ENROLLMENT DESIGNS

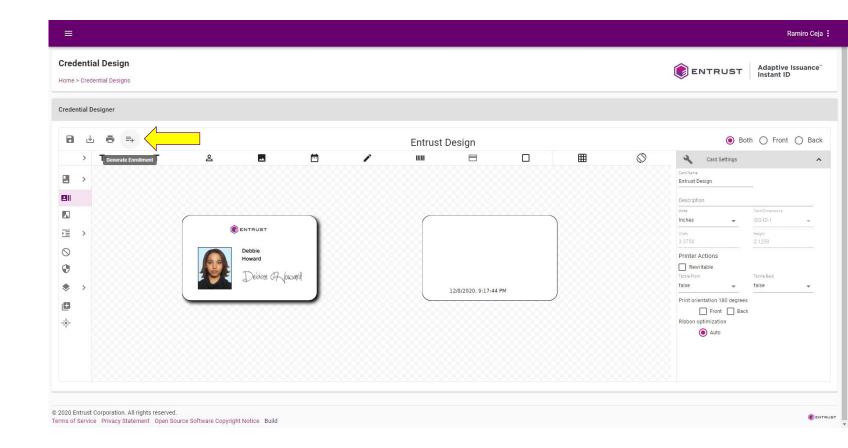


Enrollment Designs

Generating an enrollment from a credential design creates an enrollment design. Enrollment designs control the appearance and functionality of the enrollment form used to enroll applicants.

Generate an Enrollment Design

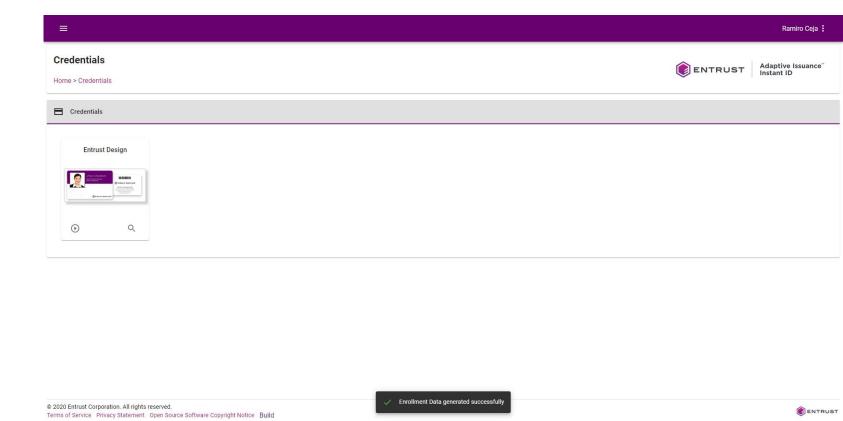
From an existing credential design, click on **Generate Enrollment**.





Generate an Enrollment Design

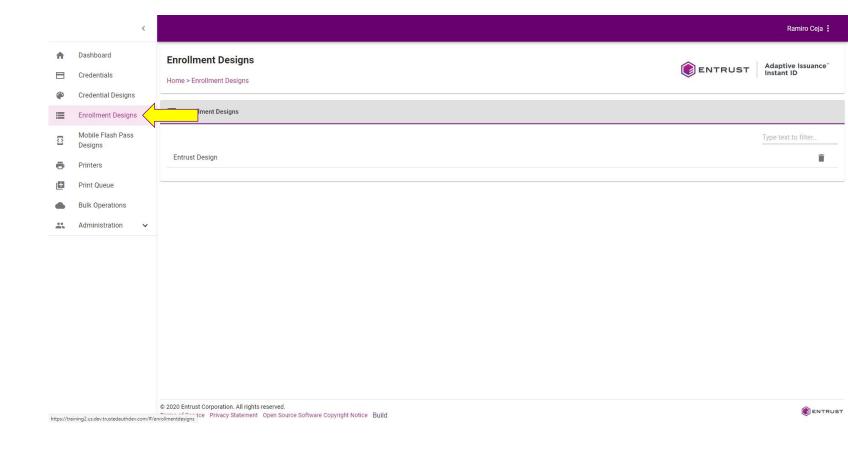
Enrollment Data generated successfully.





Open an Enrollment Design

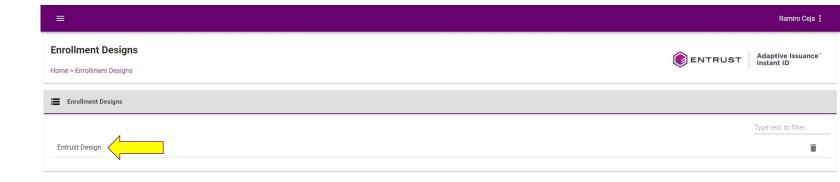
From the Main Menu select **Enrollment Designs**.





Open an Enrollment Design

Click on an enrollment design name.



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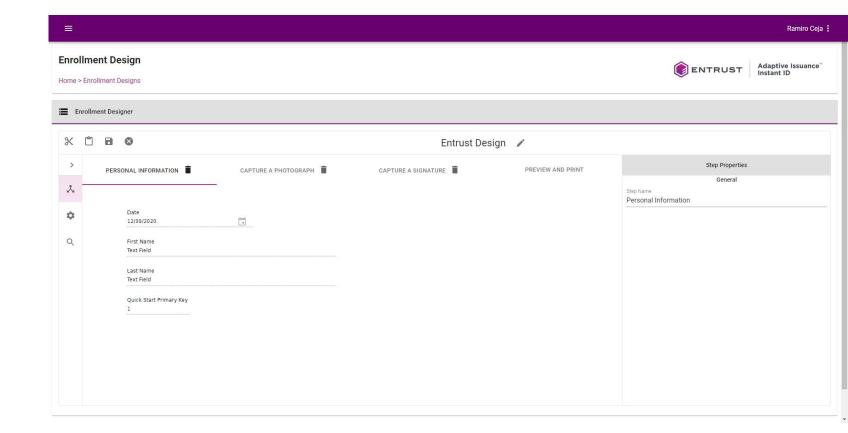
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Open an Enrollment Design

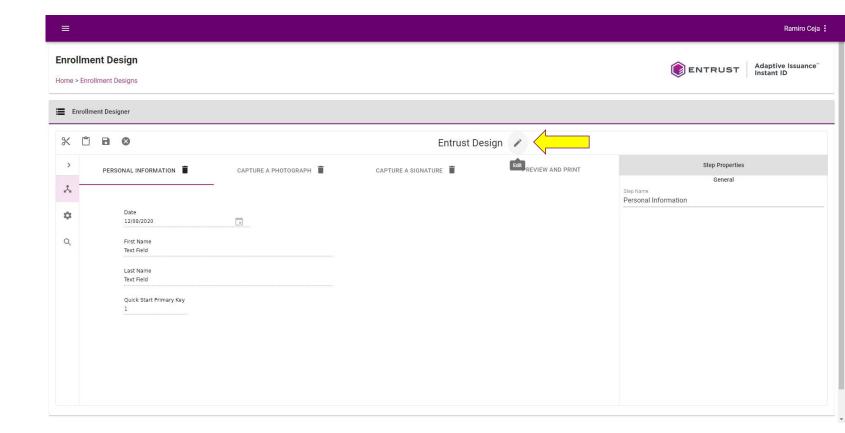
The **Enrollment Designer** opens.





