# Verifier & Vaccinator Module
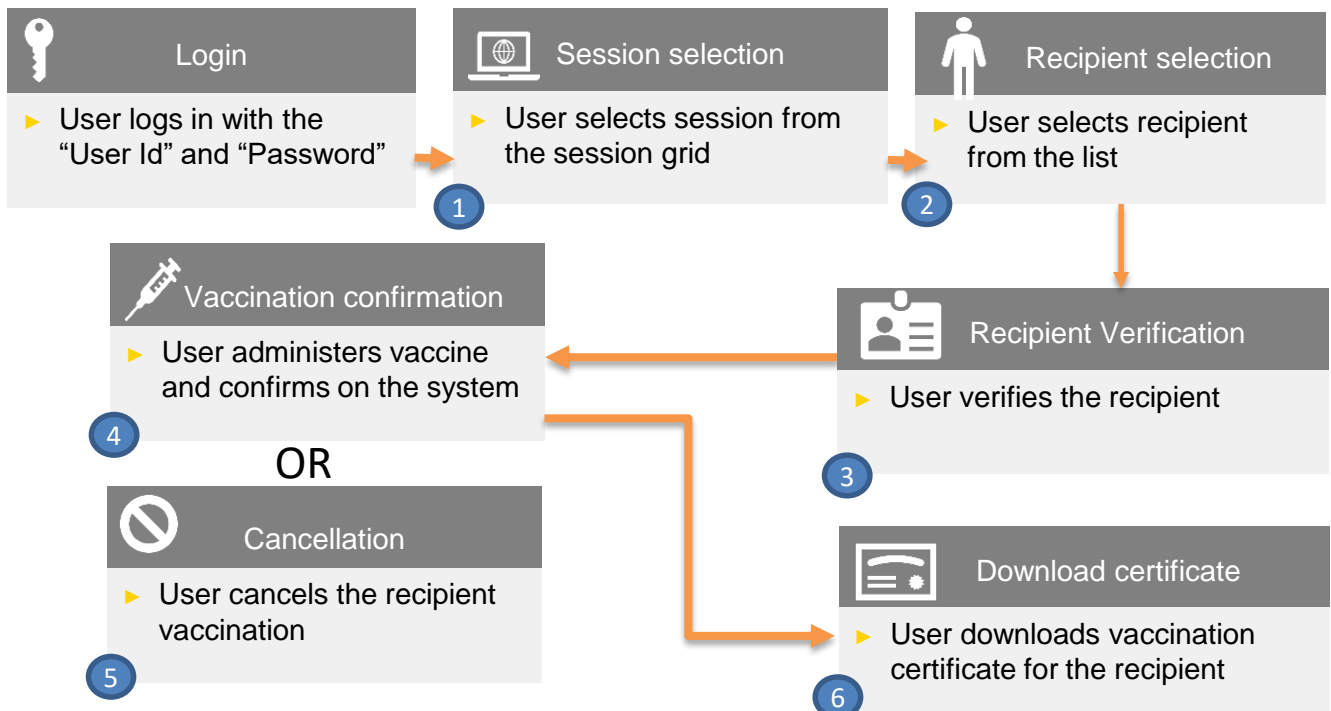# User Manual

## Contents

## Overview

Government of India is taking all necessary steps to ensure that the nation is prepared to face the challenge and threat posed by the growing contagion of COVID-19. The exemplary groundwork and precaution advisory by the Government has helped in containing the spread of the virus in our country. At present, the priority is to make COVID -19 vaccine available to all, ensuring vaccine traceability and beneficiary tracking from production to last mile administration. COVID-19 vaccination drive has been initiated to cover healthcare and frontline workers and is to be scaled up to cover citizens above 60 years of age and and/or citizen above 45 years of age suffering from comorbidities.

Co-WIN application is the digital back bone for the vaccination drive in India. With scaling up of vaccination; the number of vaccination facilities and sessions has to be increased and managed effectively. The Co-WIN application facilitates multiple role creations for orchestrating vaccination drive at various levels.

The objective of the document is to handhold the Verifiers, Vaccinators, and Both (Verifier & Vaccinator) to perform verification, confirmation of vaccination of recipients at the vaccination facility and download of certificate.

## Work Flow

| Login | Session selection | Recipient selection |
|---|---|---|
| ► User logs in with the "User Id" and "Password" | ► User selects session from the session grid | ► User selects recipient from the list |

1

2

| Vaccination confirmation | Recipient Verification |
|---|---|
| ► User administers vaccine and confirms on the system | ► User verifies the recipient |

4

OR

3

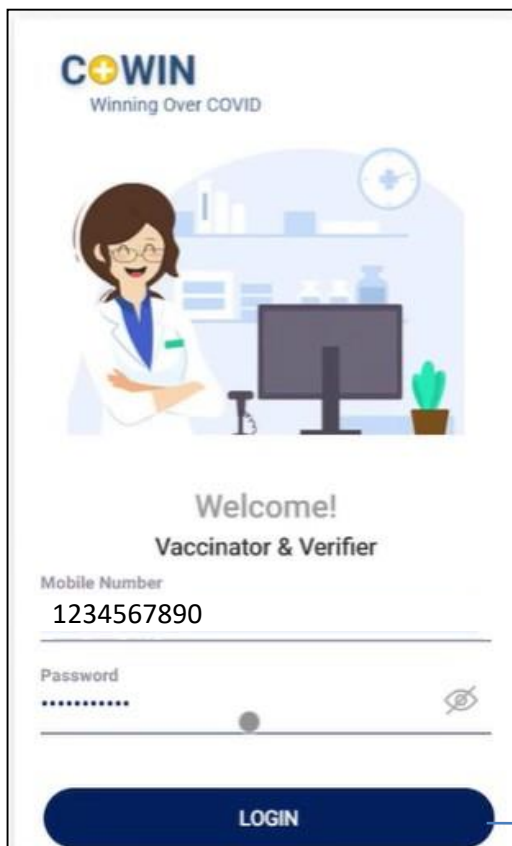| Cancellation | Download certificate |
|---|---|
| ► User cancels the recipient vaccination | ► User downloads vaccination certificate for the recipient |

5

6

## Roles and Responsibilities

District Admin (supported by DIO) is responsible for creating a database of Vaccinators and Verifiers within the facilities in the District. The following are the roles and their responsibilities in the Vaccinator module:

| ROLE | RESPONSIBILITY |
|------|----------------|
| Verifier | User has the right to only verify the recipient and not confirm vaccination. **Step 1:** Session selection **Step 2:** Recipient selection **Step 3:** Recipient verification |
| Vaccinator | User has the right to only confirm vaccination of the recipient, once verification has been done by Verifier or Both (Verifier & Vaccinator) **Step4:** Vaccination confirmation **Step 5:** Cancellation **Step 6:** Download certificate |
| Verifier & Vaccinator | User has the right to both verify recipients and confirm their vaccination. **Step 1:** Session selection **Step 2:** Recipient selection **Step 3:** Recipient verification **Step4:** Vaccination confirmation **Step 5:** Cancellation **Step 6:** Download certificate |

## General Features



**User Roles:** All (Verifier/Vaccinator/Verifier & Vaccinator)

### 1. Login
District Admin is responsible for creating a database of Verifiers and Vaccinators within the vaccination centres in the District. Once the District Admin registers a person in the system, they receive a username and password on their registered mobile number.
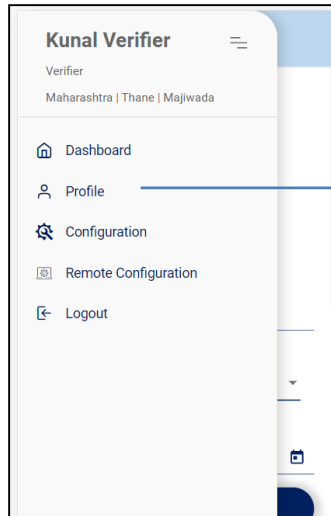
1. Verifier and Vaccinator and Both (Verifier & Vaccinator) can download the Vaccinator mobile application on the mobile phones

