

Note: Every Candidate who Want to be Appear in Orientation Must Have National ID Number Updated in FEIMS Profile (For Individual Candidates)

➤ Login to Candidate Individual profile of FEIMS

➤ Click View/Edit Profile

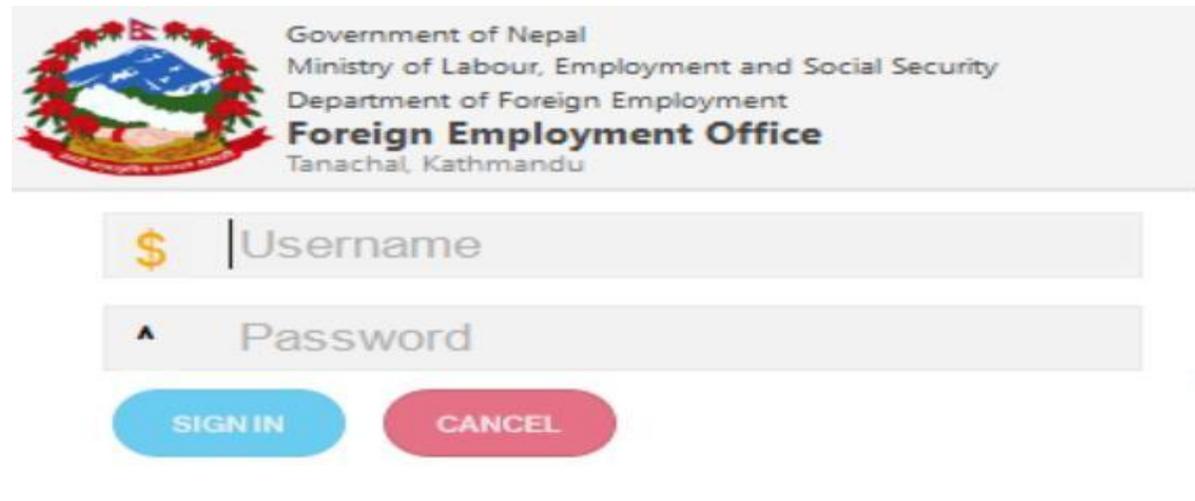
➤ Enter National ID Number and Other Information and Click Next

**National ID Number Info**

National ID No \*

For Orientation Training Center

- Un Install Previous DOFE Orientation Desktop Application Completely
- Download Updated DOFE Orientation Desktop Application
- Install Setup file
- Open DOFE Orientation Desktop Application
- Login to DOFE Orientation Desktop Application



The screenshot shows the login interface for the DOFE Orientation Desktop Application. At the top left is the Government of Nepal emblem. To its right, the text reads: "Government of Nepal", "Ministry of Labour, Employment and Social Security", "Department of Foreign Employment", "Foreign Employment Office", and "Tanachal, Kathmandu". Below this header are two input fields: "Username" with a yellow dollar sign icon and "Password" with a black triangle icon. At the bottom are two buttons: a blue "SIGN IN" button and a red "CANCEL" button.

- Connect Iris Recognition Device and Computer with same network
- Open Iris Recognition Device
  - Click Setting->Network
  - Find Device IP Address
- Open DOFE Orientation Desktop Application
  - Click Device Setting
  - Set Device IP Address
  - Click Connect Device
  - Successfully Message will Appear
  - Click Save Settings and Close Device Setting Window



## DASHBOARD

### Management



Batch Management



Trainer Management

### Biometric Device



Device Setting



5 Close

Manage the Device

Machine No

Device IP  Port

1 Put Device IP

Connect Device  2 Click

Manage Service Settings

URL Schema

Service IP  Port

Manage Document Settings

URL Schema

Store IP  Port

User and Template Management

Get the Server Time

Force Connect Device

Save Settings  4 Click

Successfully connected to the Iris Recognition Terminal

3 Message appear

# • Login to FEIMS Web Application

➤ Click Batch Management

➤ Click Add new

BATCH MANAGEMENT Batch Management

### Orientation Batch Form

\* Fields Are Mandatory

Grouped Countries (Clusters) *	Course *	Start Date *
<input type="text" value="C 150000000"/>	<input type="text" value="test"/>	<input type="text" value=""/>
End Date *	First Day	End Time
<input type="text" value=""/>	Start Time	<input type="text" value=""/>
Second Day	End Time	
Start Time	<input type="text" value=""/>	
<input type="text" value=""/>		
Trainer *		
<input type="text" value=""/>		

