

Photo Upload Manual for Online notified services registration

1. Open Online Notified Services Registration Form

For online notified services registration click on “Register here” link in login section as Fig. 1



Fig.1

On Clicking “Register here” link you will see below form. There you will find 3 options. Choose third option to register with upload photo & other required details - Fig.2



Fig.2

After selecting third option you will see below form. Scroll down form and there you will find Applicant Photo Upload container "Upload Photograph"- Fig.3

Fig.3

2. Photo Uploading Process

a) The photo of the applicant can obtain by two modes:-

- Through digital camera/ webcam
- By scanning the physical photograph.

b) Photograph Parameters guideline for uploading Photo in Online notifies services Registration Process

- Image Format – JPEG
- Size of Image – Minimum 5 KB– Maximum 20 KB
- The height and width of the Photo must be equal.
- The minimum dimensions - 160 pixels (width) x 200 to 212 pixels (height).

c) How to check the parameters of the Photograph that needs to be uploaded

- By right click on the Photograph, then, click on the "Properties" link.
- A window opens contains the information about the photograph. User clicks on "Details" tab to view the dimension, Height and width of the image. As shown in Fig.4

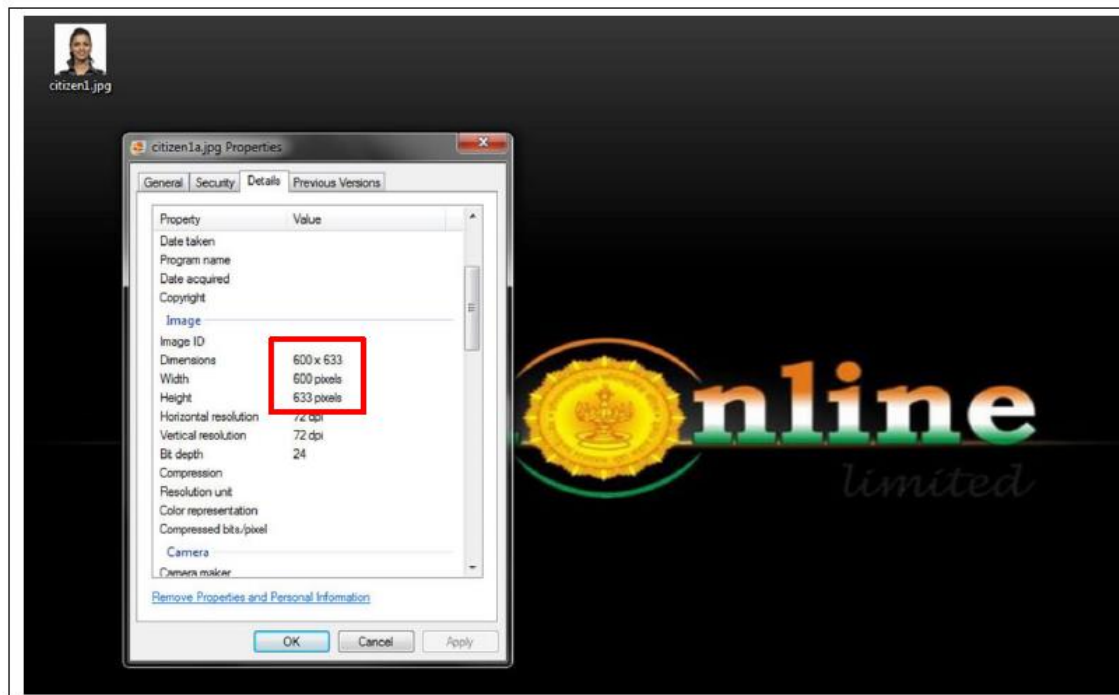


Fig.4

d) How to change the Parameters of the Photograph and make them according to Parameters guideline

1. To change the parameter of the Photograph user first Right Click on the image, then click on "Open With" option then click on "Paint" as per Fig.5
Then that image will opens in the paint.