2. Users can use the username and password on the "Login" page.

3. Then Click on "Login" button.

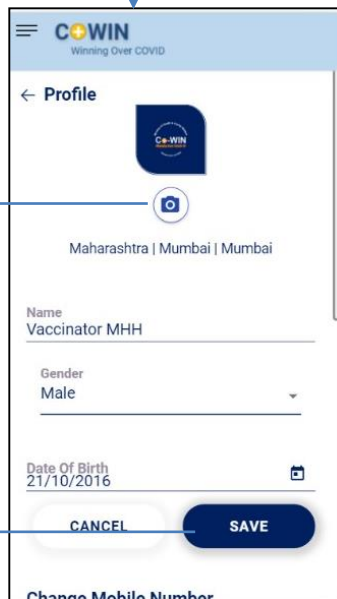> "Login" Tab – to enter the Vaccinator module

**Kunal Verifier** ☰
Verifier
Maharashtra | Thane | Majiwada

🏠 Dashboard
👤 Profile
⚙ Configuration
▣ Remote Configuration
↩ Logout

**2. Edit Profile**

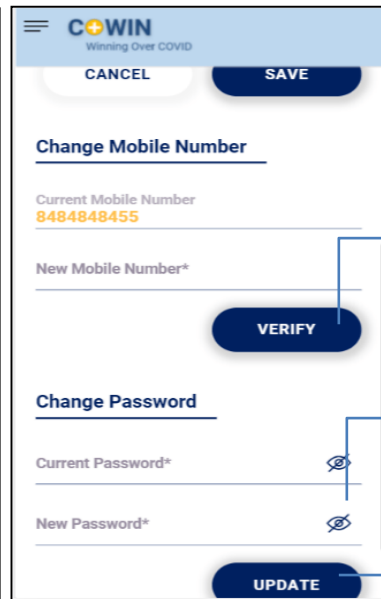The Users can edit their profile and update:

1. Login with username and password on the "Login" page.

Click "Profile" → 2. Click "Profile" option in left Hamburger menu

3. Edit the Profile details like Name, Mobile No. etc
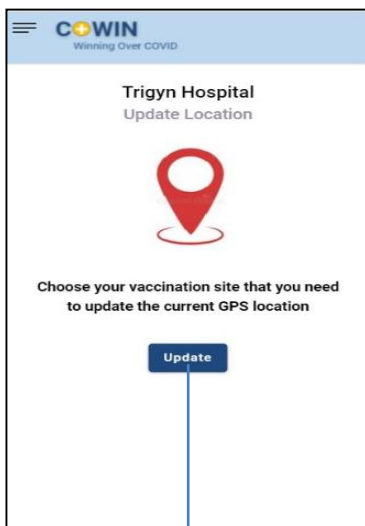
4. Option for "Password Change" is also provided

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← Profile

Maharashtra | Mumbai | Mumbai

Name
Vaccinator MHH

Gender
Male

Date Of Birth
21/10/2016

CANCEL    SAVE

Change Mobile Number

Click "Photo" icon to attach photo

Click "Save" button to save changes

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CANCEL    SAVE

**Change Mobile Number**

Current Mobile Number
8484848455

New Mobile Number*

VERIFY

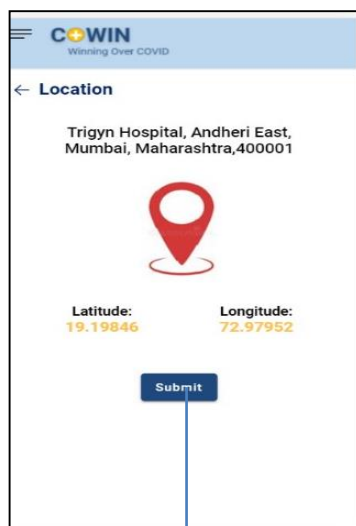**Change Password**

Current Password*    👁

New Password*    👁

UPDATE

Modify Mobile number and Click "Verify" button to validate with OTP

Change Password option

Click "Update" button to update changes

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**Trigyn Hospital**
Update Location

Choose your vaccination site that you need to update the current GPS location

Update

Click "Update" button to update location

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← Location

Trigyn Hospital, Andheri East, Mumbai, Maharashtra,400001

Latitude:       Longitude:
19.19846       72.97952

Submit

Click "Submit" button to submit changes

**3. Edit Vaccination Center Location**

The Users can edit the location of their vaccination center details and update the GPS coordinates

1. Choose the location of the vaccination center where the user is currently located

2. Click "Update" option to receive the latest GPS coordinates

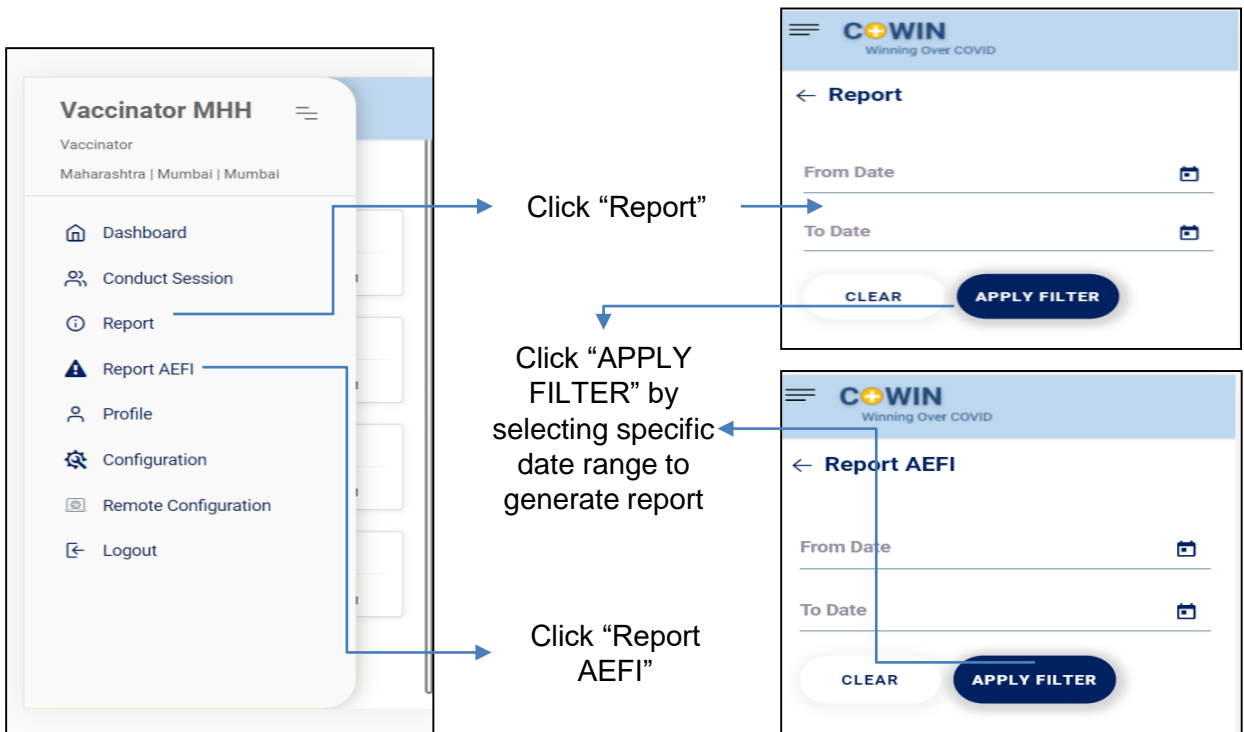3. Click "Submit" to update the details of the vaccination center