Click

# • FEIMS Web Application...

**BATCH MANAGEMENT** 🏠 [Batch Management](#)

## Orientation Batch

+ ADD NEW      Batch No:       Start Date:       🔍

↕ SN	↕ Batch Number	↕ Entered Male	↕ Entered Female	↕ Course	↕ Trainer	↕ Start Date	↕ End Date	↕ Grouped Countries (Clusters)	↕ Actions
1	181	4	1	test	...	...	...	Self Orientation	

# • FEIMS Web Application...

Lot Number  Passport Number  

[+ ADD NEW TRAINEE](#)

**Click**

Individual	PassportNo	Active	ThumbPrint	Gender	Country	Actions
1	XXXXXXXXXX	✓	✗	Male	Qatar	
2	XXXXXXXXXX	✓	✗	Male	Qatar	
3	XXXXXXXXXX	✓	✗	Female	Qatar	
4	XXXXXXXXXX	✓	✗	Male	Qatar	
5	XXXXXXXXXX	✓	✗	Male	Qatar	

# • FEIMS Web Application...

BATCH MANAGEMENT

Individual  Recruitment Agency

Passport No.



**1 Click**

OR

BATCH MANAGEMENT

Individual  Recruitment Agency

Passport No.  Lot No.



**1 Click**

Name	Passport No.	Address	Destination Country	Skill	
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Qatar	Painter Helper	<input type="button" value="+ ADD"/>

**2 Click**

- Open DOFE Orientation Desktop Application
- Click Batch Management

Batch Management

### BATCH MANAGEMENT

Start Date:  Batch No :

SNo	Batch Number	Entered Male	Entered Female	Course	Trainer	Start Date	End Date	View
1	181	4	1	test		2024/09/29	2024/09/30	

Refresh << < 1 /1 > >> View Per Page 5 1 Record(s)

Click

- DOFE Orientation Desktop Application (Process of Taking Attendance and send to DoFE)

**BATCH MANAGEMENT**

**Batch Info**

Batch Quota : 50  
No of Male : 0  
No of Female : 0  
Course : 1001  
Batch No : 042  
Trainer : [Redacted]

**Schedule**

Start Date : 2023/10/10  
End Date : 2023/10/14  
First Day : 11:00 AM - 03:00 PM  
Second Day : 11:00 AM - 03:00 PM  
Server Date Time : 2023/10/10 09:00 PM

LOT No:  Passport No:

SNo	Worker Name	PassportNo	Active	Iris Scan	Gender	Send Attendance To dofe	View
1	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Redacted]		
2	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Redacted]		
3	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Redacted]		

**1. Click Here To Take Attendance** 

## ➤ This Window Will Appear

The screenshot displays the DOFE IRIS software interface. The window title is "DOFE IRIS". The interface is divided into two main sections: "Employee Information" on the left and "Iris Device Controller" on the right. The "Employee Information" section contains several input fields for personal data: Name, Passport No, Gender, Country, Citizen Ship No, National Id No, and DOB. Below these fields, there is a "Verification Type" section with a radio button selected for "Iris Scan ( Eye Scan )". At the bottom of this section, there is an "Iris Scan" label and a red trash icon. The "Iris Device Controller" section has a top bar with "Disconnect & Release" and "Clear Stage" buttons. Below this is a tabbed interface with four tabs: "Interaction", "Feedback", "Connection", and "Help". The "Interaction" tab is currently selected. A blue arrow points to the "Interaction" tab with the text "2. Click Interaction". Below the tabs, there is a "Service IP" label and an input field containing the IP address "192.168.1.100".