Edit the Enrollment Design Name

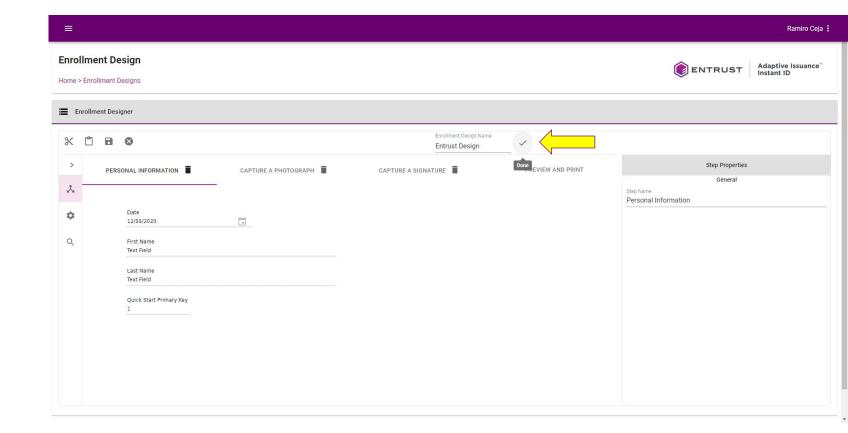
To edit the enrollment design name, click on the **Edit** icon.





Edit the Enrollment Design Name

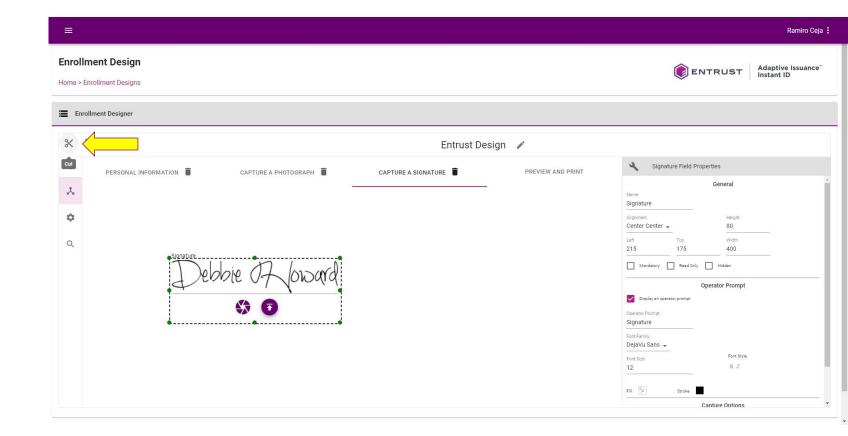
Edit the name and click on the **Done** icon.





Move a Field

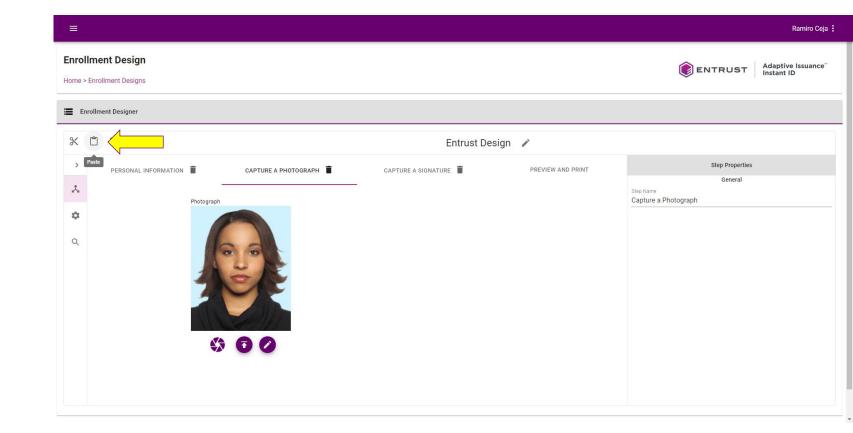
To move a field from one step to another, select the field and click on the **Cut** icon.





Move a Field

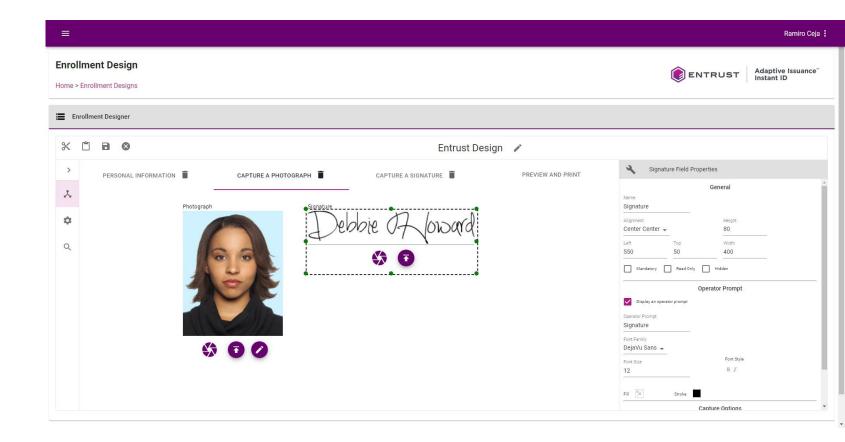
Select the step that you want to move the field to and click on the **Paste** icon.





Move a Field

The field is moved to the new step.