## 4. Configuration and Remote Configuration of Authentication Devices

User can do the "Configuration" of Biometric device and also "Remote Configuration" for remote device connection for authentication

Click "Configuration"

Click "Remote Configuration"
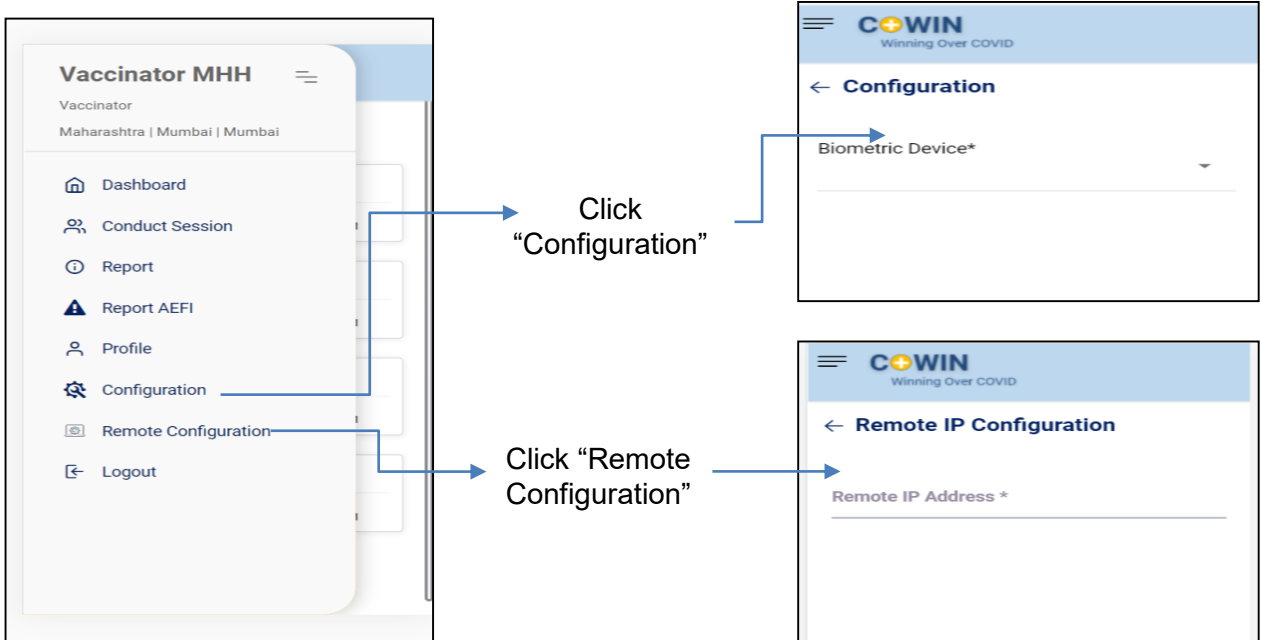
## 5. Report on Vaccination and Report on AEFI

User can extract Report on vaccination and can also Report AEFI with Date filter

Click "Report"

Click "APPLY FILTER" by selecting specific date range to generate report

Click "Report AEFI"

### 6. Conduct Sessions

User can Conduct Session for vaccination

- Click the " Conduct Session" icon in Hamburger menu
- The details of current and upcoming Sessions scheduled in vaccinating Center will appear

Click "Conduct Session" to initiate Vaccination session
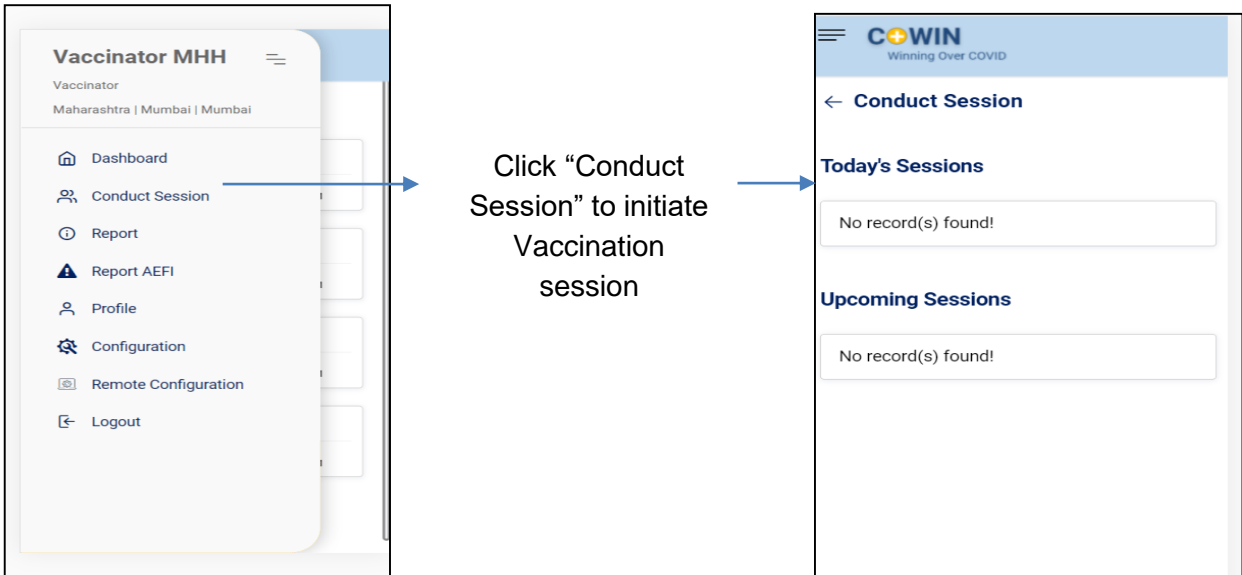
### 7. Dashboard

User can access the "Dashboard" displaying the session details

- Click the " Dashboard" icon in Hamburger menu
- The details of Sessions scheduled in vaccinating Center will appear

Click "Dashboard" for Details of the Vaccination Schedule

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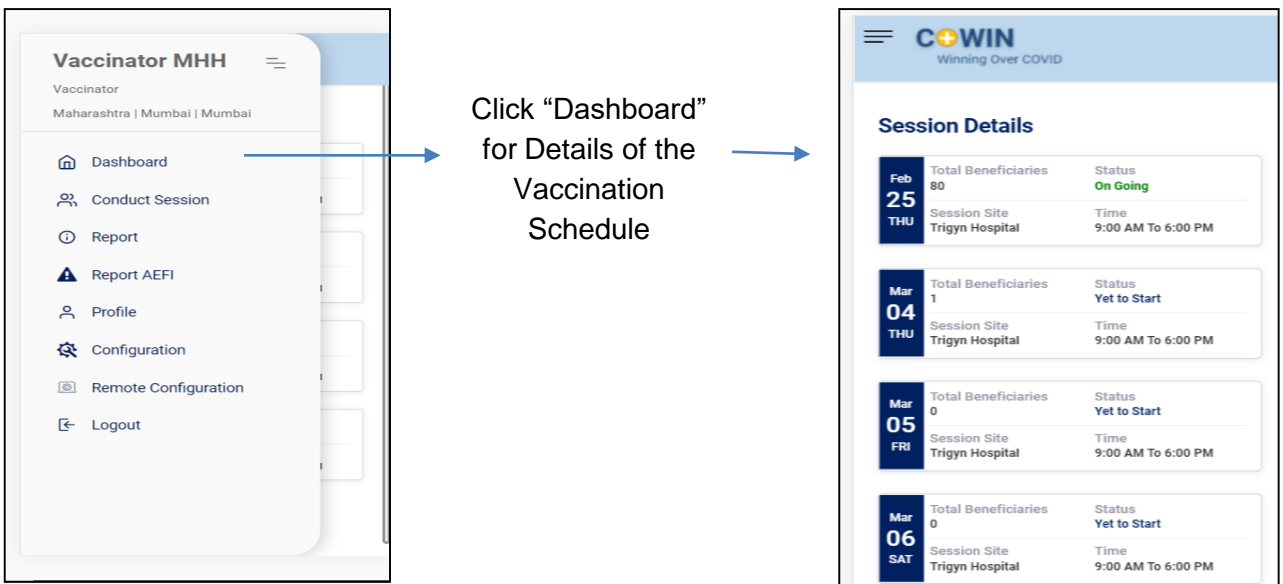
## ① Session selection

