number to the household / individual. Capture the same in the **NPR Receipt Number** field. You can inform the resident that this will be used for sharing resident’s Aadhaar number with RGI.
 - In case of resident having an existing bank account (one of the scheduled commercial banks), and if the resident agrees to provide her/his bank account details to link with Aadhaar, then capture the name of the bank (full name and not abbreviations), bank branch, IFSC code (optional) and the account number - separated by commas in the **Bank Account Number** field.
- **Transliteration and Translation**
 - In case of each manual entry, you need to press **Tab** button to get the transliterated version. If the cursor is currently in the English field, press the **Tab** button to move to the corresponding regional language field. You can also click on the corresponding regional language field directly. The application will then automatically **transliterate** the data from English to the regional language.
 - These fields are editable. After transliterating in regional language, if you find any error like spelling mistake etc., you can modify the same manually.
 - You must check the transliterated text for errors. For instance, after automatic transliteration, not all text in the corresponding regional field may be translated correctly; some of it must be translated, and repositioned manually. For example, when capturing landmark, “Near Roxy Cinema” is transliterated into Hindi as “नार

रोकस्य सिनेमा”. You must pay attention to this transliterated text and modify it to “रोकसी सिनेमाघर के पास”.

Specifying Exceptions

- To specify any biometric exceptions of the Resident, click the **Biometric Exception Capture** button on the **Demographic** screen.



Figure 7: Biometric Exception Information Capture

The following pop-up window will open.

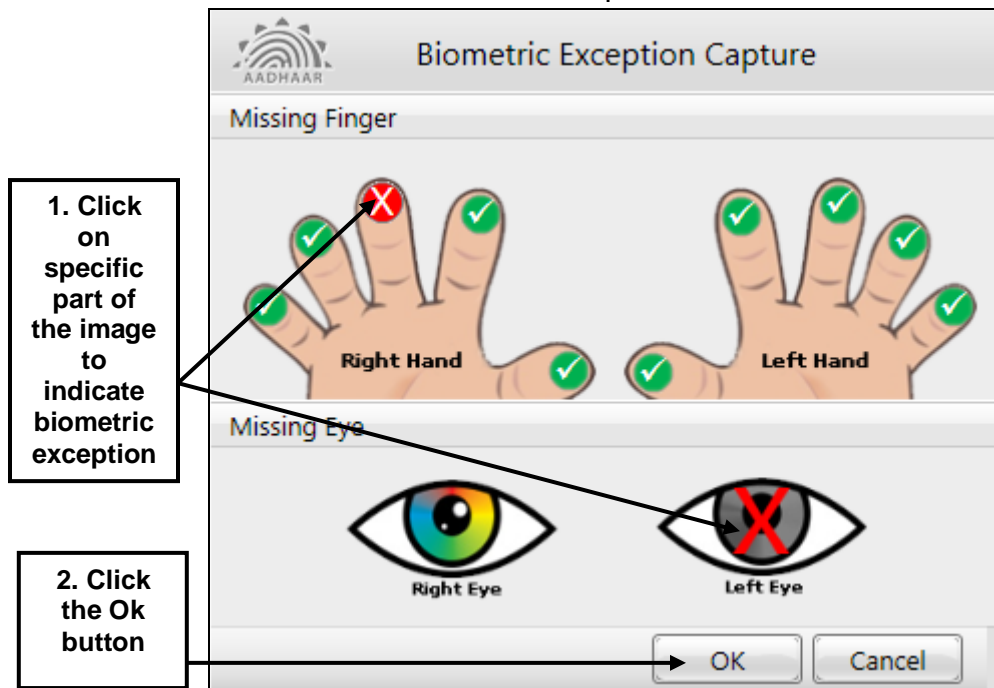


Figure 8: Biometric Exception Capture – After Identifying the Exception

- Specify the resident’s biometric exceptions by clicking on the specific part of the image.

After all the demographic data are captured click the **Next** button to go to the **Photograph** screen.

Step 4: Capturing resident's Photograph

The next step after collecting demographic data is capturing the resident's Photograph and saving it. **The background while capturing the Photograph must be white.**

The resident should be instructed to be seated properly with their back upright and their face towards the camera.