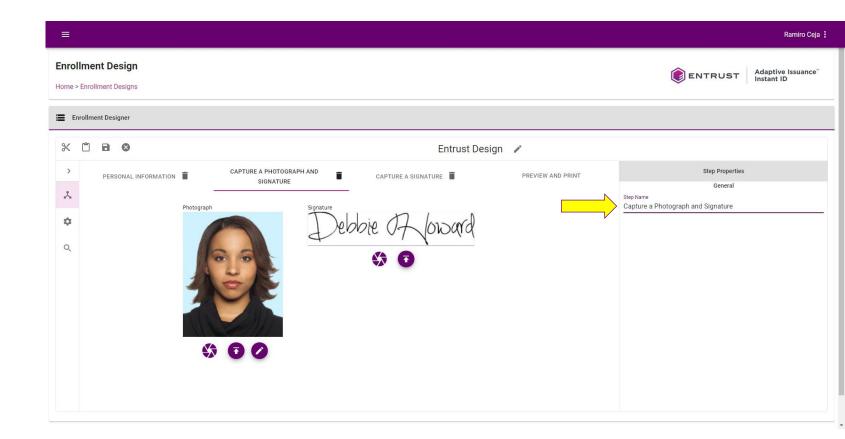




Edit the Step Name

Edit the step name in the **Step Name** field.

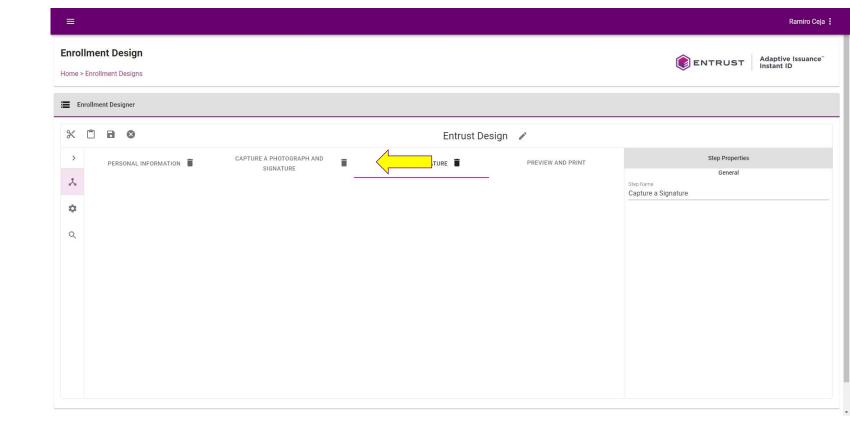
Enter a name that describes the intention of the step.





Delete a Step

To delete a step, click on the Delete icon next to the empty step.



Note: In order to delete a step, you must remove all fields from the step.

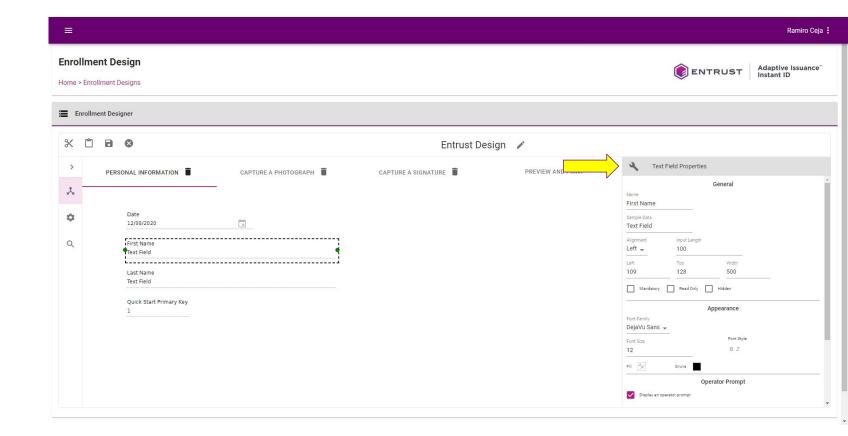


Text Fields

Text fields contain information about the Applicant such as their name and an identification number.

Select a Text field from steps in the enrollment design.

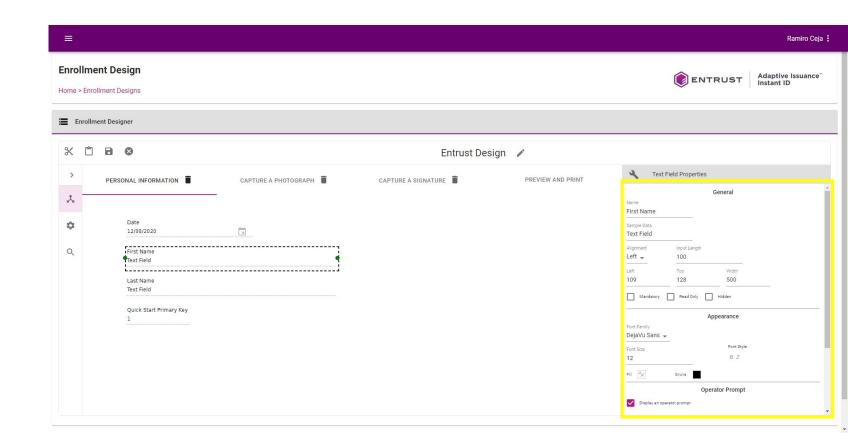
The Text Field Properties pane opens.





Configure the **General** properties...

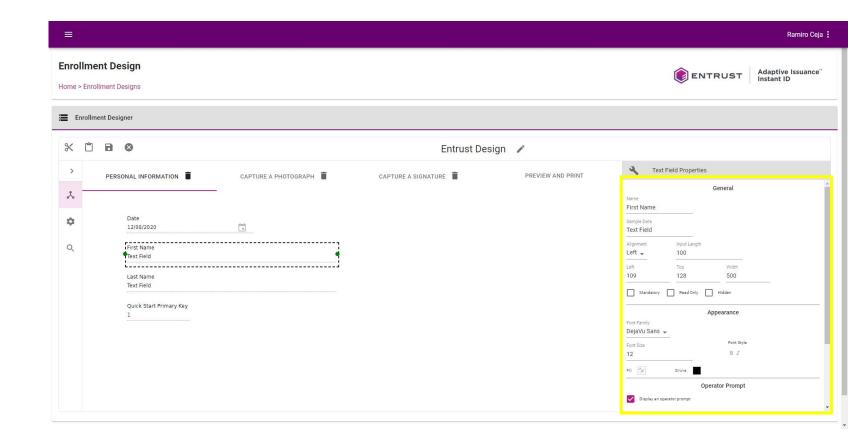
- Name field
- Sample Data field
- Alignment field
- Input Length field
- Left and Top fields
- Width field
- Mandatory (Requires a value in the field during enrollment)
- Read Only
 (Prevents a field from being altered during enrollment)
- Hidden (Hides a field during enrollment)





Appearance properties...