**User Roles:**
- **Verifier**
- **Verifier & Vaccinator**

1. Once the user is logged in, the page will display session grid.
2. User can select a vaccination session present in the grid by clicking on it.

   Sessions grid gives the following details:

| | |
|---|---|
| Session Date | gives the date for which vaccination session has been created |
| Start time | indicates the starting time for the session |
| End time | indicates the ending time for the session |
| Recipients | shows the number of recipients that will be vaccinated in the session |
| Status | shows the ongoing or complete status of the session |

## ② Recipient selection

**User Roles:**
- **Verifier**
- **Both (Verifier & Vaccinator)**

There are three types of recipient list tabs visible on the screen.
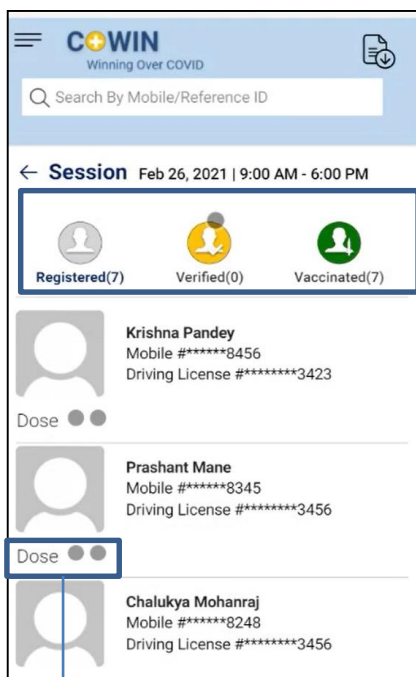
List of recipients registered for vaccination session
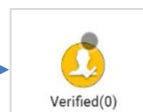
List of recipients verified

List of recipients vaccinated by the Vaccinator

1. Once the user clicks on a session, list of recipients will be displayed as below.

2. User can click on "Registered" tab to select a recipient from the list and go ahead with their verification.

Grey circles signify zero dosage received

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### ③ Recipient Verification

**User Roles:**
- **Verifier**
- **Verifier & Vaccinator**

1. User clicks on the Recipient name under Registered tab, and will be navigated to the verification page.

2. The page will display recipient details based on the ID proof provided by the recipient at the time of registration.



In case of Aadhaar authentication done during registration, user can verify the recipient using the following options on the screen:

1. Facial - eKYC

2. Biometric - e KYC

3. OTP - eKYC

4. Demographic authentication

In case of identity proof other than Aadhaar provided by the recipient during registration, user can verify the recipient using "Other type of verification" option.

**1 - Aadhaar Details**

**Biometric e-KYC**

**Aadhaar Number ***

☑ Since Health ID of NDHM is used for KYC of the person to be vaccinated, it is necessary to take consent of the person to create Health ID ... VIEW MORE

**CONTINUE**

User uses the biometric device to confirm recipient identity



**2 ← Aadhaar Details**

**OTP e-KYC**

Aadhaar Number *

☑ Since Health ID of NDHM is used for KYC of the person to be vaccinated, it is necessary to take consent of the person to create Health ID ... VIEW MORE

**CONTINUE**

User uses the Aadhar number and OTP received on recipient's registered mobile number



**3 - Aadhaar Details**

Demographic Auth

Aadhaar Number *

Name As in Aadhaar *

Gender *          Year of Birth *

☑ Since Health ID of NDHM is used for KYC of the person to be vaccinated, it is necessary to take consent of the person to create Health ID ... VIEW MORE

**CONTINUE**

User uses Aadhar number and other secondary identifiers for recipients with no mobile number



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Vaccination Status    Dose
Not Vaccinated        ● ●

**Verification**

@ PHOTO          @ ID CARD

REJECT          VERIFY

User uploads the live photo of the recipient along with photo of the ID card provided by the recipient.

Once the recipient's identity confirmation is done, user clicks on "Verify" button.

Details of registered recipient once verified is then moved to the "Verified" recipients list.

# User Manual
## Vaccinator Module

### ④ Verification using Mobile app

**User Roles:**
- **Verifier**
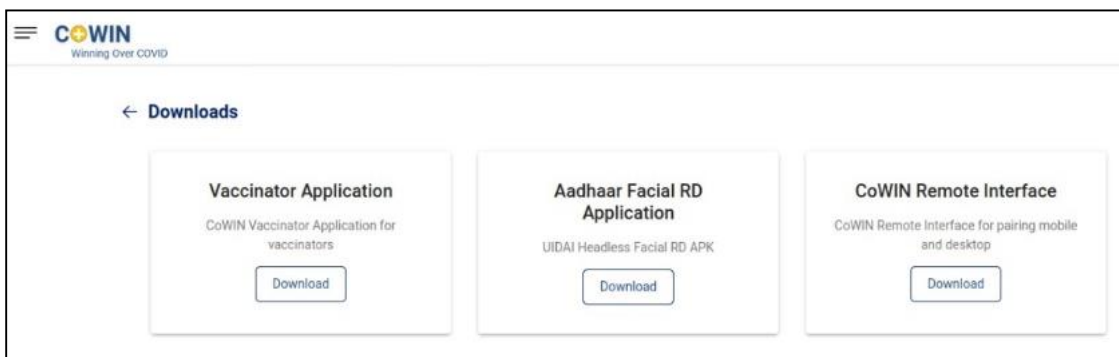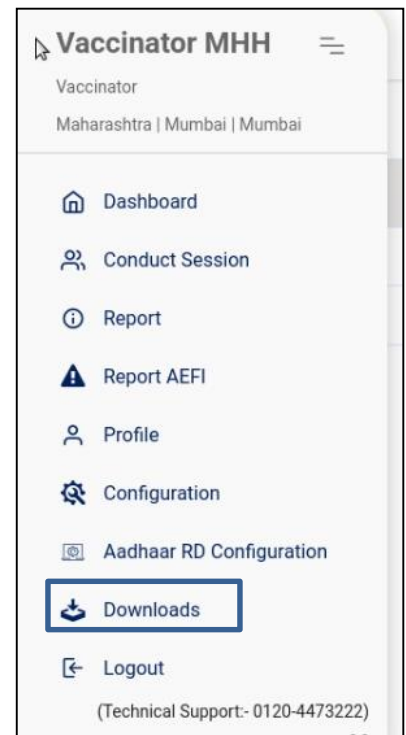- **Verifier & Vaccinator**

### Co-WIN Remote Interface

"Co-Win Remote Interface" is an android application which extends following three functionalities of Co-Win Desktop application through android mobile.