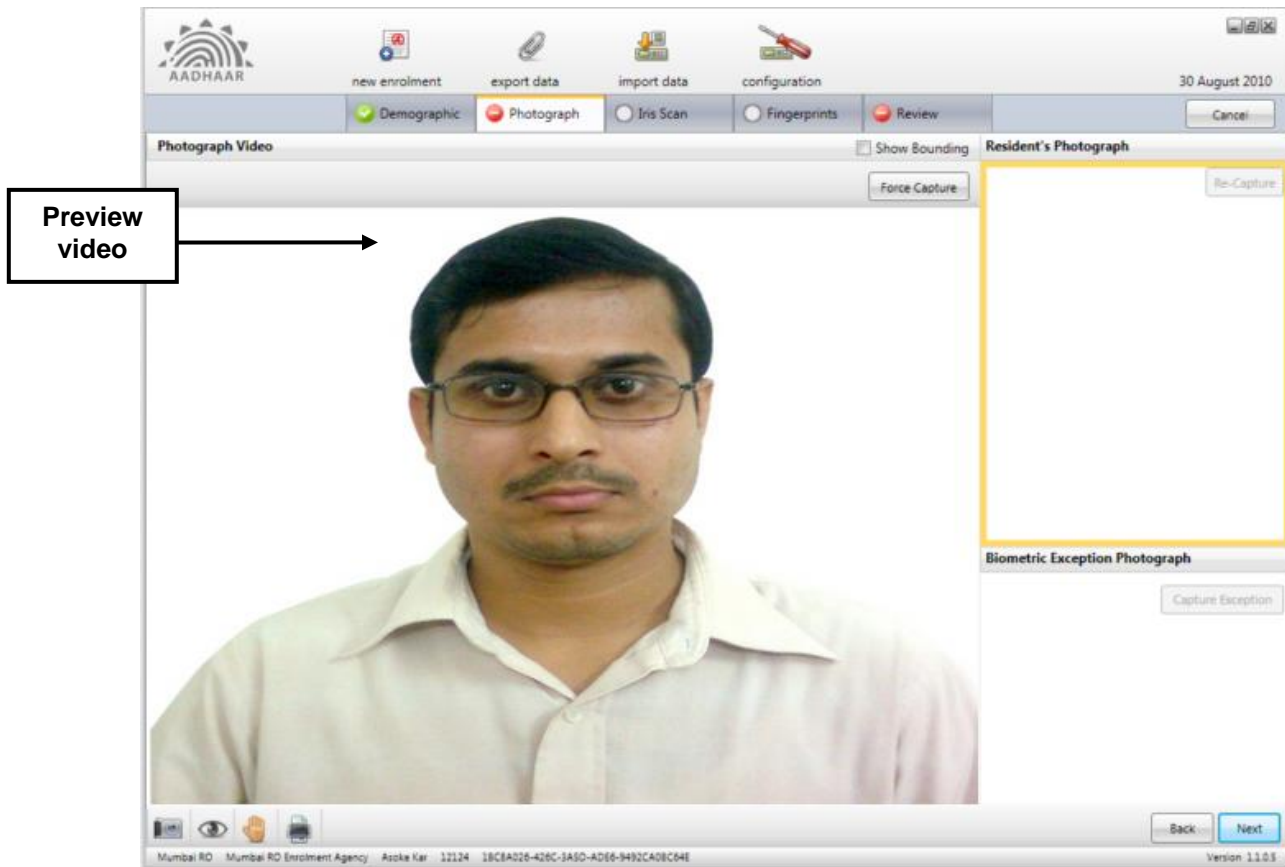


Figure 3: Preview video of the Photograph

You can visually verify facial image quality on the Photograph screen which is displayed as a video / preview video.

- The Photograph is captured using a camera attached to the computer.

- Guide the resident to an acceptable position, and click the '**Force Capture**' button.

Please note that, you have to get an acceptable quality photograph to make progress from here.

At the time of capturing and saving, the client application is able to crop the extra portion of the previewed image, if required.