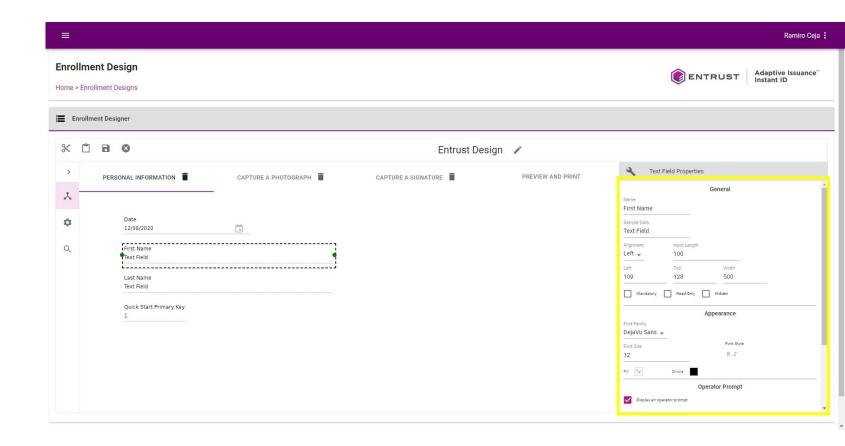
- Font Family field
- Font Size field
- Bold
- Italic
- Fill color selector changes the color surrounding text.
- Stroke color selector changes the color of the text.





Configure the **Operator Prompt** properties...

- Clear the Display an operator prompt checkbox, to remove the operator prompt.
- Operator Prompt field
- Font Family field
- Font Size field
- Bold
- Italic
- Fill color selector changes the color surrounding text.
- Stroke color selector changes the color of the text.



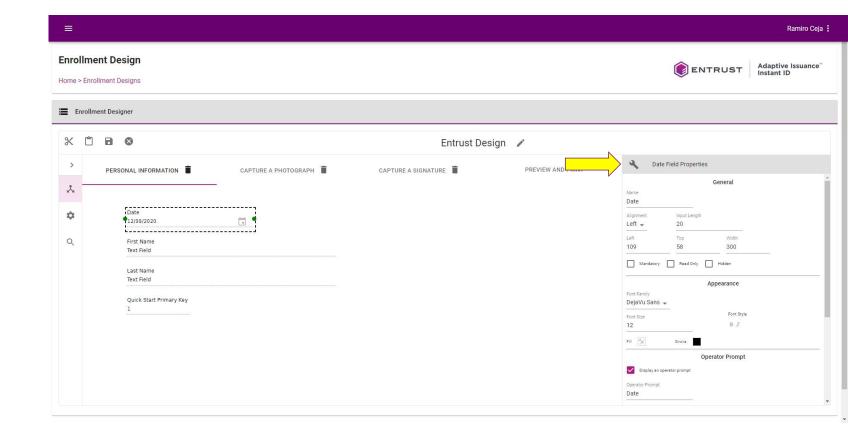


Date Fields

Date fields gather dates from the enrollment process and ensure the date follows a selected date format.

Select a Date field from steps in the enrollment design.

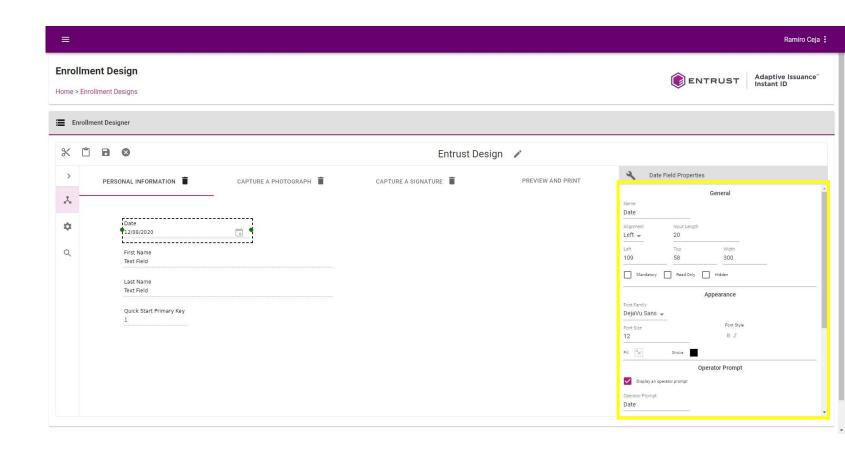
The Date Field Properties pane opens.





Configure the **General** properties...

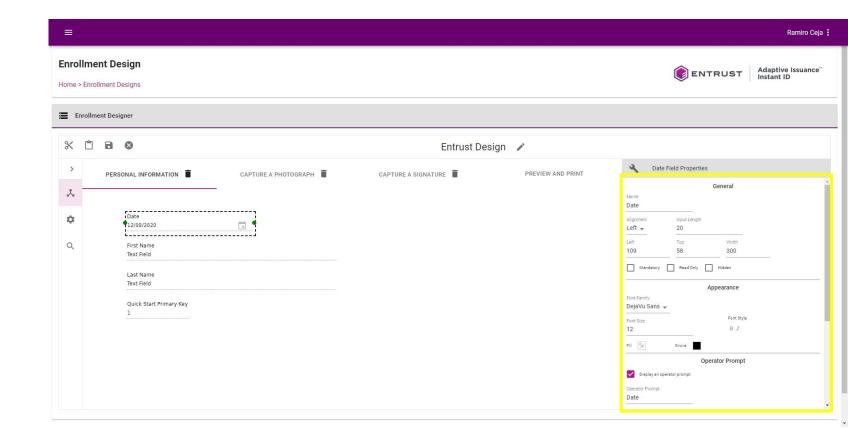
- Name field
- Alignment field
- Input Length field
- Left and Top fields
- Width field
- Mandatory
 (Requires a value in the field during enrollment)
- Read Only
 (Prevents a field from being altered during enrollment)
- Hidden (Hides a field during enrollment)





Appearance properties...

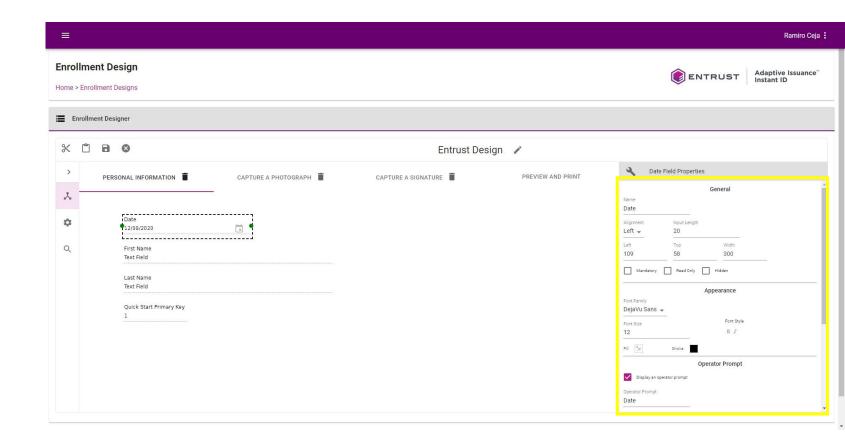
- Font Family field
- Font Size field
- Bold
- Italic
- Fill color selector changes the color surrounding text.
- Stroke color selector changes the color of the text.