1. Aadhaar Facial Authentication RD Service
2. Aadhaar QR Code Reading through Mobile Camera in case of verification using Aadhaar Demographic Authentication
3. Capturing of Photo and ID card of beneficiary through Mobile Phone Camera in case of Other Type of Verification documents

**Installation of "Co-Win Remote Interface" App on Android Mobile and Paring with Co-Win Desktop Application**

For installation of Co-Win Remote Interface on Android Mobile Device, following two Android APKs are required to be installed:

- Aadhaar Facial RD Service Application [Current version is 6.8]
- Co-Win Remote Interface (CoWinRI.apk) [Current version is 2.5]

1. User can download both the APKs 1) "Aadhaar RD service" and 2) Co-WIN Remote Interface" on desktop and then send to mobile through email for installation on mobile OR user can open the Co-WIN portal on mobile phone and can directly download and install on mobile device



Vaccinator MHH
Vaccinator
Maharashtra | Mumbai | Mumbai

- Dashboard
- Conduct Session
- Report
- Report AEFI
- Profile
- Configuration
- Aadhaar RD Configuration
- Downloads
- Logout

(Technical Support:- 0120-4473222)



← Downloads

**Vaccinator Application**
CoWIN Vaccinator Application for vaccinators
[Download]

**Aadhaar Facial RD Application**
UIDAI Headless Facial RD APK
[Download]

**CoWIN Remote Interface**
CoWIN Remote Interface for pairing mobile and desktop
[Download]

2. User clicks on "Open" and then clicks on the "Watch Permissions" tab to allow permission to the application to run on the mobile.
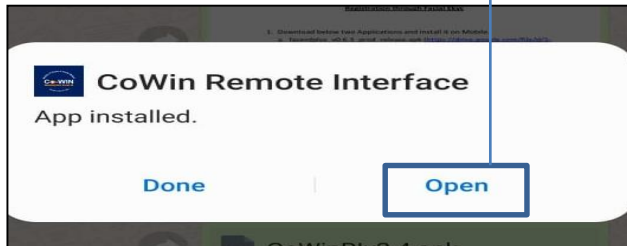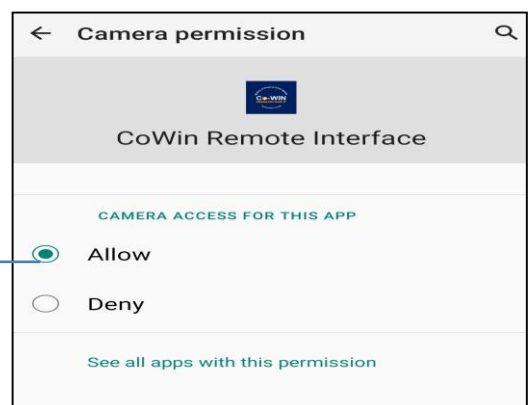


3. User clicks on the "Permissions" tab as shown in the screen below.
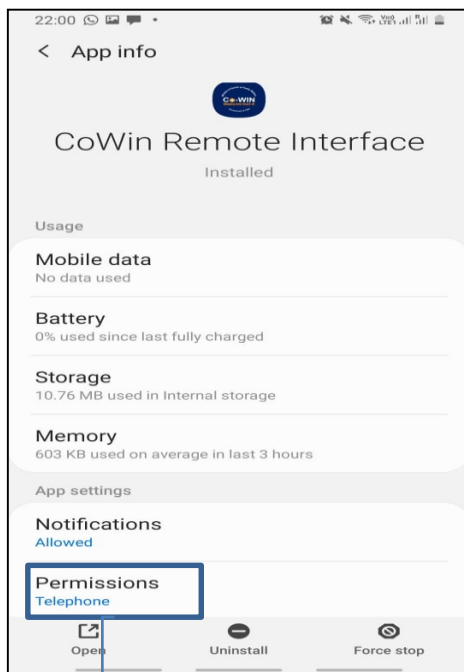


4. User clicks on the "Allow" tab as shown in the screen below to give permission to the application. While installing Co-Win Remote Interface on android Mobile, user has to allow following permissions:

- Camera
- Files and media
- Location
- Phone

Click on "Permissions" then "Allow"

5. User goes to Co-WIN application on Laptop / Desktop (app.cowin.gov.in) and clicks on Aadhaar RD Configuration. A barcode will appear on the screen of laptop/desktop.
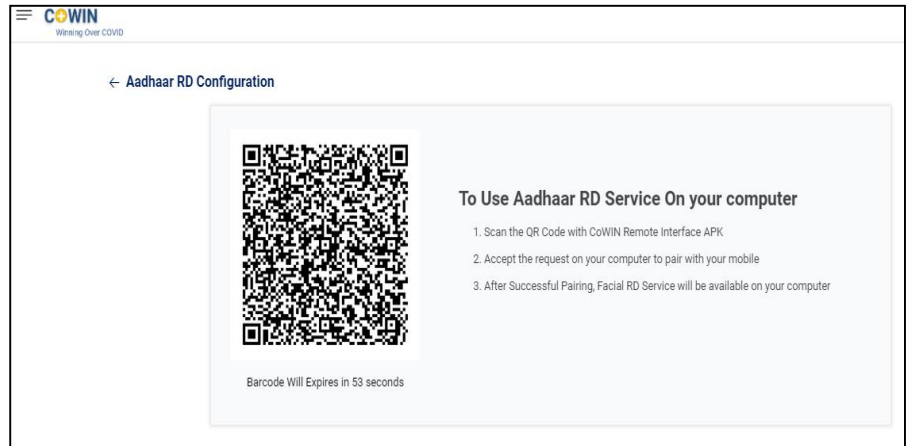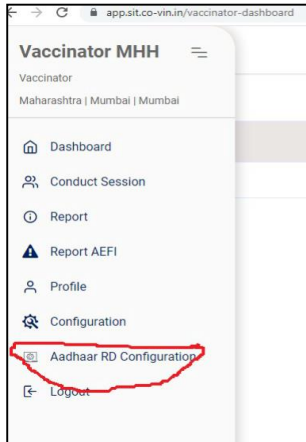


6. User opens App on mobile and clicks on "Scan QR code to connect" option. Try to connect within 55 seconds, if failed to scan, then refresh the URL and try again.

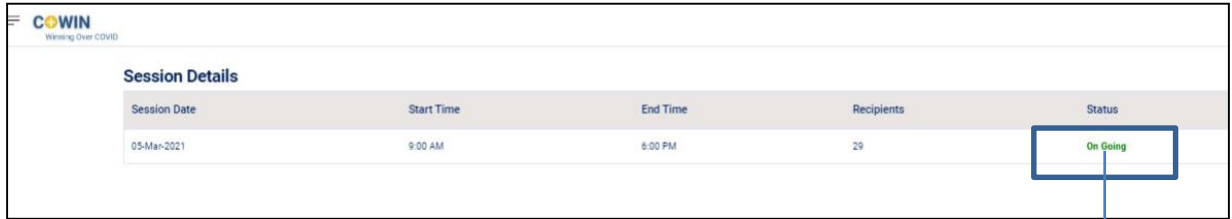7. User scans the barcode displayed on the screen and clicks on "Yes" to confirm
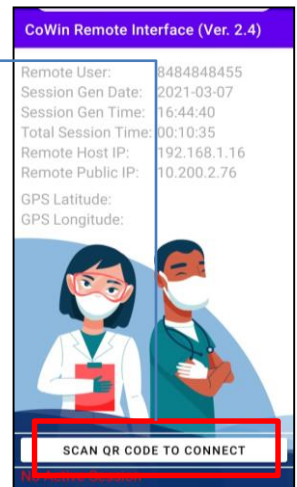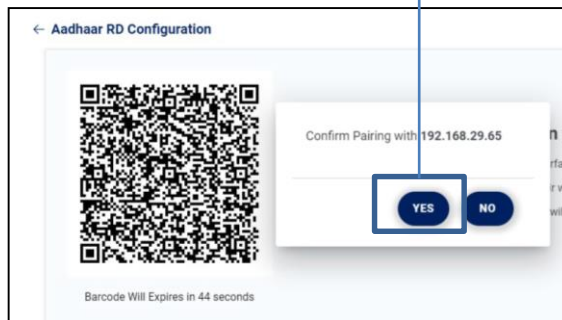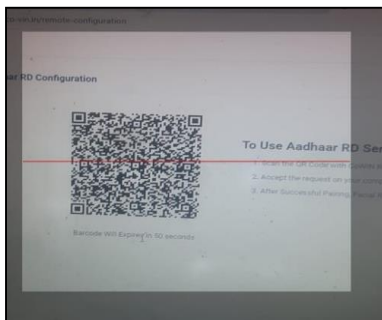