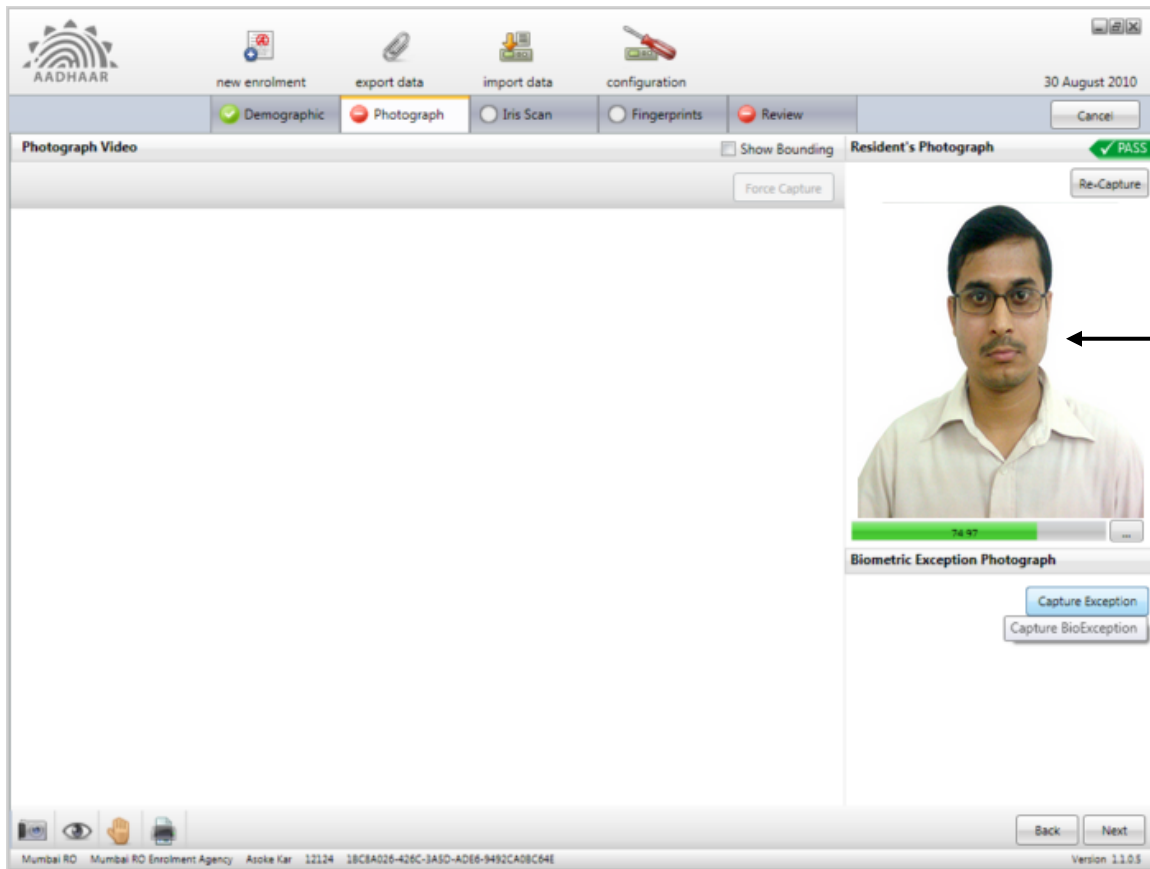


Figure 4: Capture Photograph of the resident

- If any biometric exceptions have been specified in the **Demographic** screen, capture them as Photograph(s) on the **Photograph** screen. Use the **Capture Exception** button.

Specification of the Exception Photograph - palms facing the camera (the position of the hands), face and both hands in the frame.