DOFE IRIS

Disconnect & Release Clear Stage

### Employee Information

Name : [REDACTED]  
Passport No : [REDACTED]  
Gender : [REDACTED]  
Country : [REDACTED]  
Citizen Ship No: [REDACTED]  
National Id No: [REDACTED]  
DOB: [REDACTED]

Verification Type :  Iris Scan ( Eye Scan )

Iris Scan

### Iris Device Controller

Interaction Feedback Connection Help

Service IP : [REDACTED]

2. Click Interaction

➤ This Window Will Appear

The screenshot displays the DOFE IRIS software interface. On the left, the 'Employee Information' section contains fields for Name, Passport No, Gender (Male), Country (Malaysia), CitizenShip No, National Id No, and DOB (11111111). The 'Verification Type' is set to 'Iris Scan (Eye Scan)'. On the right, the 'Iris Device Controller' section has tabs for Interaction, Feedback, Connection, and Help. Under the Interaction tab, there are fields for 'Right Eye', 'Left Eye', and 'Face'. The 'Interaction Mode' section has two radio buttons: 'Enroll' (selected) and 'Recognition'. Below these are 'Start Capture' and 'Stop Capture' buttons. A large blue button labeled 'Click To Enroll' is at the bottom. A 'Preview' window is on the right. At the top right of the interface are 'Disconnect & Release' and 'Clear Stage' buttons. Two blue arrows with red text point to the 'Enroll' radio button and the 'Start Capture' button, labeled '3. Select Enroll' and '4. Click Start Capture' respectively.

DOFE IRIS

Disconnect & Release Clear Stage

### Employee Information

Name : ██████████  
Passport No : ██████████  
Gender : Male  
Country : Malaysia  
CitizenShip No: ██████████  
National Id No: ██████████  
DOB: 11111111  
Verification Type :  Iris Scan ( Eye Scan )  
Iris Scan