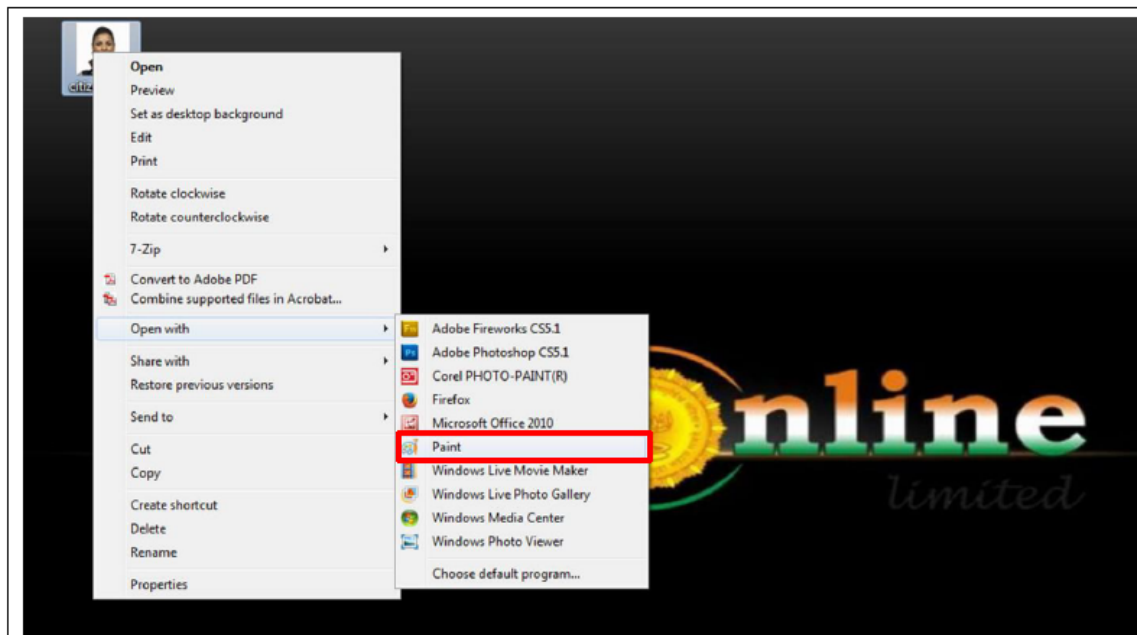


Fig.5

2. OR user can edit photo by selection pint option from start up as per shown in Fig.6.



Fig.6

3. In paint user click on "View" tab, as shown in Fig.7

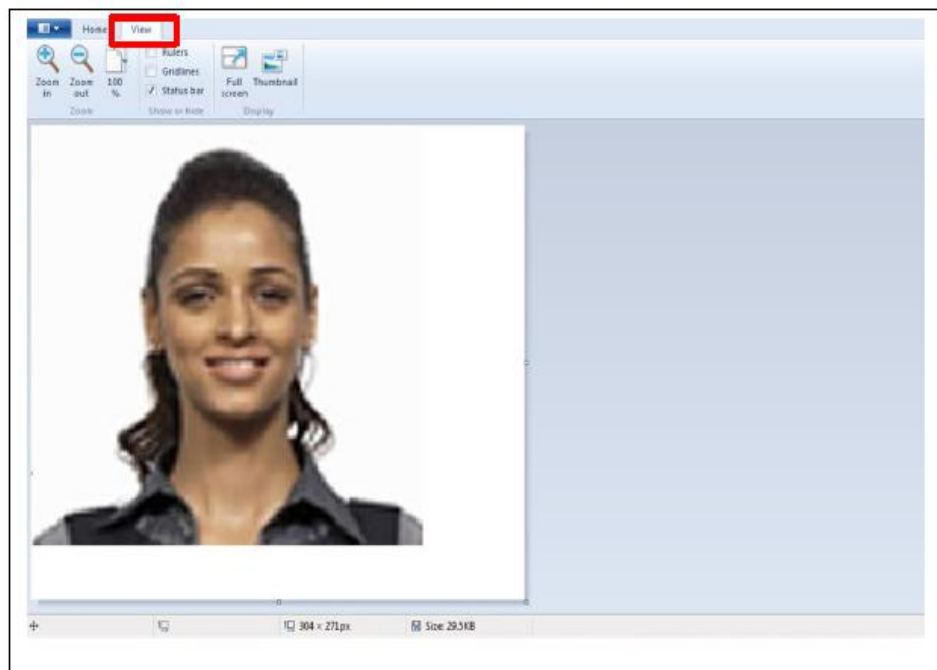


Fig.7

4. User then check the **“Status Bar”** check box if it is unchecked, so as to show the status bar below the image. As shown in Fig. 8