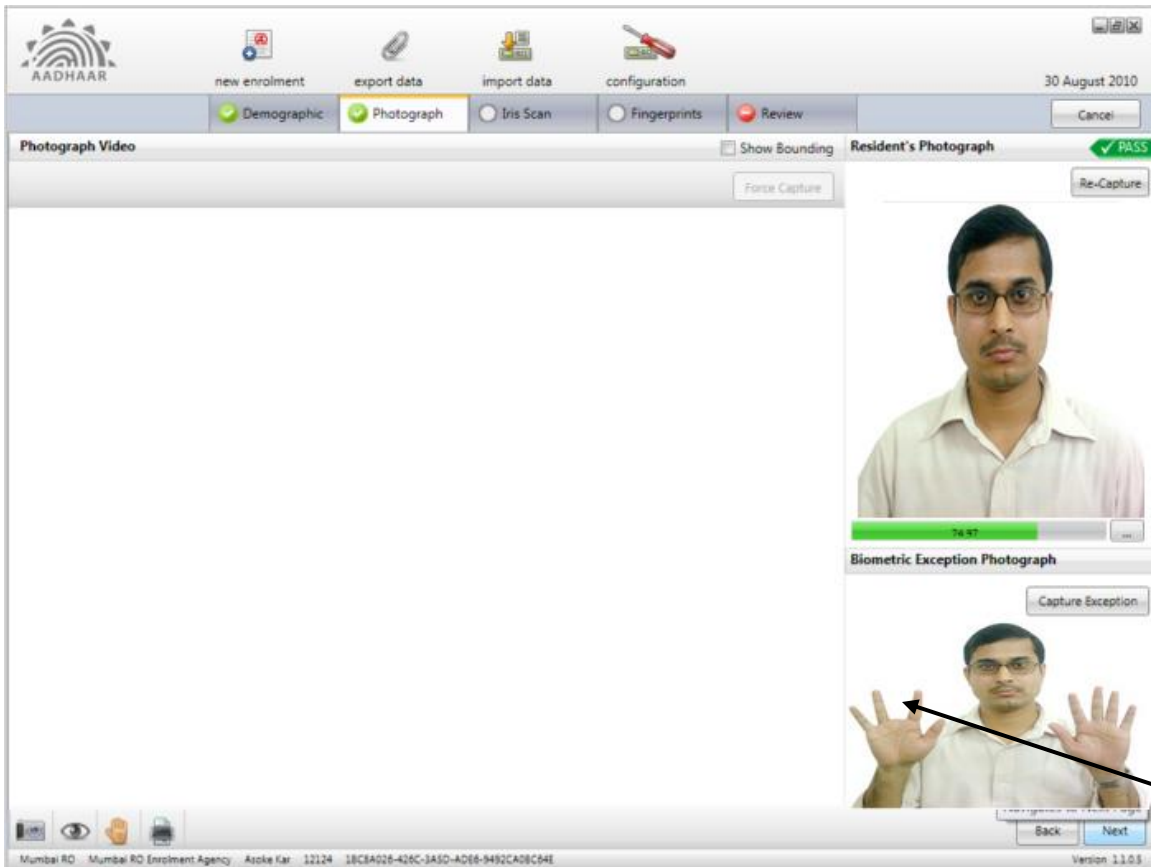


Figure 11: Capturing Photograph of Biometric Exception

- Click the **Next** button when Photograph and biometric exception of the resident are captured. The Iris capture screen will be displayed.

Step 5: Capturing resident's Iris Data

- On the **Iris Scan** screen capture the Iris data of the resident using the Iris camera.
- The camera will automatically capture the images of both the eyes.