### Iris Device Controller

Interaction Feedback Connection Help

Right Eye : ██████████ Left Eye : ██████████

Interaction Mode  
 Enroll  
 Recognition

Face : ██████████

Start Capture Stop Capture

Click To Enroll

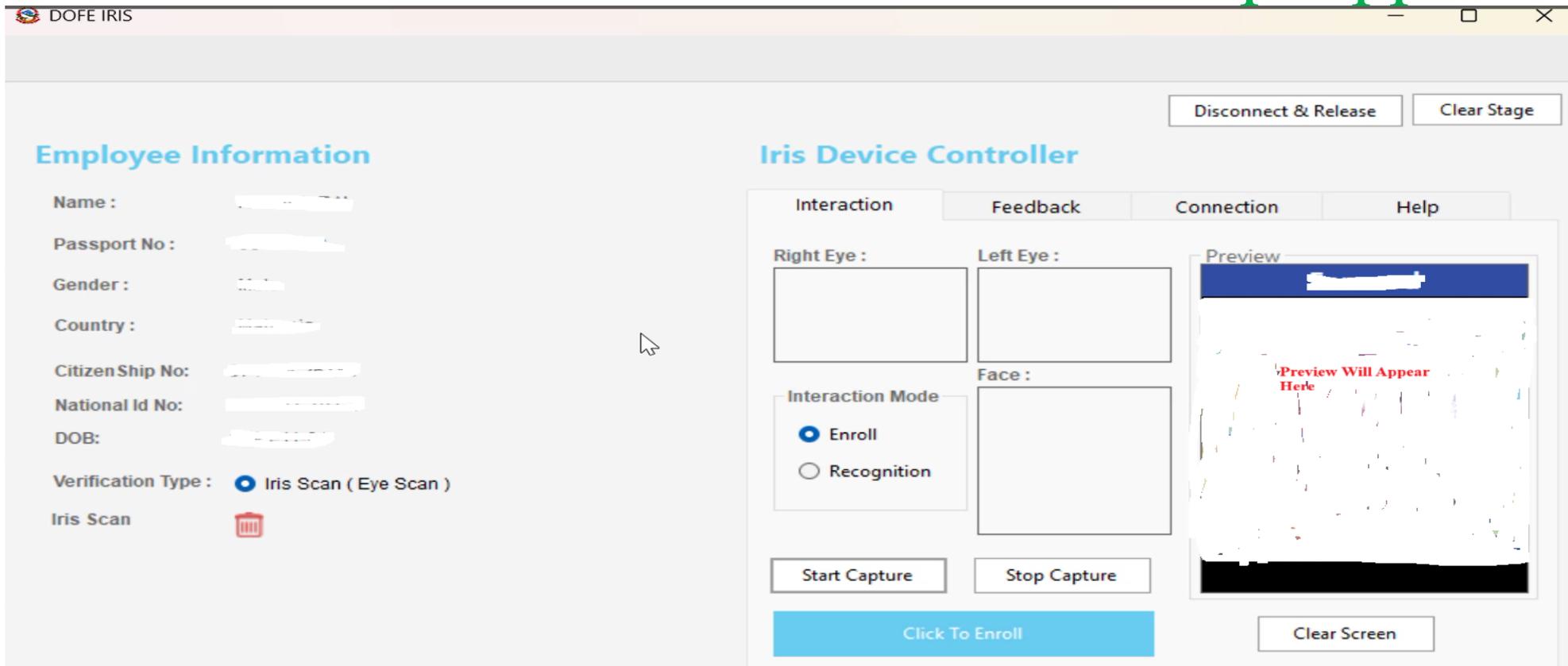
Preview

Clear Screen

3. Select Enroll

4. Click Start Capture

- Iris Recognition Device Camera will be Open
- Ask Concern Candidate (Individual Trainee) to Stand In Front of Iris Recognition Device Camera
- The Preview will be Shown In Desktop Application



# ➤ Iris Recognition Device Camera will Auto Capture Iris and face

The screenshot displays the DOFE IRIS software interface, which is divided into two main sections: Employee Information and Iris Device Controller.

**Employee Information:**

- Name : [Redacted]
- Passport No : [Redacted]
- Gender : [Redacted]
- Country : [Redacted]
- Citizen Ship No: [Redacted]
- National Id No: [Redacted]
- DOB: [Redacted]
- Verification Type :  Iris Scan ( Eye Scan )
- Iris Scan

**Iris Device Controller:**

Buttons: Disconnect & Release, Clear Stage

Interaction Feedback Connection Help

Right Eye : Image Will Appear Here

Left Eye : Image will Appear Here

Face : Image will Appear Here

Interaction Mode

- Enroll
- Recognition

Start Capture Stop Capture

Click To Enroll

Preview

Preview Will Appear Here

Clear Screen

➤ After Eye and Face Image will Appear then Click ( Click to Enroll)

The screenshot displays the DOFE IRIS software interface. On the left, the 'Employee Information' section includes fields for Name, Passport No, Gender, Country, Citizen Ship No, National Id No, and DOB. The 'Verification Type' is set to 'Iris Scan ( Eye Scan )'. Below this is an 'Iris Scan' button with a red trash icon. On the right, the 'Iris Device Controller' section has tabs for 'Interaction', 'Feedback', 'Connection', and 'Help'. Under 'Interaction', there are boxes for 'Right Eye', 'Left Eye', and 'Face', each containing the text 'Image Will Appear Here' or 'Image will Appear Here'. There is also an 'Interaction Mode' section with 'Enroll' (selected) and 'Recognition' options. At the bottom of this section are 'Start Capture' and 'Stop Capture' buttons. A large blue arrow points to a 'Click To Enroll' button. To the right of the controller is a 'Preview' window showing a blurred image with the text 'Preview Will Appear Here'. At the top right of the interface are 'Disconnect & Release' and 'Clear Stage' buttons. At the bottom right of the preview window is a 'Clear Screen' button.

**Employee Information**

Name : [Redacted]  
Passport No : [Redacted]  
Gender : [Redacted]  
Country : [Redacted]  
Citizen Ship No: [Redacted]  
National Id No: [Redacted]  
DOB: [Redacted]  
Verification Type :  Iris Scan ( Eye Scan )  
Iris Scan

**Iris Device Controller**

Interaction Feedback Connection Help

Right Eye : Image Will Appear Here  
Left Eye : Image will Appear Here  
Face : Image will Appear Here