Once the mobile is paired with the application, the screen will show the message "Ready for Accepting Request" and the remaining time.
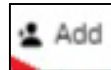
*Before invoking any service using "Co-WIN Remote Interface", the operator must ensure that Co-WIN Remote Interface on mobile device is showing **green message** "Ready for Accepting Request".*

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### Recipient registration

1. Once the QR code is scanned and paired, User can open the Dashboard option and click on "Ongoing".

| Session Date | Start Time | End Time | Recipients | Status |
|---|---|---|---|---|
| | | **Session Details** | | |
| 05-Mar-2021 | 9:00 AM | 6:00 PM | 29 | On Going |

Click on "Ongoing" to start the session

2. User clicks on "Add" option for registration [👤 Add]

3. User enters the required details and clicks on "Register" option.
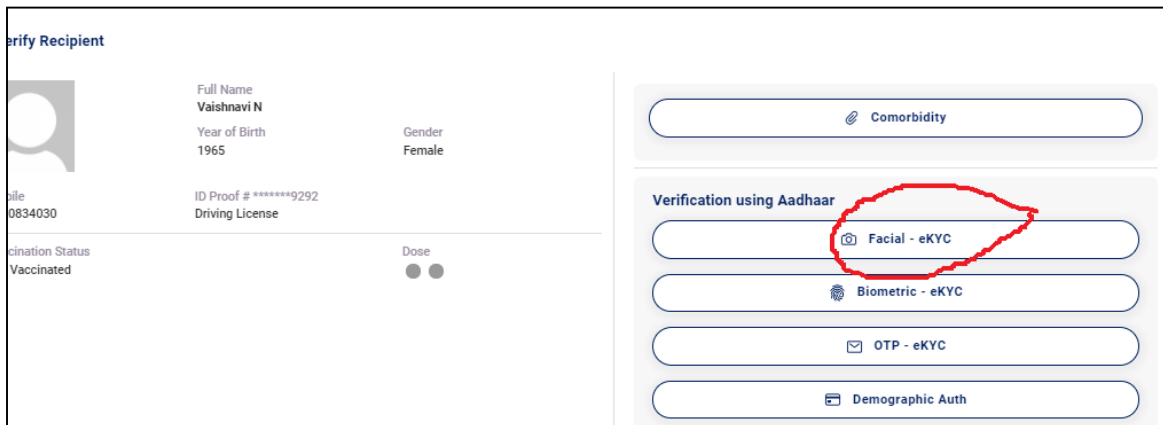
## Recipient verification

1. After registration, user clicks on name of the recipient under the Registered list



2. User can verify the recipients using mobile phone through the following three ways:

| 1 | Facial eKYC |
|---|---|

1. User chooses Facial eKYC from the options to verify the recipient



2. User enters recipient's Aadhaar number and clicks on "Continue". Before click on continue please check mobile screen is on and software open in mobile.
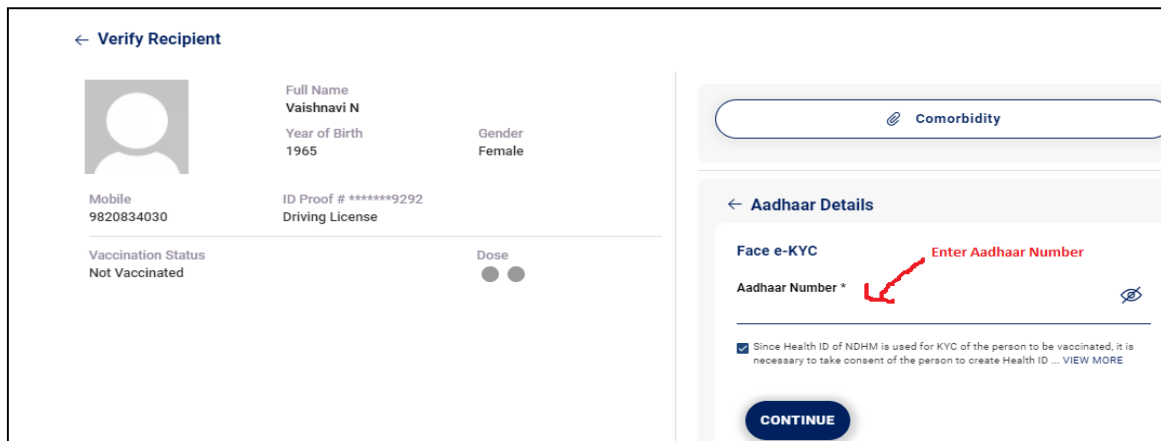
3. User captures the recipient's photo, using mobile phone. Recipient needs to blink eyes to capture photo.

Once the image is captured, the screen will show the message "Images captures successfully".
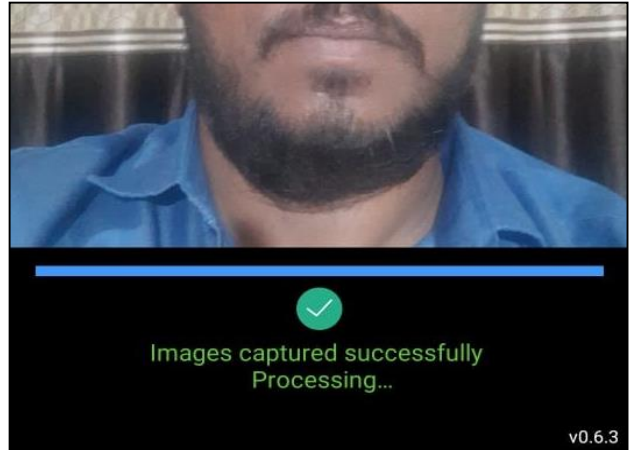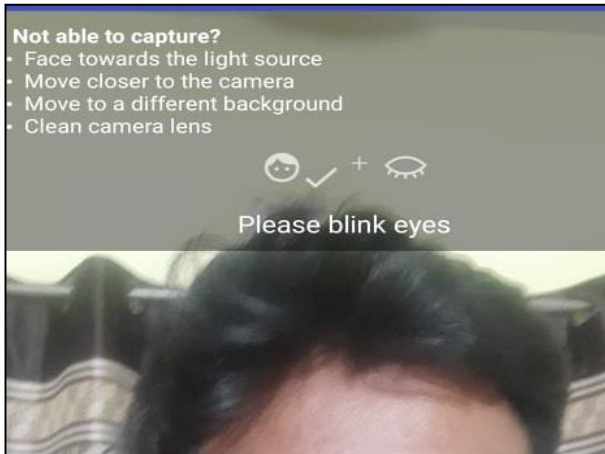