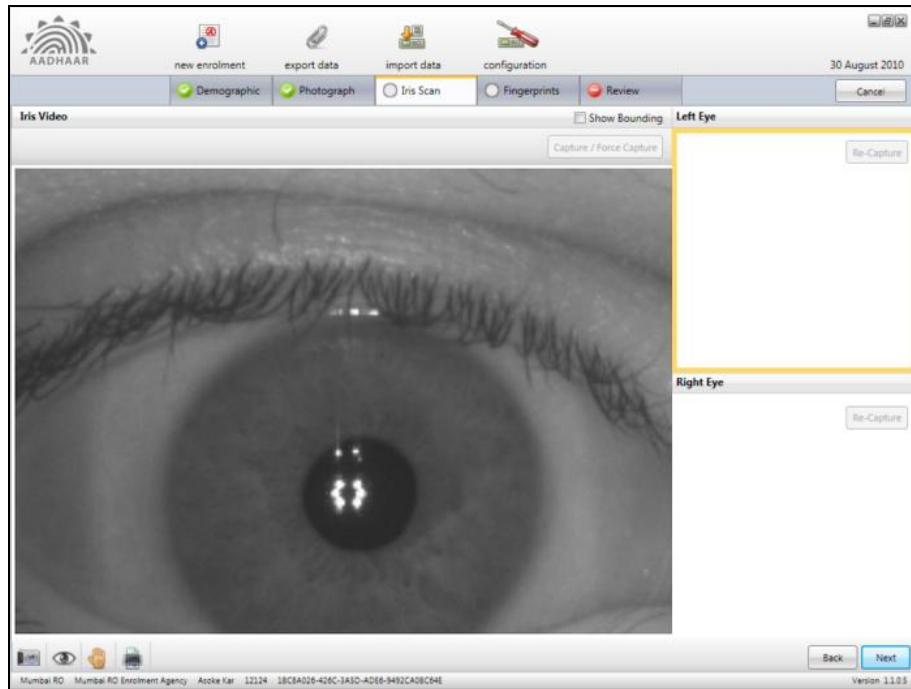


Figure 12: Preview video of the Iris

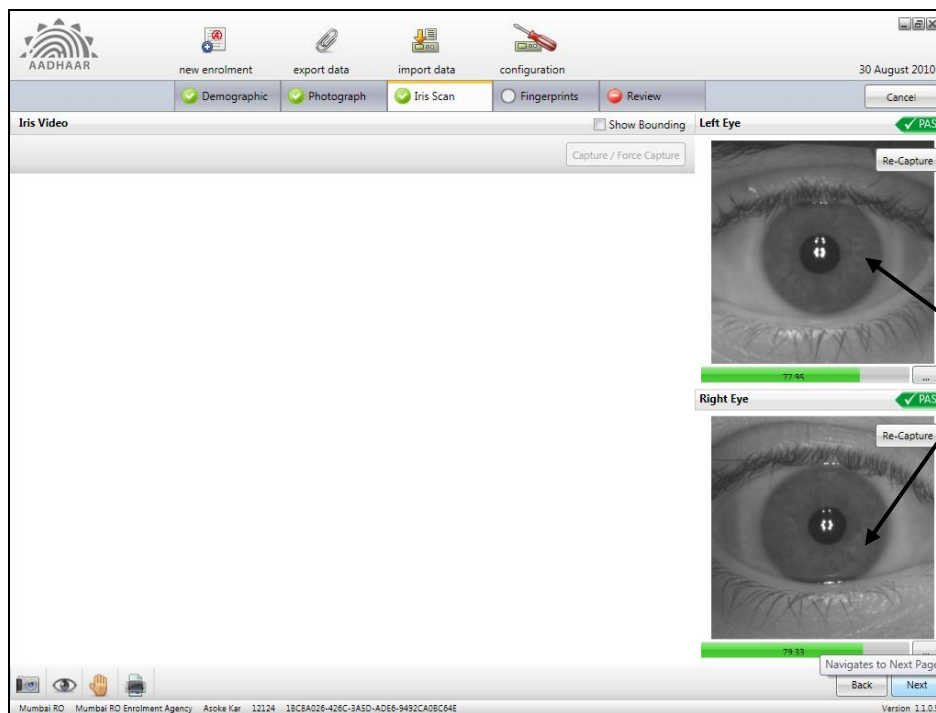


Figure 13: Capturing Iris Images

Please note that, you have to get an acceptable quality image to make progress from here.

Step 6: Capturing resident's Fingerprint Data

In this step, the slap scanner is used to capture the Fingerprint data of the resident.

- Capture the resident's Fingerprint data. This is done by
 - capturing the fingerprints of four fingers of left hand
 - then capturing the fingerprints of four fingers of right hand
 - and then capturing the two thumb prints

on the slap scanner.

If required, ask resident to clean hands on towel and/or help to apply little more pressure by pressing down the hand on the platen of the fingerprint scanner.