Interaction Mode  
 Enroll  
 Recognition

Start Capture Stop Capture

**5. Click Here** → Click To Enroll

Preview  
Preview Will Appear Here

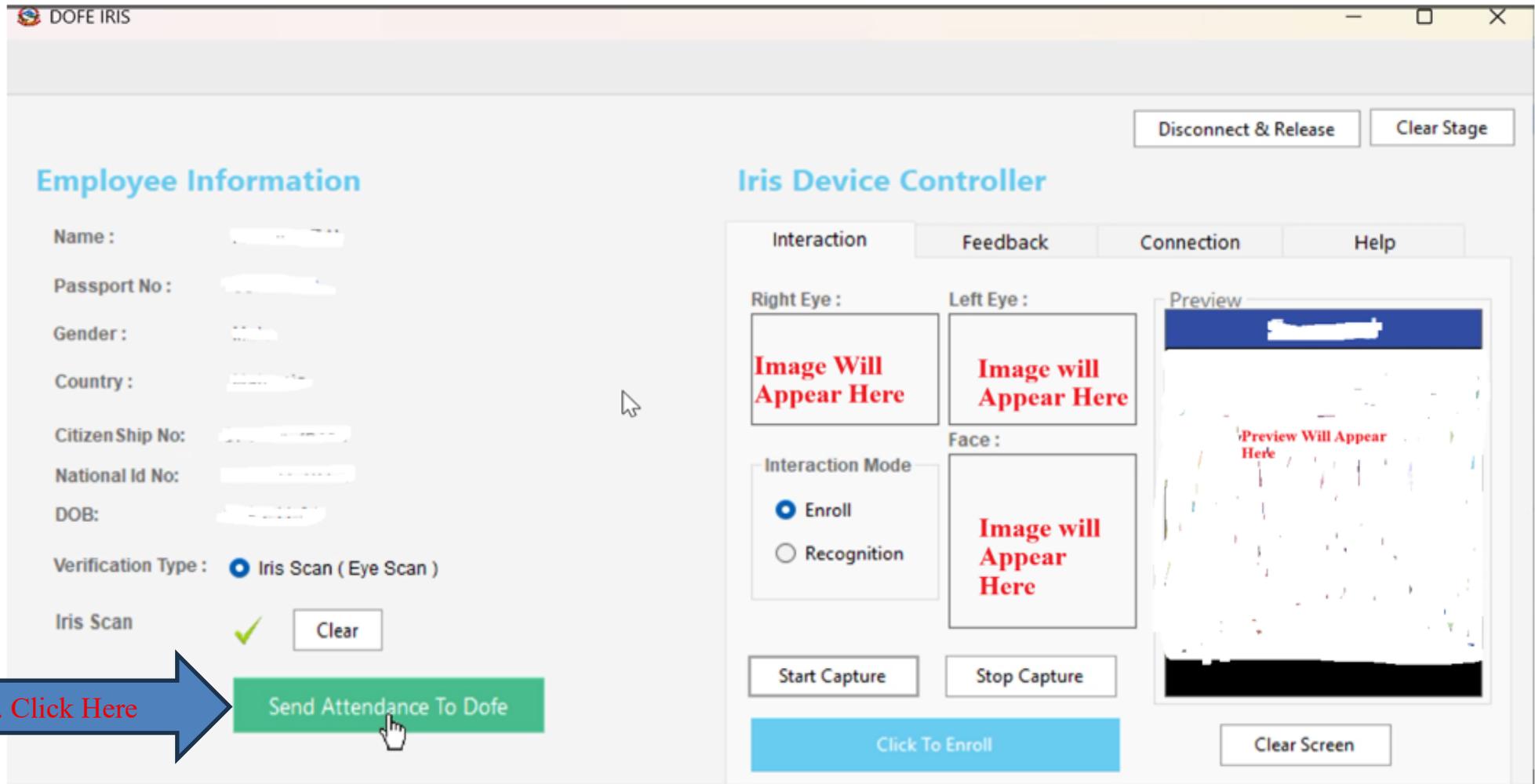