Configure the **Operator Prompt** properties...

- Clear the Display an operator prompt checkbox, to remove the operator prompt.
- Operator Prompt field
- Font Family field
- Font Size field
- Bold
- Italic
- Fill color selector changes the color surrounding text.
- Stroke color selector changes the color of the text.





Configure the **Advanced** properties...

- Select Enforce input mask to modify the date format for the field.
- From the Date
 Format list, select
 a format foe the
 field.
- From the Time
 Format list, None,
 12 hour format, or
 24 hour format.
 Selecting None
 removes the time
 from the field.

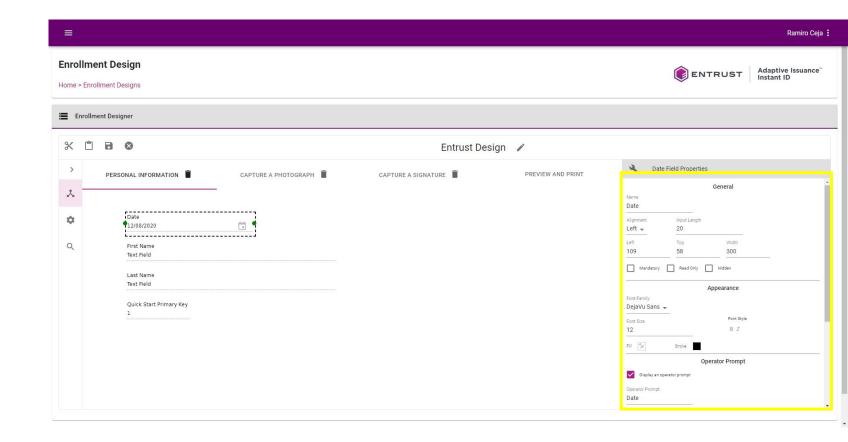


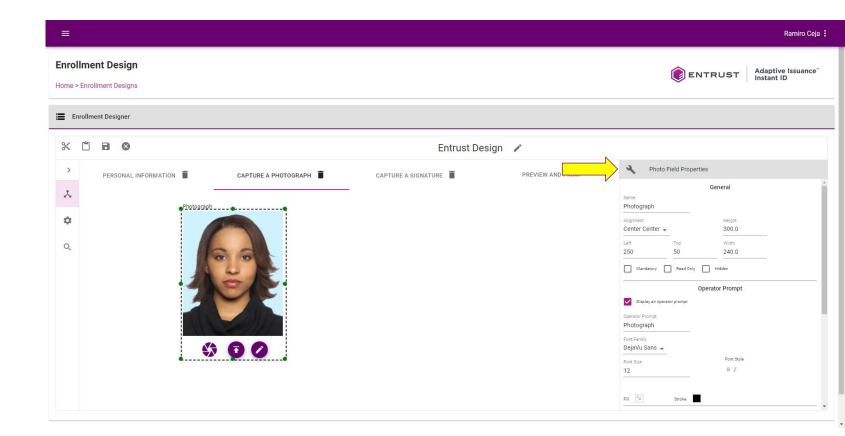


Photo Fields

Photo fields allow images of the user to be captured or uploaded.

Select a Photo field from steps in the enrollment design.

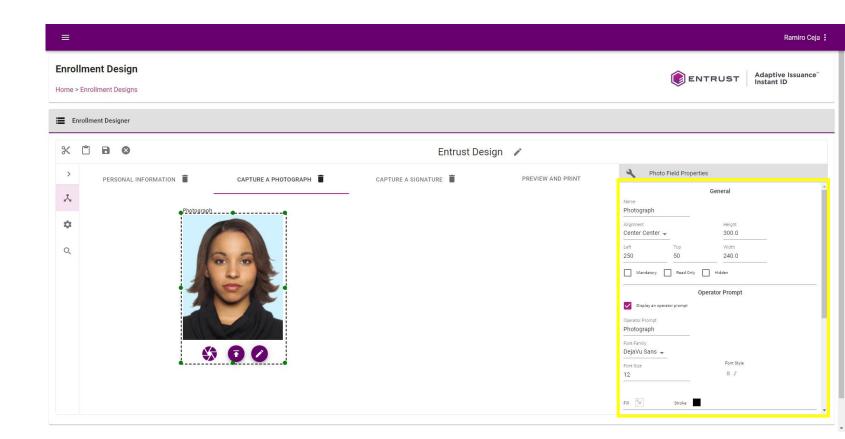
The Photo Field Properties pane opens.





Configure the **General** properties...

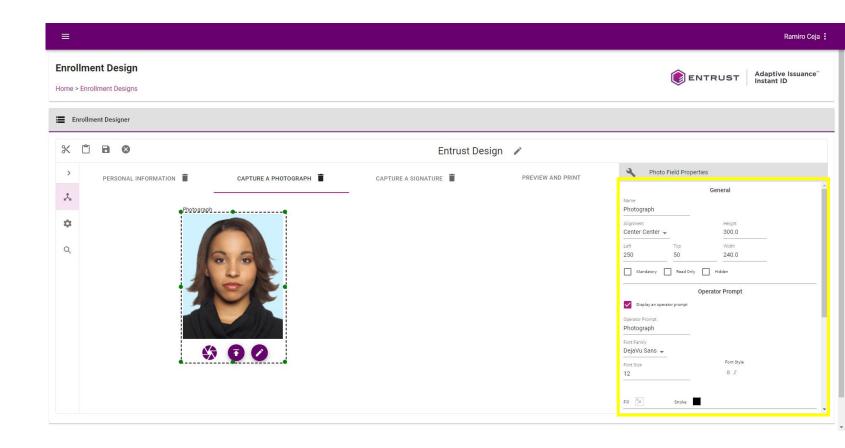
- Name field
- Alignment field
- Input Length field
- Left and Top fields
- Height and Width fields
- Mandatory
 (Requires a value in the field during enrollment)
- Read Only
 (Prevents a field from being altered during enrollment)
- Hidden (Hides a field during enrollment)





Configure the **Operator Prompt** properties...