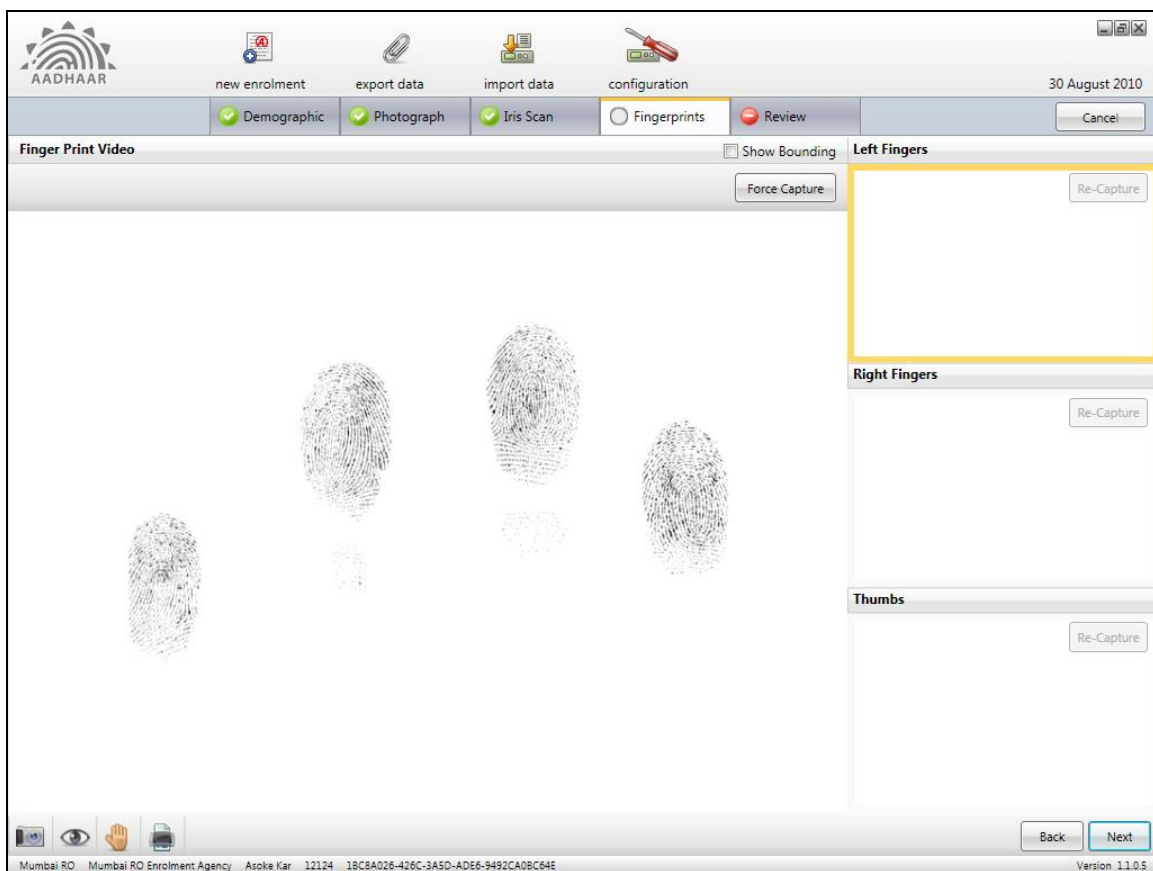


Figure 54: Preview video of the Fingerprint

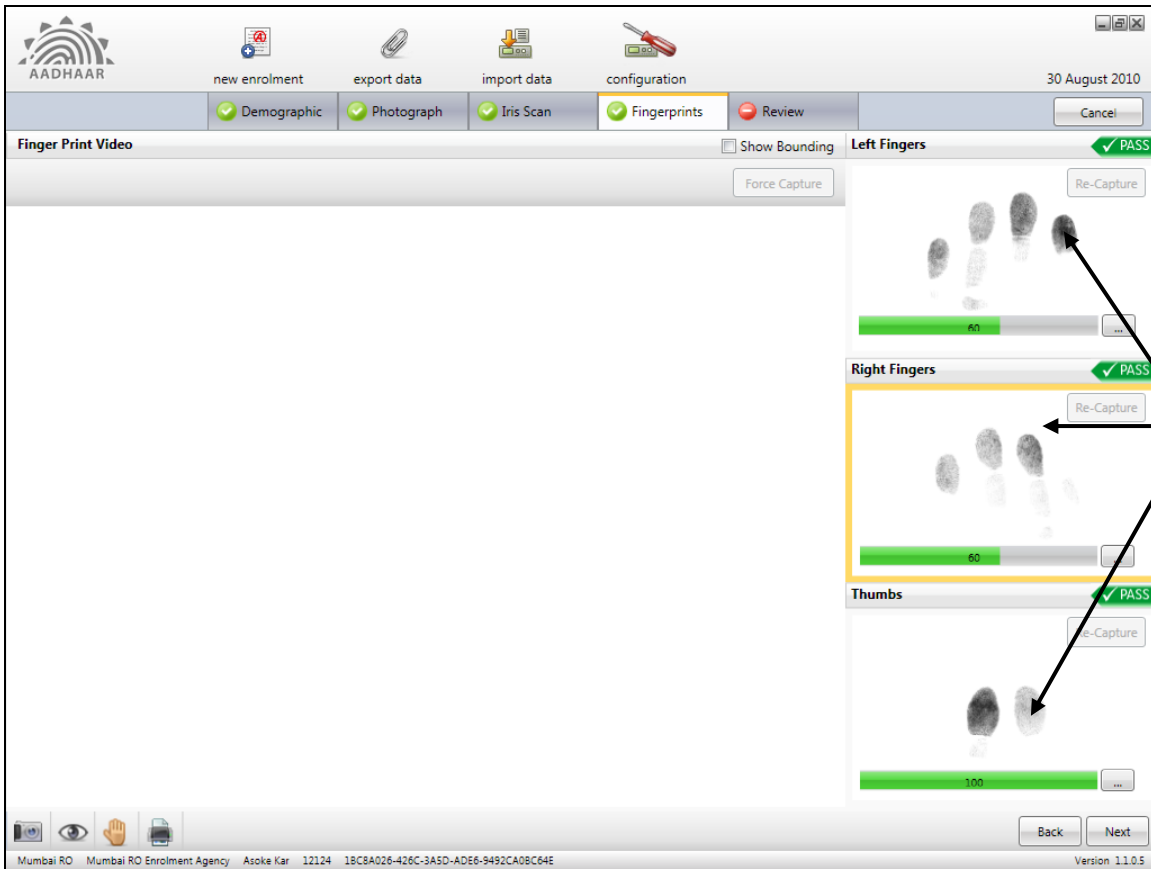


Figure 65: Fingerprint Capture

- Click the **Next** button when finished. The **Review** screen will be displayed.