Clear Screen

Disconnect & Release Clear Stage

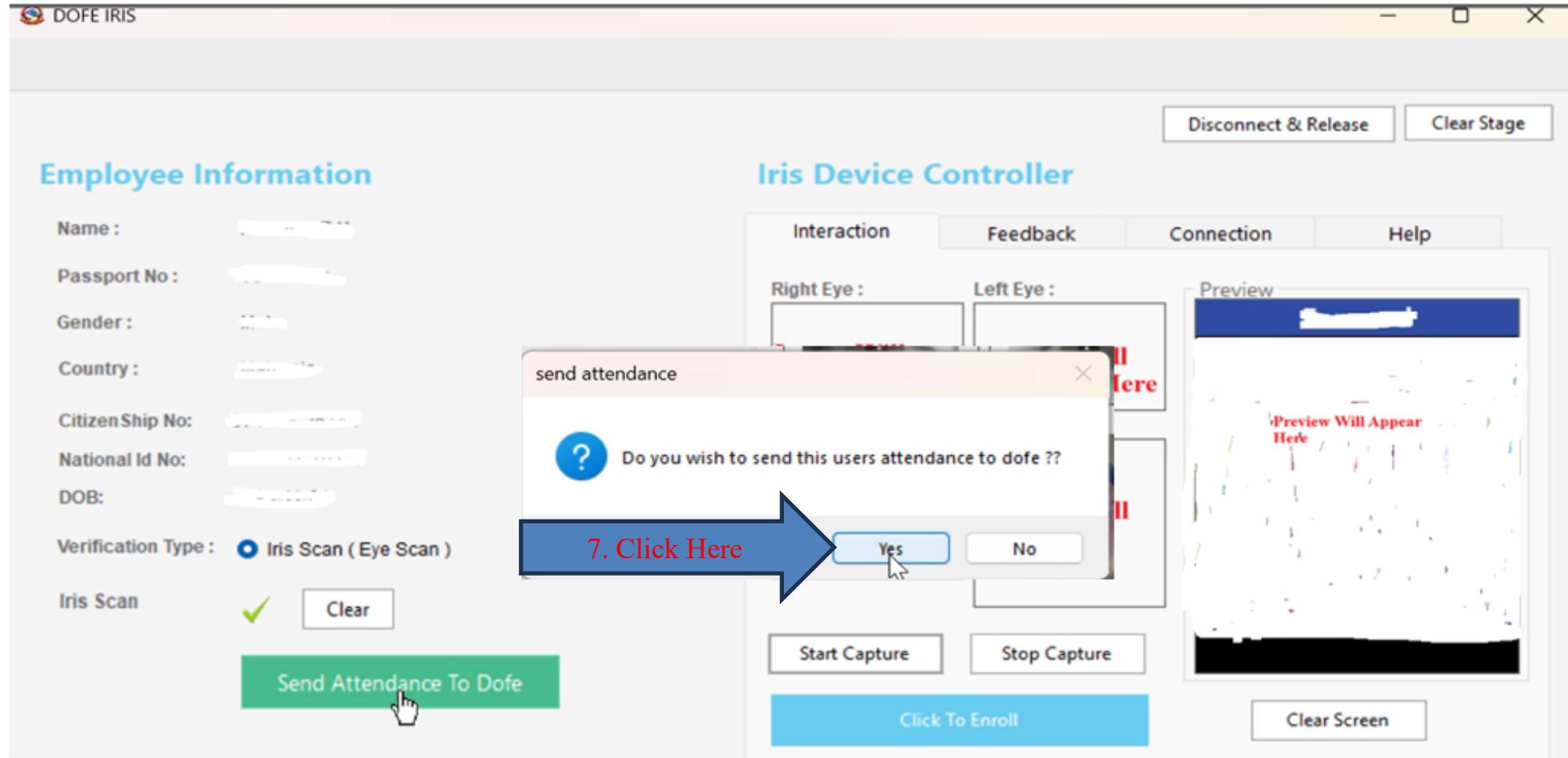
- After That Send Attendance to Dofe Button Will Appear and Iris Scan will be Ticked (✓)

