Fold Fold Fold

FOR OFFICIAL USE ONLY

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APR 11

HIIDE Smartcard

This guide is to help you complete a quality biometric collection with the Handheld Interagency Identity Detection Equipment (HIIDE). The standard for collection is to complete the following:

1. **Begin the enrollment process.**
2. **Photograph: Take one full-face photo.**
3. **Irises: Collect images of both irises.**
4. **Fingerprints: Collect prints from all 10 fingers if the subject has them.**
5. **Biographic information: Enter all 14 required biographic fields.**
6. **Add the tracking report.**

Center for Army Lessons Learned
https://call2.army.mil/toc.aspx?document=6623

Fold

1 Begin the enrollment process

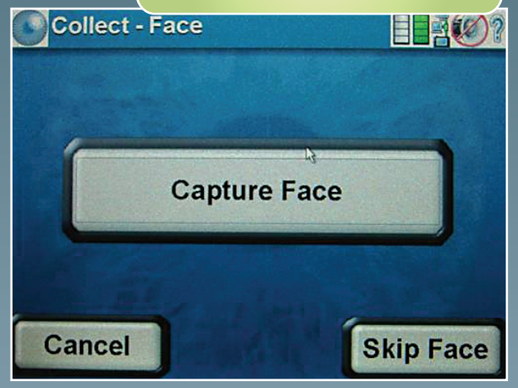
Touch the "COLLECT" button to begin.

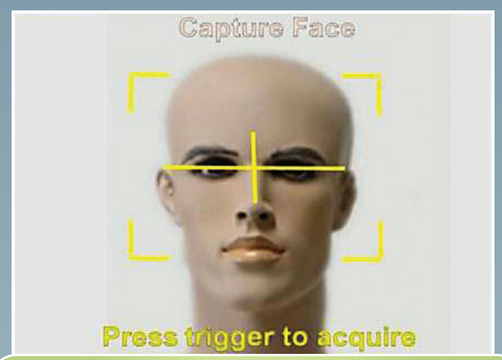
Once the enrollment process is started, the user can press "Cancel" to stop the enrollment and return to this screen. All biometrics and information will be NOT be collected if the user presses "Cancel" before the enrollment is complete.

2 Take the face photo

The first biometric to collect is the face photograph. This passport–style photo should picture the individual from the collarbone to the top of the head with a blank expression.

Touch the "Capture Face" button to begin.



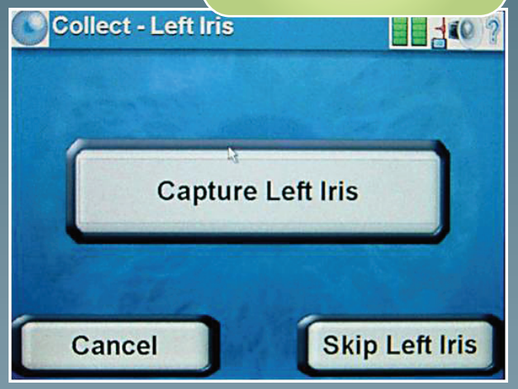


Crosshairs should go across the eyes and down the nose. The system has an auto-focus; press and hold the shoulder trigger for 1–2 seconds to allow the system to focus, then release.

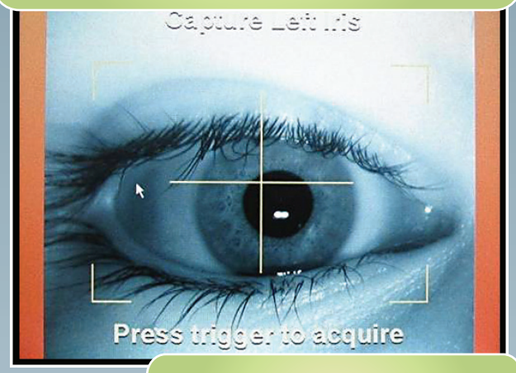
3 Collect the iris images

Ask the person to "Open Your Left Eye."

Touch the "Capture Left Iris" button to begin.



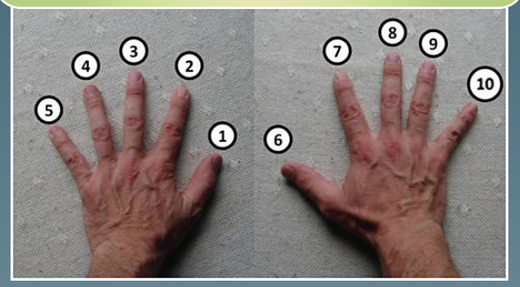
Keep the crosshairs centered on the iris and move in or out until the red bars appear. Focus distance is 12–14 inches. When the left bar is full, press and hold the trigger button. The focus bars will turn green. When you have a good iris image, touch the "Accept" button.



Repeat the procedure for the right iris.

4 Collect the fingerprints

The order of fingerprint collection is shown below beginning with the left thumb.



For thumbprint capture, hold your arms out at a 90–degree angle just above waist level.

For fingerprints, hold HIIDE at chest level and rest the person's fingers on the HIIDE device.

The curved tip area of the finger is not pressed against the capture area. Flat portions of the finger are placed on the flat portions of the capture area.