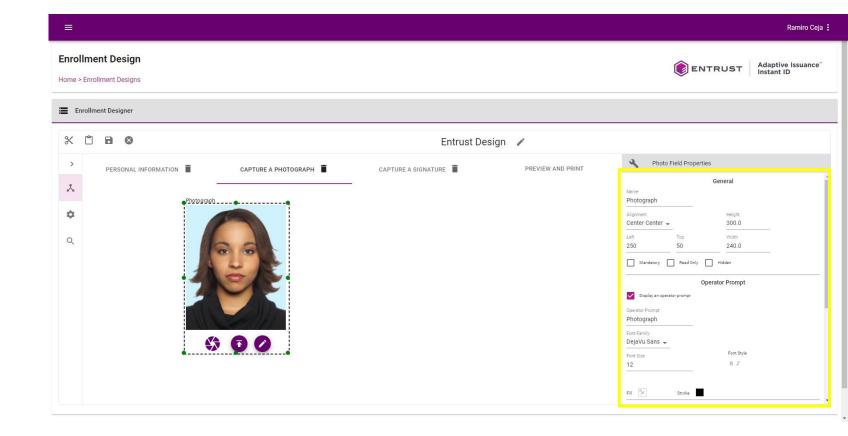
- Clear the Display an operator prompt checkbox, to remove the operator prompt.
- Operator Prompt field
- Font Family field
- Font Size field
- Bold
- Italic
- Fill color selector changes the color surrounding text.
- Stroke color selector changes the color of the text.





Configure the **Capture Options**...

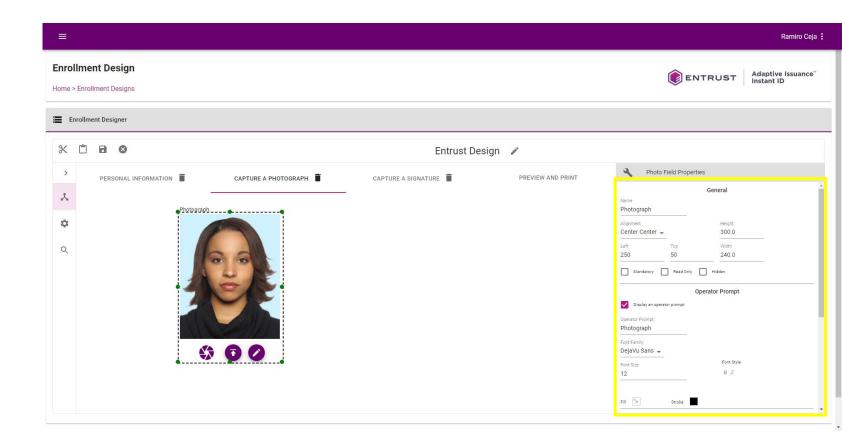
- Enable Capture from File allows the Operator to upload a photograph of the Applicant from the local file system.
- Enable Capture from Device allows the Operator to capture a photograph of the Applicant using a camera.





Configure the **Capture Options**...

- Image Rotation
 automatically
 rotates the
 photograph
 clockwise after
 capture. Options
 include 0, 90, 180,
 and 270 degrees.
- Cropping sets the cropping options available to the Operator.
 - No Crop Box
 - Crop Box with Shape of his Field
 - Crop Box with Shape
 - Auto Crop

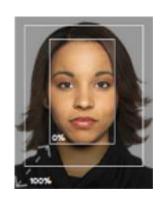




Auto Crop Example

After capturing a photograph, Instant ID as a Service detects the Applicant's face then crops the photograph to include the Applicant's face and some of the surrounding area. The Crop Area value sets amount of surrounding area included in the photograph.

For example, a value of 0 includes only the Applicant's face. A value of 100 includes the Applicant's face and some of the surrounding area including the Applicant's hair.





Signature Fields

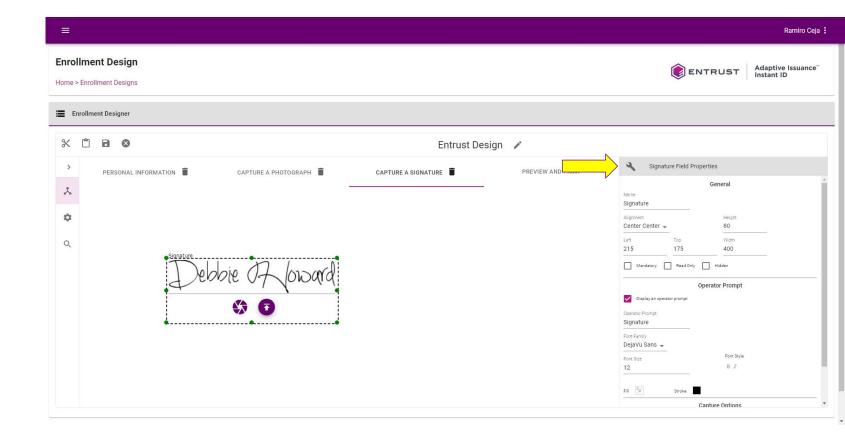
Signature fields provide options to upload or capture a signature from the Applicant.



Configure Signature Fields

Select a Signature field from steps in the enrollment design.

The Signature Field Properties pane opens.

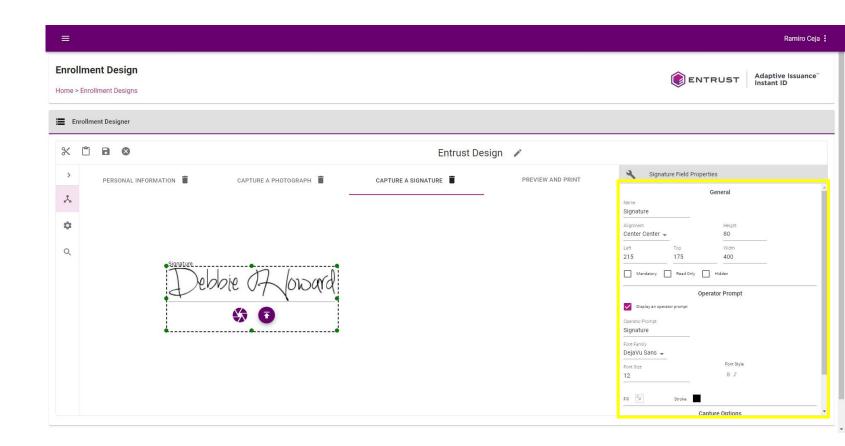




Configure Signature Fields

Configure the **General** properties...