The screenshot displays the DOFE IRIS software interface. On the left, the 'Employee Information' section includes fields for Name, Passport No, Gender, Country, Citizen Ship No, National Id No, and DOB. The 'Verification Type' is set to 'Iris Scan ( Eye Scan )' with a selected radio button. Below this, the 'Iris Scan' status is indicated by a green checkmark and a 'Clear' button. A prominent green button labeled 'Send Attendance To Dofe' is visible at the bottom of this section, with a mouse cursor hovering over it. On the right, the 'Iris Device Controller' section features tabs for 'Interaction', 'Feedback', 'Connection', and 'Help'. The 'Interaction' tab is active, showing 'Right Eye' and 'Left Eye' capture areas with the text 'Image Will Appear Here'. Below these are 'Interaction Mode' options for 'Enroll' (selected) and 'Recognition'. A 'Face' capture area also displays 'Image will Appear Here'. At the bottom of this section are 'Start Capture', 'Stop Capture', and 'Click To Enroll' buttons. A 'Preview' window on the right shows a blurred image with the text 'Preview Will Appear Here' and a 'Clear Screen' button. At the top right of the interface are 'Disconnect & Release' and 'Clear Stage' buttons.

➤ After That Click Send Attendance to Dofe Button



- The Iris Scan Image can be verified With NID System and after Verification “Do you wish to send this users attendance to dofe??” popup message will appear then click Yes



DOFE IRIS

Disconnect & Release Clear Stage

### Employee Information

Name : [Redacted]  
Passport No : [Redacted]  
Gender : [Redacted]  
Country : [Redacted]  
CitizenShip No: [Redacted]  
National Id No: [Redacted]  
DOB: [Redacted]  
Verification Type :  Iris Scan ( Eye Scan )  
Iris Scan

### Iris Device Controller

Interaction Feedback Connection Help

Right Eye : Image Will Appear Here  
Left Eye : Image will Appear Here  
Face : Image will Appear Here  
Interaction Mode  
 Enroll  
 Recognition  
Start Capture Stop Capture  
Click To Enroll  
Preview  
Preview Will Appear Here  
Clear Screen

Successful Message will Appear

## ➤ After Successful Click Close Button

The screenshot displays the DOFE IRIS application interface. On the left, the 'Employee Information' section includes fields for Name, Passport No, Gender, Country, Citizen Ship No, National Id No, and DOB. The 'Verification Type' is set to 'Iris Scan ( Eye Scan )'. Below this, there is a green checkmark, a 'Clear' button, and a prominent green button labeled 'Send Attendance To Dofe' with a mouse cursor hovering over it. On the right, the 'Iris Device Controller' section has tabs for 'Interaction', 'Feedback', 'Connection', and 'Help'. Under 'Interaction', there are sections for 'Right Eye', 'Left Eye', and 'Face', each with a red text prompt 'Image Will Appear Here'. Below these are 'Interaction Mode' options: 'Enroll' (selected) and 'Recognition'. At the bottom of this section are 'Start Capture', 'Stop Capture', and 'Click To Enroll' buttons. To the right of the device controller is a 'Preview' window showing a blurred image with the text 'Preview Will Appear Here' and a 'Clear Screen' button below it. In the top right corner, there are 'Disconnect & Release' and 'Clear Sta' buttons. A large blue arrow points upwards from the bottom right towards the 'Click Here' text, which is written vertically in red.

- ✓ Repeat Process of Taking Attendance and send to DoFE (Step1 to 7) for all Trainee Each Class day Two times (In Time and Out Time) within allocated time period.

# • To Check Trainee (Candidate) Attendance

**BATCH MANAGEMENT**

**Batch Info**

Batch Quota : 50  
No of Male : 0  
No of Female : 0  
Course :  
Batch No :  
Trainer :

**Schedule**

Start Date :  
End Date :  
First Day :  
Second Day :  
Server Date Time :

LOT No:  Enter Lot Number    Passport No:  Enter Passport No

SNo	Worker Name	PassportNo	Active	IrisScan	Gender	Send Attendance To Dofe	View
1			<input checked="" type="checkbox"/>	<input type="checkbox"/>			
2			<input checked="" type="checkbox"/>	<input type="checkbox"/>			
3			<input checked="" type="checkbox"/>	<input type="checkbox"/>			

**View Individual Attendance Detail**

**INDIVIDUAL ATTENDANCE DETAIL**

Day Intime	Day Outtime	AttendDate

Attendance Start Time sent to DOFE(FEIMS)

Attendance End Time sent to DOFE(FEIMS)

Attendance Date sent to DOFE(FEIMS)