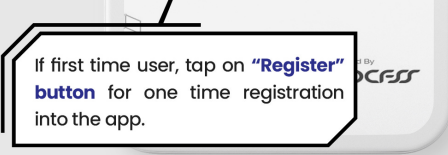




AP FRS Usage Manual for DDO



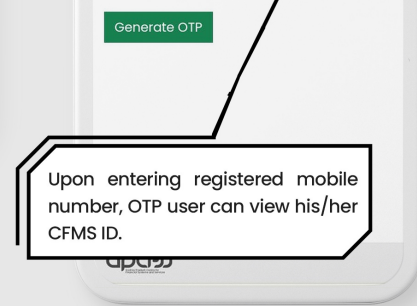
If first time user, tap on **"Register" button** for one time registration into the app.

The image shows a smartphone screen with the CFMS app interface. A red arrow points from the 'Register' button to the instruction box. The app header includes the text 'Know your CFMS Id' and the CFMS logo.



Enter the CFMS Id and tap on **"Submit" button**.

The image shows a smartphone screen with the CFMS app login interface. A blue dot on the screen indicates the location of the 'Submit' button, with a line pointing to the instruction box. The app header includes the text 'Know your CFMS Id' and the CFMS logo.

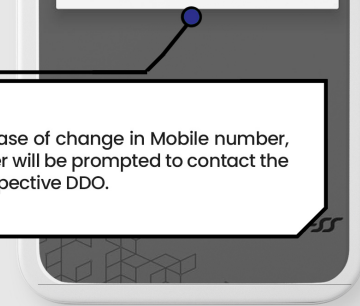


play, the number should be in the form of +91-84XXXXXX69.

- If user wants to change the Mobile number, can do so by pressing **"Change"** button.



Incase of change in Mobile number, user will be prompted to contact the respective DDO.



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

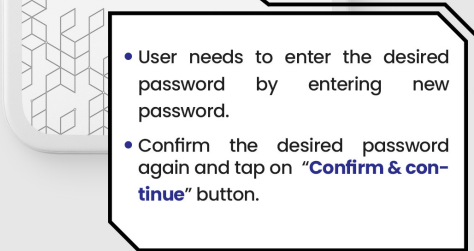
Resend

Submit & Next

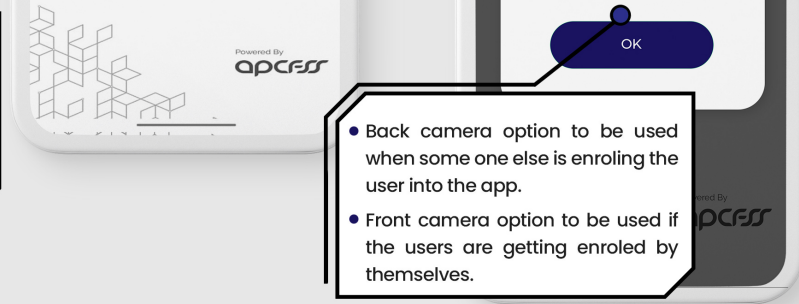
- Enter the OTP received on the registered mobile number, tap on the **"Submit OTP"** button.
- If OTP is not received within few seconds, tap on **"Resend"** button.



- Post successful OTP verification, User can view the details viz. Name, CFMS Id, Mobile, Email id, Department, Designation.
- Tap on **"Confirm & Continue"**.

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

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



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



There is a provision for
“**Do's and Dont's**” help for facial
template registration.

Facial Template Enrolment

Capturing of facial template into the app.

User needs to provide required permissions.

While using the app

Only this time

Don't allow

User needs to provide required permissions.

- Please ensure to focus complete face in the circle while looking at mobile camera and slowly blink the eyes.

- A green circle will start filling the face, once the circle completely turns into green, **tap inside the circle** without moving the mobile phone.

Slowly blink your eyes

Powered By

apress

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

May be later

- User needs to tap on **“YES”** button to setup current work location.

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

button for setting up of another location.

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

Note*

This newly setup work location is automatically applicable for all the staff mapped to that DDO code.

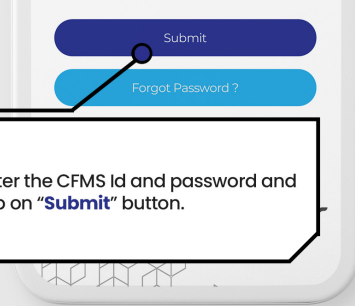
Next step, by entering the login credentials i.e. by entering CFMS Id and password.

- To login with facial recognition, tap on "**Face icon**".