Step 7: Review and Confirmation of Captured Data

After the data capture has been completed, the data has to be reviewed and confirmed by the resident.

Read out the text on the screen if resident can't read or is blind to confirm that the data is right.

After the concerned resident reviews and confirms the data captured, check with the resident if she/he wants to participate in the scheme of Financial Inclusion by linking his current bank account number to her/his Aadhaar number or by opening a new bank account on the basis of her/his Aadhaar number. The accounts would be opened for everyone including children.

- If the resident has consented, then click the Consent radio buttons (**Bank A/C Opening, Information Sharing**) provided to take the resident's approval on bank account opening and information sharing.



Figure 76: Capturing Fingerprint of operator and Supervisor

Introducer validations for resident's credentials

If the resident does not have any valid PoI and PoA documents, then Introducer based verification will be initiated. The Introducer can endorse a resident and vouch for the validity of resident's information by giving his/her fingerprint.

In that case, you have to enter the Introducer's name and Aadhaar number in the corresponding fields at the 'Demographic' screen. In the 'Review' screen, the Introducer's fingerprint (any one finger) will be captured.

- In the 'Review' screen, capture the Introducer's fingerprint by clicking the **Capture** button at the **Introducer's Confirmation** area.

In case of document-based verification, this 'Introducer's Confirmation' area will not be visible on the 'Review' screen.

Operator confirmation for captured data

All resident data captured by you (Enrolment operator) have to be confirmed by yourself by providing your biometric data.

- In the **Review** screen, capture the operator's (i.e., your own) Fingerprint in the **Operator's Confirmation** section by clicking the **Capture** button. It may be any one of your fingers.

Supervisor Verification for Biometric Exceptions

Any biometric exceptions captured by the operator have to be verified by the Supervisor by providing her/his biometric.

- Click the **Capture** button to capture the Fingerprint of the Supervisor.
- After that, click the **Finish** button to save the capture and generate Enrolment ID and receipt.

Step 8: Generate Enrolment ID and Print Acknowledgement Slip & Consent-for-Enrolment

After clicking the **Finish** button in the **Review** screen, the following confirmation dialog-box with the Enrolment ID and the option to print a receipt will be displayed.

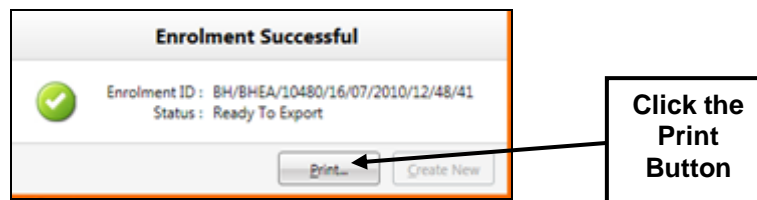


Figure 17: Enrolment completion Confirmation Window

- Click the **Print** button at the confirmation message box to generate an Acknowledgement Slip and Enrolment Receipt / Consent-for-enrolment.

Ask resident to sign / give thumb impression on the Consent-for-Enrolment Slip (Office copy) and file it properly. Sign and stamp the Acknowledgement Slip. Give the Acknowledgement Slip (Resident's copy) to the resident.

- After printing is complete, the **Create New** button is enabled. You can either print once again or press **Create New** to start new enrolment. The option of printing again is provided to deal with possible printer issues (like paper jam, poor quality print, etc).

Step 9: Export resident Data File

At the end of the enrolment session (which may be at a given time of day or end-of-day), the folder containing the resident data files should be exported to a Memory Stick (4 GB USB pen drive).

- To begin exporting the directory containing the resident data files, click the **export data** menu from the top panel (if you are not in the **Export Enrolment Data** screen). The **Export Enrolment Data** screen will be displayed.