4. Once the recipient's photo is uploaded, the KYC details on page get verified.

- If the photo matches the record, a green tick appears indicating correct data.
- If the photo does not match the record, a red cross appears indicating incorrect data.
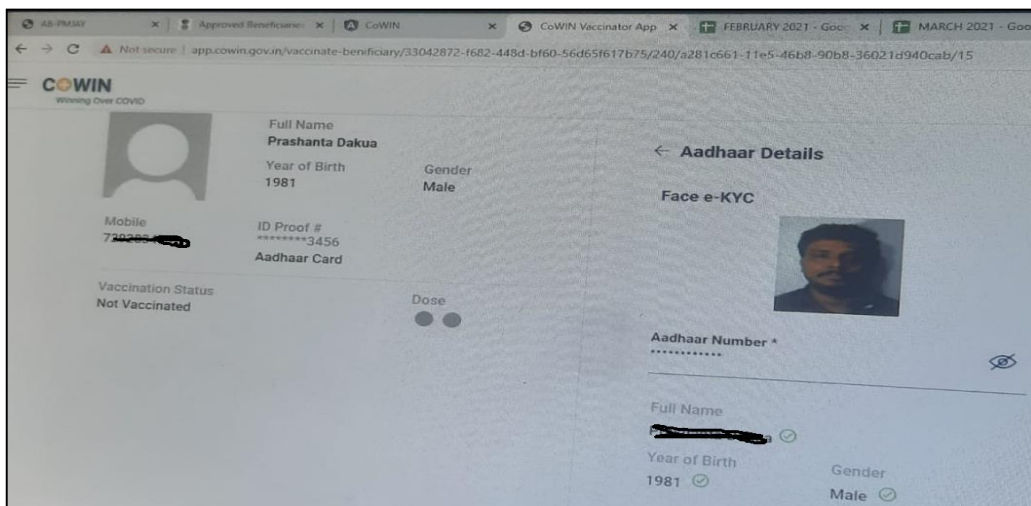
| 2 | Demographic Auth |
|---|---|

1. User chooses "Demographic Auth" from the options to verify the recipient. User can choose this option to verify the Aadhaar details using QR code on the Aadhaar card

2. User clicks on the Barcode on the screen.
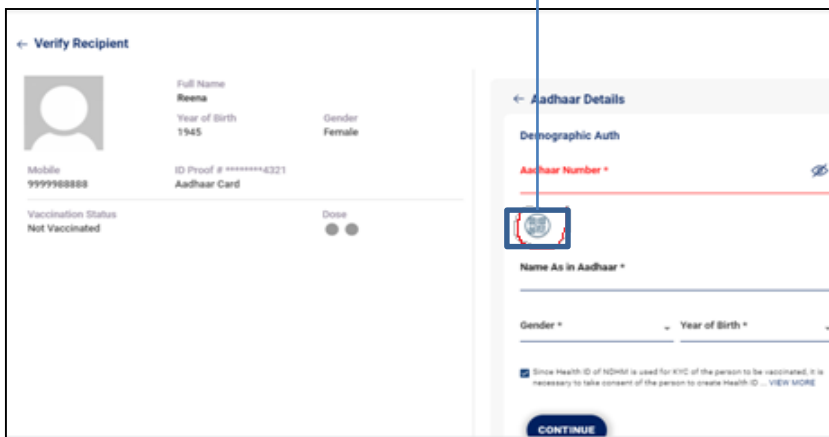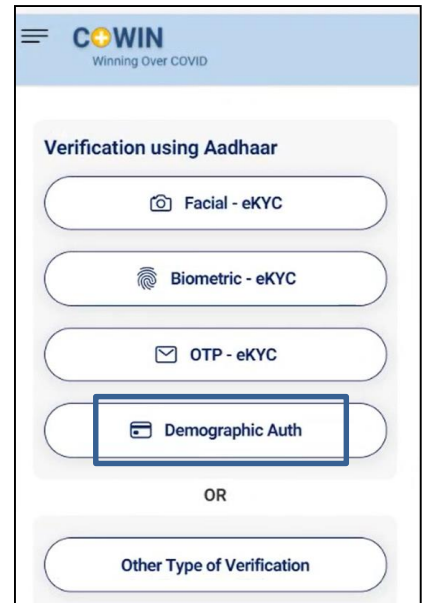


3. User scans the barcode on the Aadhaar card of the recipient to verify the details.

4. If the recipient has a new Aadhaar card, then photograph along with name, gender and DOB will be displayed on the screen.

5. If the recipient has an old version of Aadhaar card, then details of the recipient other than the photo will be displayed.
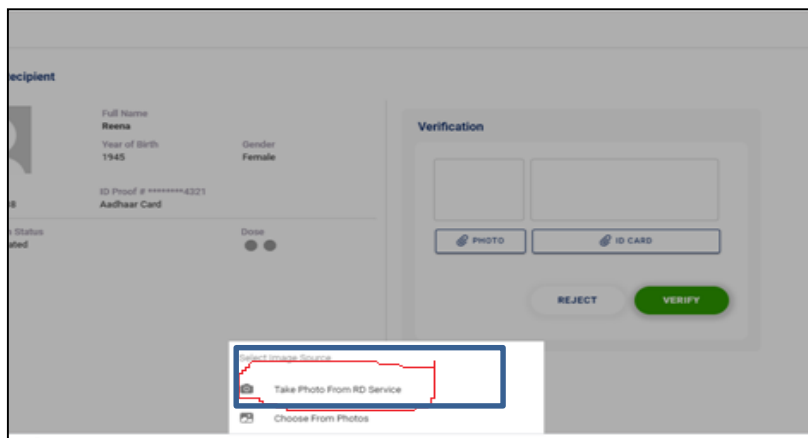
**3**                      Other type of verification

1. User chooses "Other type of Verification" from the options to verify the recipient

2. User clicks on "Photo" option to capture recipient's face and ID card option to click photo of recipient's ID proof..
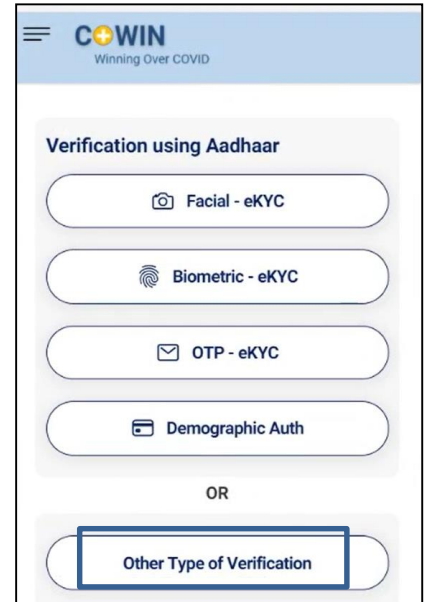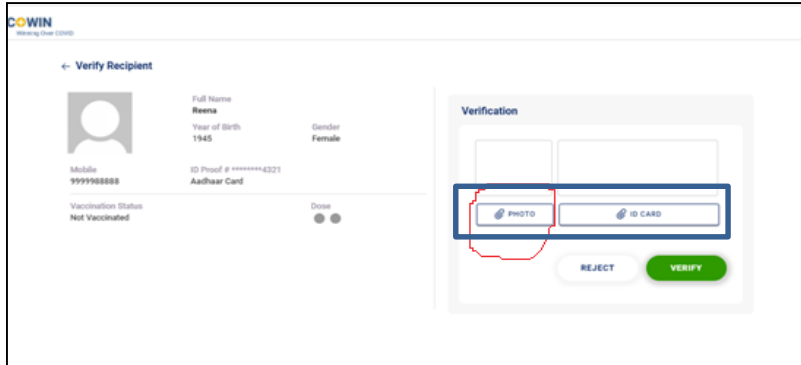




3. User chooses "Take photo from RD service" and captures recipient's face and ID proof using the mobile camera.



4. After capture, recipient and ID proof photos get synced and user clicks on "Verify".
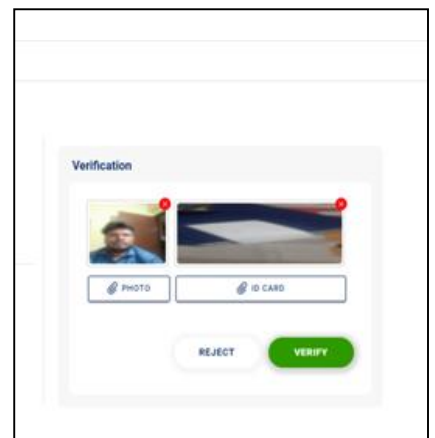


- Sync the mobile within 55 seconds of the pairing request. Once paired and session is started, the mobile application will run for a complete session time.