- Name field
- Alignment field
- Height and Width fields
- Left and Top fields
- Mandatory
 (Requires a value in the field during enrollment)
- Read Only
 (Prevents a field from being altered during enrollment)
- Hidden (Hides a field during enrollment)

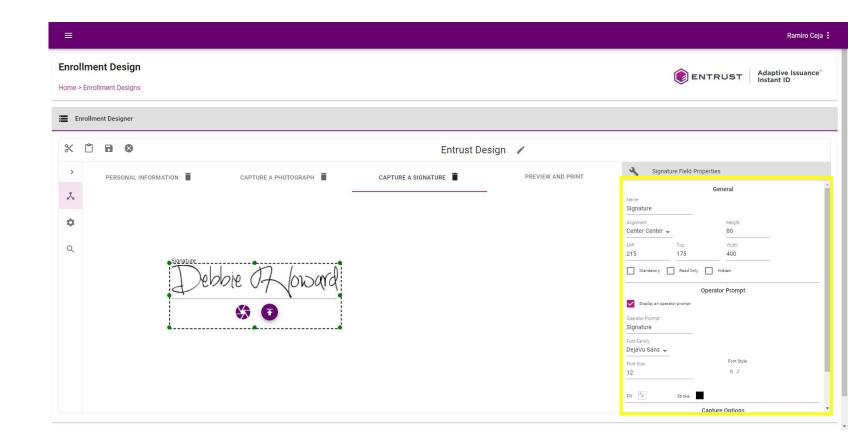




Configure Signature Fields

Configure the **Operator Prompt** properties...

- Clear the Display an operator prompt checkbox, to remove the operator prompt.
- Operator Prompt field
- Font Family field
- Font Size field
- Bold
- Italic
- Fill color selector changes the color surrounding text.
- Stroke color selector changes the color of the text.

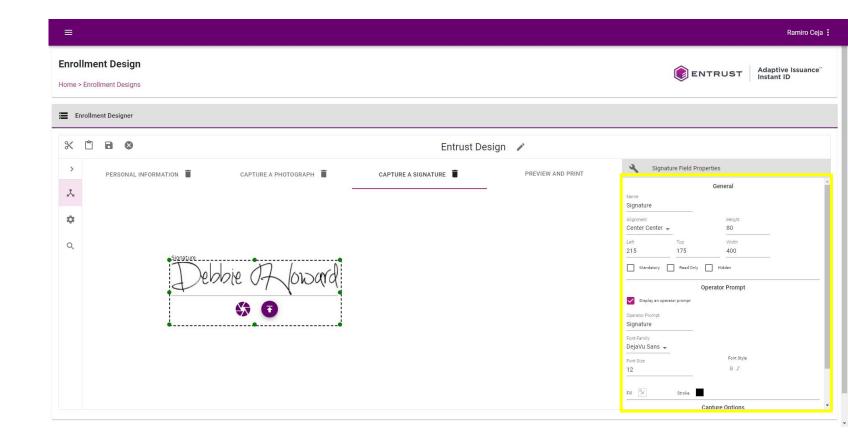




Configure Signature Fields

Configure the **Capture Options**...

- Enable Capture from File allows the Operator to upload an image of the Applicant's signature.
- Enable Capture
 from Device
 allows the
 Operator to
 capture the
 Applicant's
 signature using a
 mouse or touch
 screen.





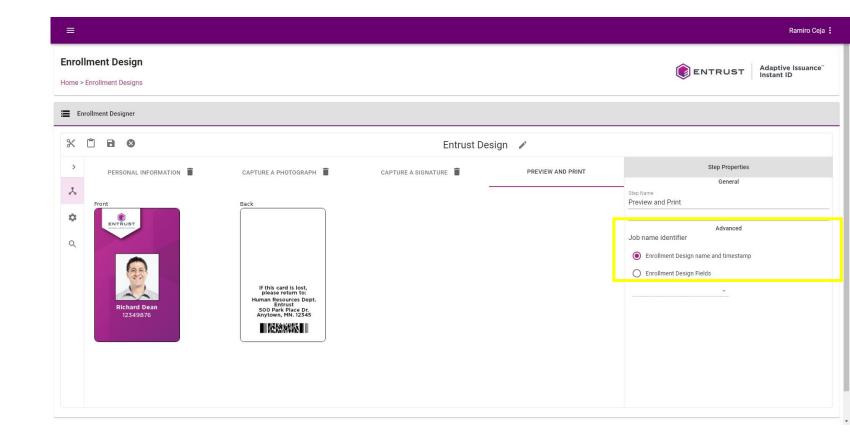
Job Name Identifier

The Job Name Identifier is the name displayed for print jobs initiated using the enrollment. Instant ID as a Service includes options to use the enrollment design name or a value from a field on the enrollment design.

Job Name Identifier

Select Enrollment
Name and
Timestamp to use the
Enrollment Design
name as the Job
Name Identifier.

Select Enrollment
Fields then select a
field from the list to
use a value from a
field as the Job Name
Identifier.



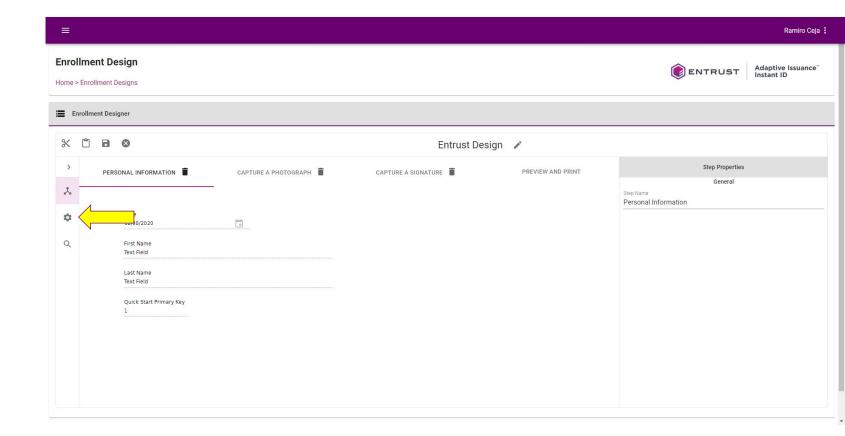


Enrollment Design Settings

The enrollment design settings set the description for the enrollment design and the tab order for the fields during enrollment.

Change the Tab Order

Click on the **Settings** icon.