Powered By
apcress

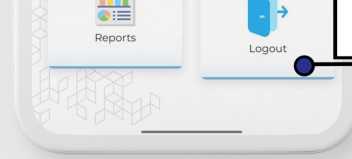
Slowly blink your eyes

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

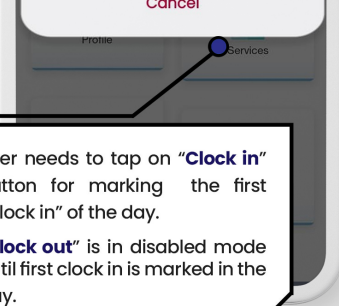
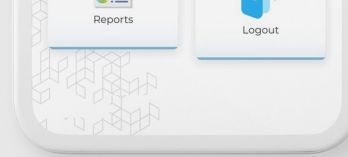


Enter the CFMS Id and password and tap on "**Submit**" button.

Services enables the users to view their pay slips



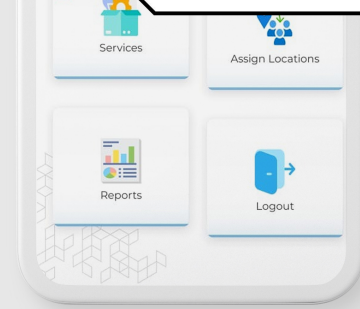
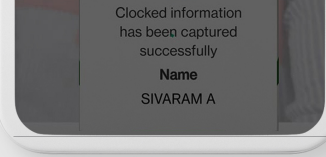
Option to Logout from the app.

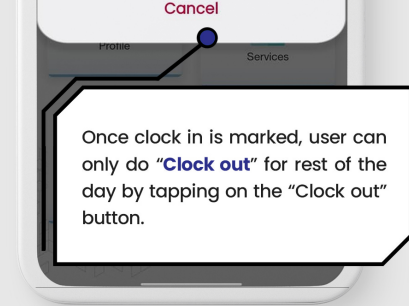
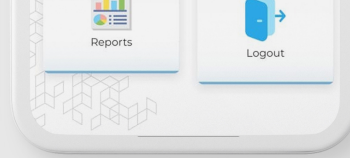


- User needs to tap on **"Clock in"** button for marking the first "Clock in" of the day.
- **"Clock out"** is in disabled mode until first clock in is marked in the day.

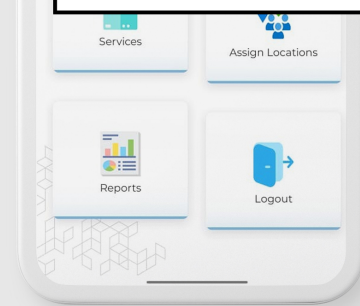
face within the circle as shown in the image and needs to **slowly blink the eyes**.

- A green circle starts filling around the face. Once the entire circle turns into green completely, clock in gets completed.





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




Services

My Locations



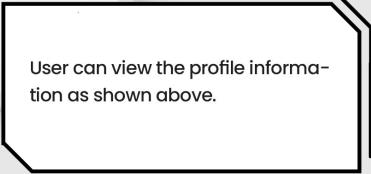
Logout

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

 Clocked In : 10:00 AM
Clocked Out : 5:30 PM
Total Hours : 7 hrs 30 min >

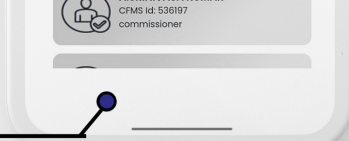
 **08-SEP-2022**
Clocked In : 10:00 AM
Clocked Out : 5:30 PM >

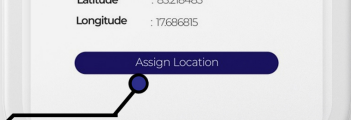
User can view the day wise total **hours history** as shown in the above screen.



User can view the profile information as shown above.

screen" and tap on "Assign Location" icon.

- 
- The image shows a mobile app screen with a header containing a profile icon, the text 'CFMS Id: 536197', and the title 'commissioner'. Below the header is a list of staff members. A blue dot with a line pointing to it indicates the list of staff.
- User can view the list of all staff mapped to that DDO Code.
 - User can tap on any of the staff name to whom new location needs to be assigned.

- 
- The image shows a mobile app screen with location details. At the top, it displays 'Latitude : 63.21943' and 'Longitude : 77.686815'. Below this is a blue button labeled 'Assign Location'. A blue dot with a line pointing to it indicates the button.
- User can select District, DDO from the above dropdown (or) enter DDO code for which details will be fetched.
 - Upon verification, user needs to tap on "Assign Location" button for another new location assignment.

After logging into the app from DDO login, user needs to click on menu icon which is highlighted above.

User needs to tap on **My location** for setting up of the current location for the entire staff mapped to that DDO code

GF9P+R69, Nelapadu, Amaravati,
Andhra Pradesh 522237

Add Location

A new customized locations can be added as needed.