- Ensure a smooth internet availability to keep the mobile paired with Co-WIN application on laptop/desktop.

- The application will show text message in red, if there is no internet connection and in case of good connectivity it will show green coloured text message "Ready for accepting request".

- Refer to Annexure for lighting and posture considerations for capturing recipient's face.

5  **Recipient Vaccination**

**User Roles:**
- **Vaccinator**
- **Verifier & Vaccinator**

1.  After verification of the recipient, verified recipient's details will be added to the Verified list.

2.  User can click on "Verified Tab", and the list of verified recipients will be displayed.

3.  User chooses a recipient for vaccination by clicking on the recipient name.

3.  Once the vaccine is administered, user clicks on "Confirm" to validate the vaccination of the recipient. Recipient details are then moved to the "Vaccinated" list.
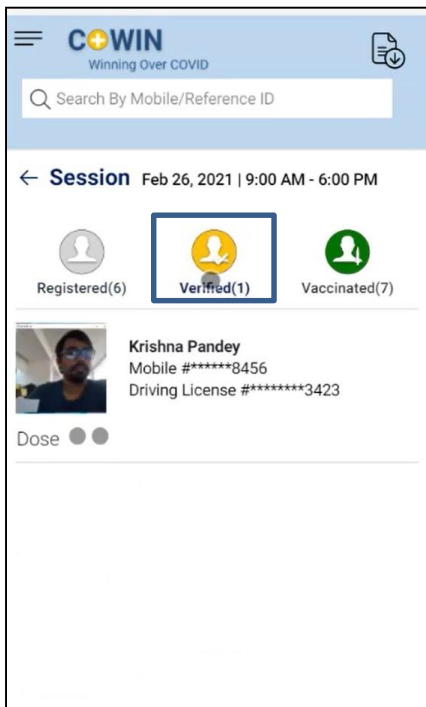


"Confirm" Tab – to confirm vaccine administration on the system

## 6  Cancellation

**User Roles:**
- **Vaccinator**
- **Verifier & Vaccinator**

In an unforeseen circumstance, due to reasons like vaccine unavailability, recipient apprehension at the time of administration etc., user has an option to cancel the vaccination for the recipient.

The user can cancel the vaccination of a recipient by choosing the reason for cancellation from the drop down menu.

User then clicks on the "Submit" button.

**Choose Reason**

Reason*
Vaccine not Available

Comments

CANCEL          SUBMIT

After Cancellation the recipient will be shown under "Vaccinated" tab with the message:

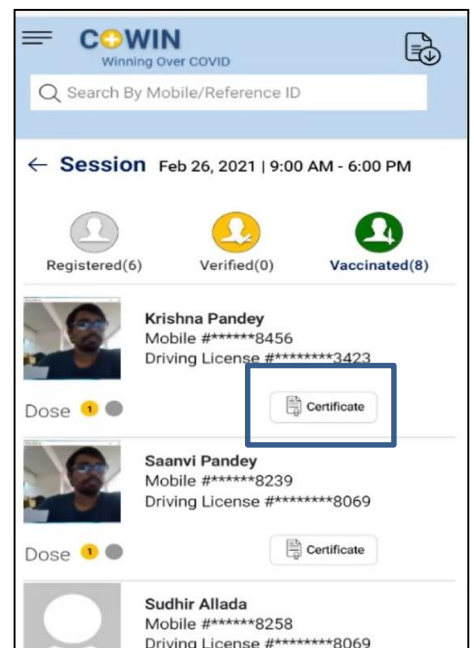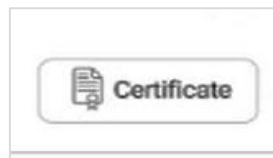**"Beneficiary has not vaccinated. Vaccine not available".**

## 7  Certificate Download

**User Roles:**
- **Vaccinator**
- **Verifier & Vaccinator**

Once the recipients are vaccinated, their details will be shown under the Vaccinated tab.

User can choose from the list of vaccinated recipients and click on "**Certificate**" tab to download vaccination certificate for them.

📄 Certificate

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Q Search By Mobile/Reference ID

← **Session** Feb 26, 2021 | 9:00 AM - 6:00 PM

Registered(6)     Verified(0)     Vaccinated(8)

Krishna Pandey
Mobile #******8456
Driving License #********3423

Dose ①●          📄 Certificate

Saanvi Pandey
Mobile #******8239
Driving License #********8069

Dose ①●          📄 Certificate

Sudhir Allada
Mobile #******8258
Driving License #********8069

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## Annexure

### Face Capture Lighting Condition

Face capture is sensitive to lighting conditions and it is important the user operates the app

1. The face to be captured should be evenly lit, avoiding partial shadows cast due to the light source being either to the side or behind the frontal face.

2. Make sure the room is well lit, either with natural or artificial light sources. A bright light source (around 3000 lumens) placed in front of the face at a safe distance (3-5ft) would be ideal.

3. Using the back LED of a smartphone as a light source does not help, due to the fact that it is a very small light source.

4. Avoid using any tinted or coloured light sources. If an artificial light source is used it is important that the light is white light.

5. A white background is preferred but not necessary.

6. With some cameras the face image might be visible under low light but the captured image is noisy, hence cannot be used.

### Ergonomics

Please follow the following guidelines to hold the phone while capturing face image.
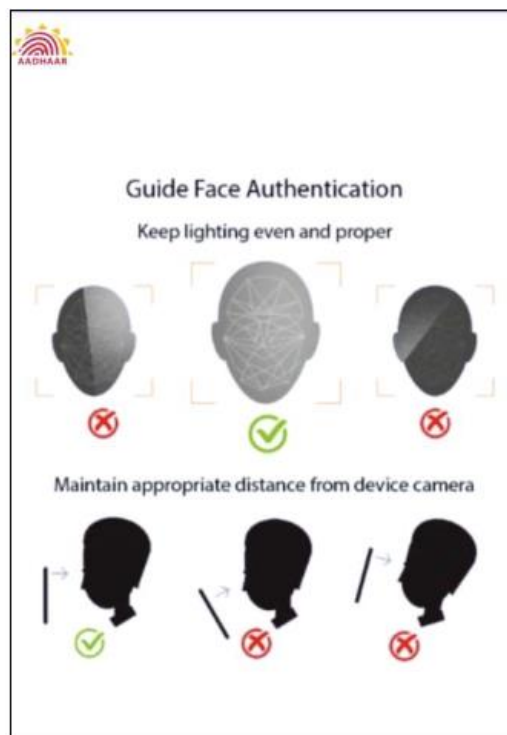


Source: Aadhaar Face Identification Usage Guide – Version 1.0 (rev 1) Feb 2021

" दवाई भी और कड़ाई भी।

Together, India will defeat COVID-19 "

- *Prime Minister Narendra Modi*