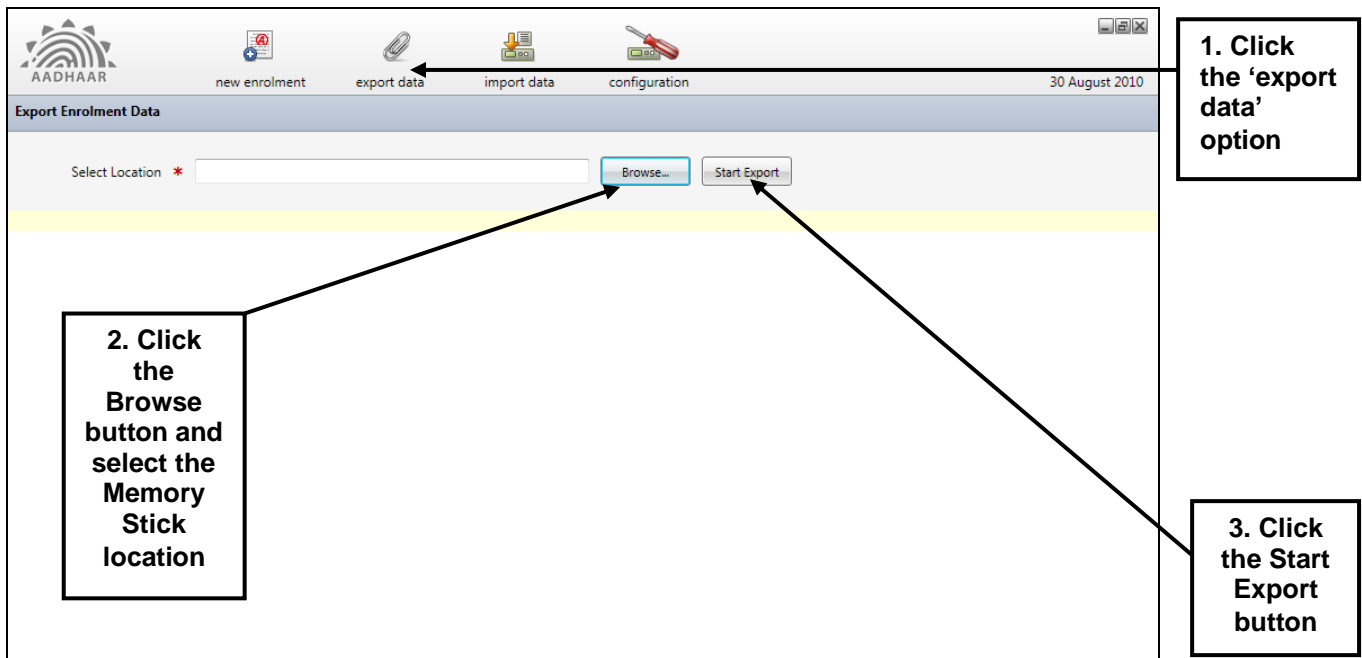


Figure 18: Export Enrolment Data

- Click the **Browse** button to select the directory.
- Select the directory.
- Click the **Start Export** button. This will export the data file to the Memory Stick.

Closing Aadhaar enrolment client

Click on the Cross (✕) icon in the top-right corner of the application to close Aadhaar enrolment client.



Data Backup at Local Level

Data backup of each station to an **external hard disk** drive is required **at least twice a day**, one should be at mid-day and another end-of-day. The backup should be maintained for a minimum period of 60 days (or as specified by UIDAI form time to time).

- Take a back up of all folders and files in **C:\UID_Export**
- Take a back up of **MS SQL Express data and log files**. The procedure is:
 - Click **Start → Run**
 - Type **services.msc** and click **OK**
 - Select and STOP **SQL Express 2008**
 - Go to **C:\Program Files\Microsoft SQL Server\MSSQL10_50.SQLEXPRESS\MSSQL\DATA**

Note: The above path shows the default location. In case you have installed SQL Express in a custom location, you will find it under
<Custom location>\ Microsoft SQL
Server\MSSQL10_50.SQLEXPRESS\MSSQL\DATA\

- Copy AADHAAREnrolmentClient.mdf file
- Go to **C:\Program Files\Microsoft SQL Server\MSSQL10_50.SQLEXPRESS\MSSQL\Log**

Note: The above path shows the default location. In case you have installed SQL Express in a custom location, you will find it under
<Custom location>\ Microsoft SQL
Server\MSSQL10_50.SQLEXPRESS\MSSQL\Log\

- Copy AADHAAREnrolmentClient.ldf file
- Go to services.msc
- Start SQL Express 2008 R2