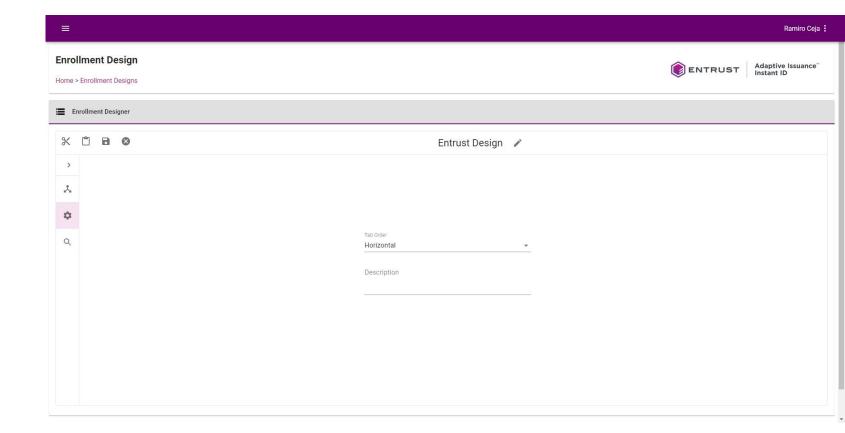




Change the Tab Order

From the Tab Order list, select...

- Horizontal to select the field to the right of the currently selected field when Tab is pressed.
- Vertical to select the field below the currently selected field when Tab is pressed.

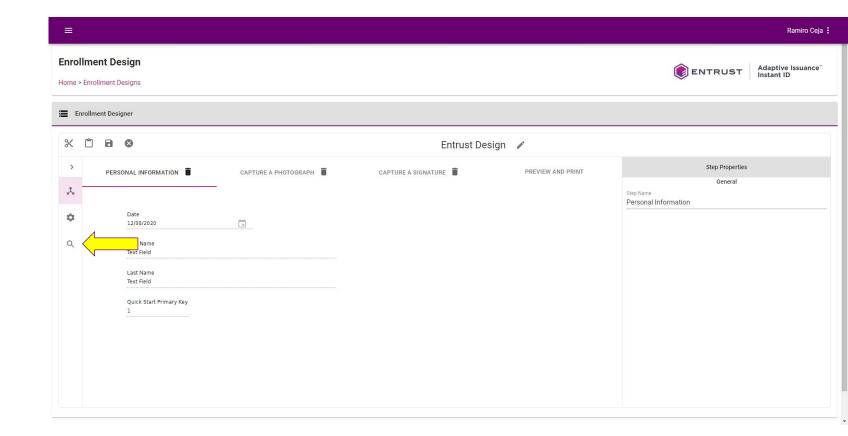




Enrollment Search Settings

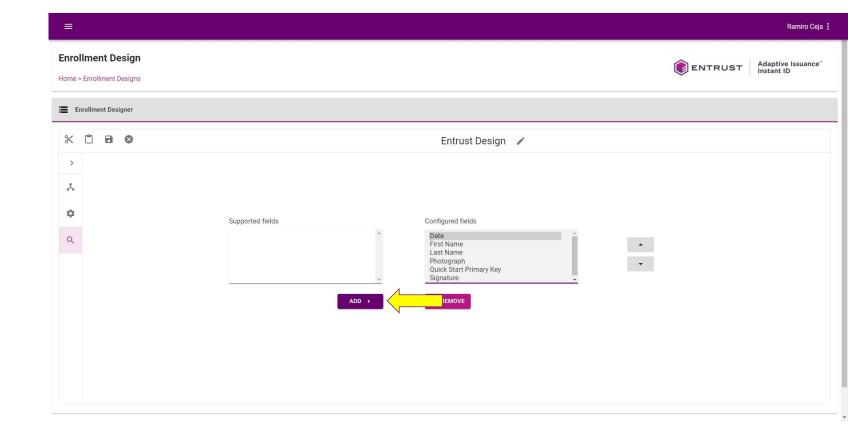
The enrollment search settings control the fields displayed as columns when searching for enrollments. It also sets the order of the columns. By default, Instant ID as a Service displays all fields.

Click on the **Search Settings** icon.



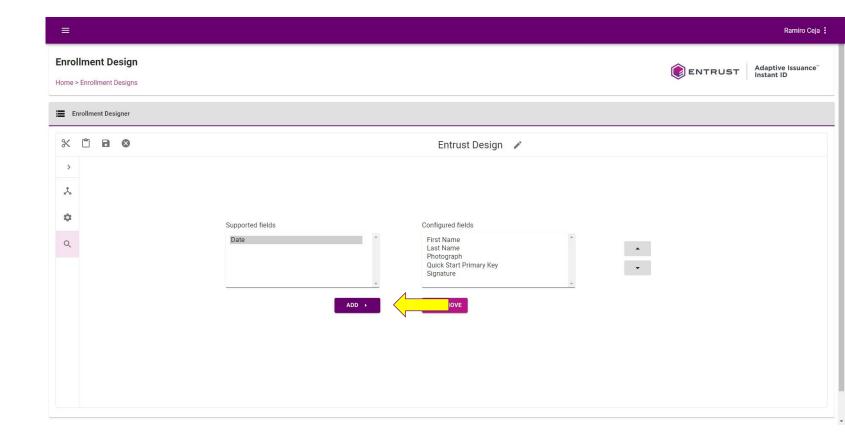


To remove a field, select it from the **Configured fields** list and click on **REMOVE**.



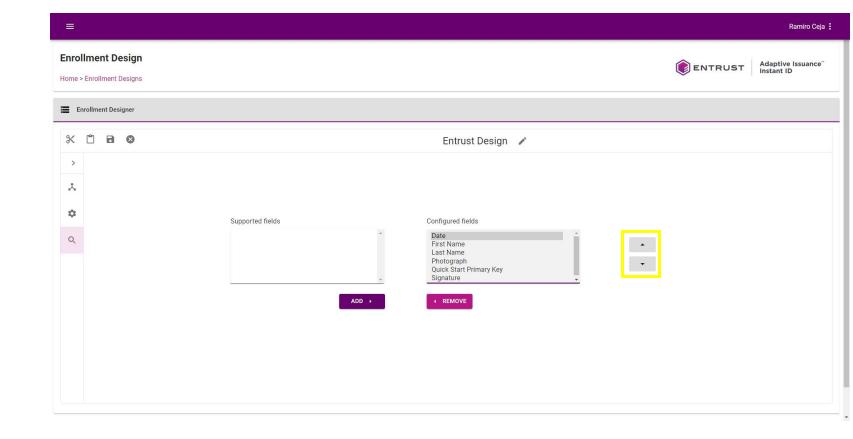


To add a field, select it from the **Supported fields** list and click on **ADD**.





To change the order of fields, select a field from the **Configured fields** list and click the **Up** arrow to move it up or the **Down** arrow to move it down.





Save the Enrollment Design

Click on the **Save** icon to save the enrollment design.