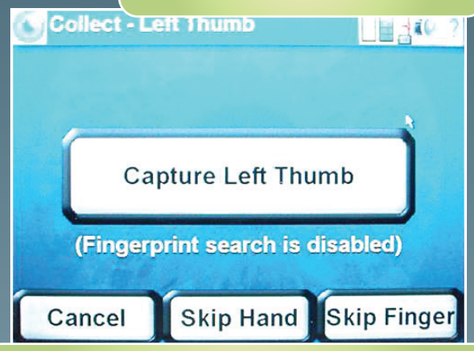
Continue to other side

4 Collect the fingerprints

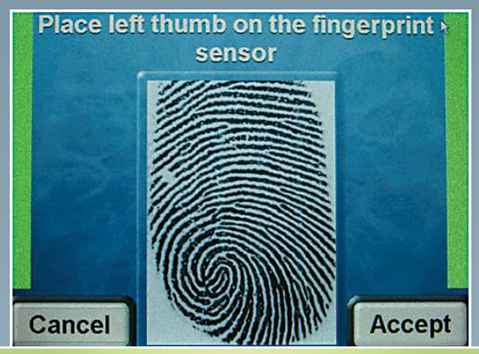
Continued from other side

Before collecting the fingerprints tell the person "Wipe your hands."

Touch the "Capture Left Thumb" button to begin.



Once the green threshold bars on the sides of the screen reach the top, touch the "Accept" button or press the trigger buttons.



You will then be given the chance to accept or recapture. Continue until all fingerprints have been collected.

5 Enter the biographic data

There are 14 fields of biographic information that must be filled out on the five biographic information screens.

Touch the screen of the field to be filled in and either a keyboard screen or the drop down list will appear. If you forget which fields are mandatory, touch the "Next" button and you will be prompted to complete the mandatory fields.

There are six mandatory fields on screen 1. If the last name is unknown, use the father's name.

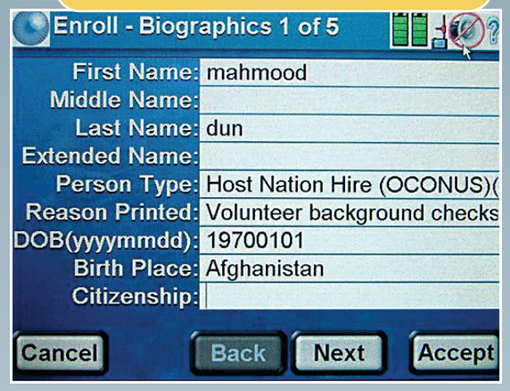
Ask the person the following questions and enter the information in the appropriate fields:

"What is your name?"

"What is your father's name?"

"How old are you?"

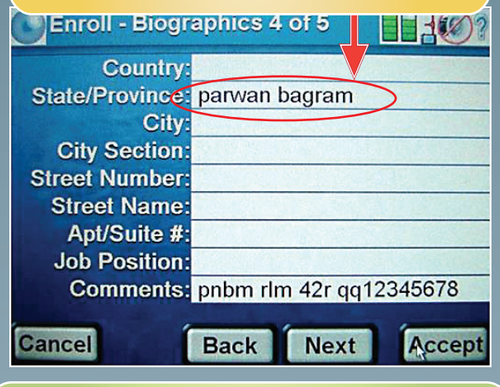
"What country were you born in?"



There are six mandatory fields on screen 2.

There is no entry required for screen 3. There are two mandatory fields for screen 4.

Ask the person, "What province do you currently live in?"



In the comments field, the first entry is the province/district code. To create this code, take the first and last letter of the province and the first and last letter of the district where the enrollment takes place.

The second entry is the missing biometric codes.
- R/L (Right or Left)
- E, I, M, R, L, T, H (eye, index, middle, ring, little, thumb, hand)
- M/B (missing/bandaged)

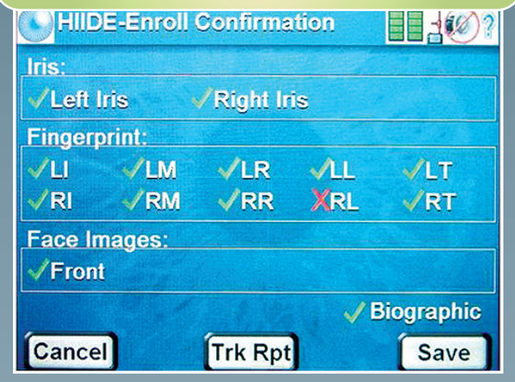
Example: RHM (Right Hand Missing)

The last entry in the comments field is the eight–digit grid of where you conducted the enrollment.

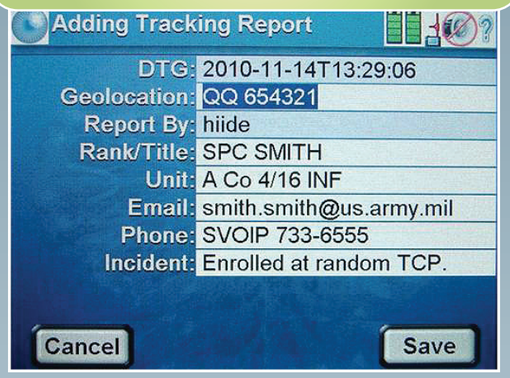
There are no required fields on screen 5 unless the person is detained. If that is the case you will complete the fields if the information is available.

6 Add the tracking report

Touch the "TrkRpt" button on the enrollment confirmation screen.



In the tracking report page, at a minimum you should enter the six-digit MGRS coordinates of the enrollment, your unit name, and unit phone number.



Save the tracking report and then save the enrollment to complete the biometrics collection.