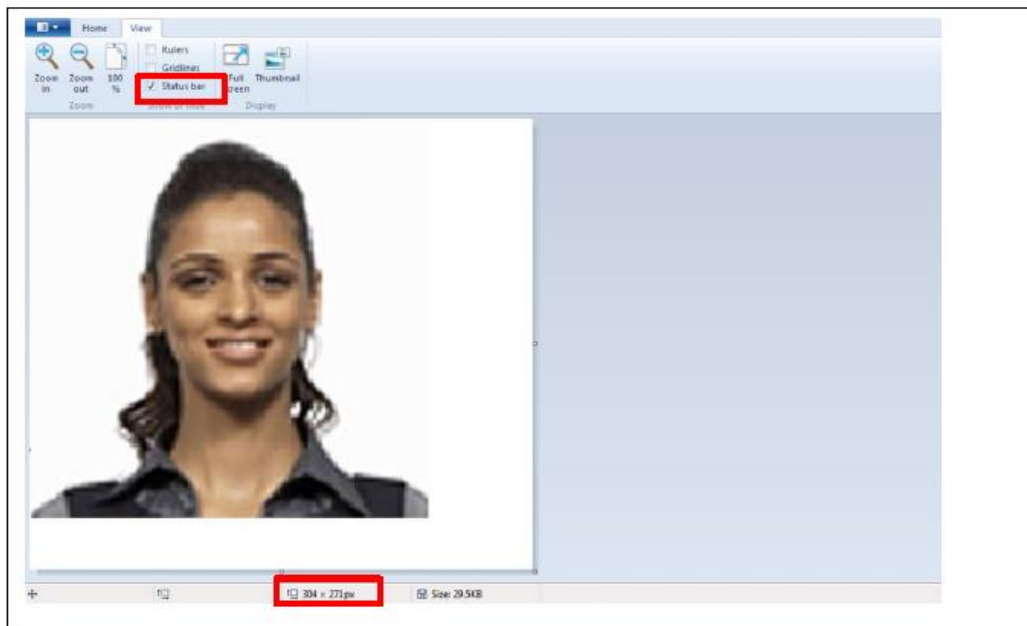


Fig.8

5. User clicks on select icon as shown in the below image and change the photograph size according to the guideline. As shown in Fig 9.

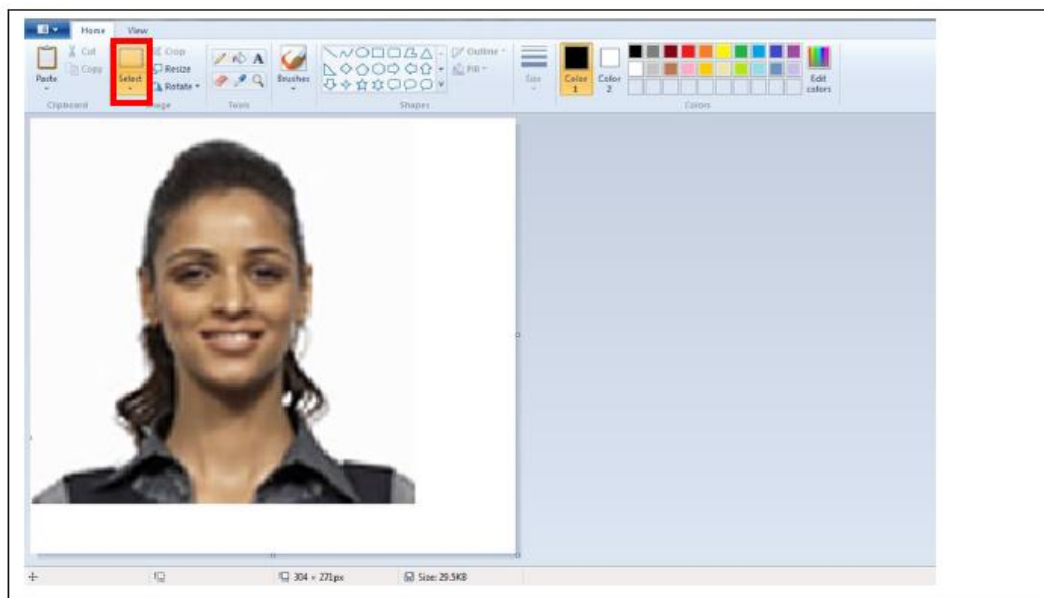


Fig.9

6. User when cropping the image size according to the Photo guideline, User can view the dimensions in the **“Status Bar”** section. As shown in Fig.10

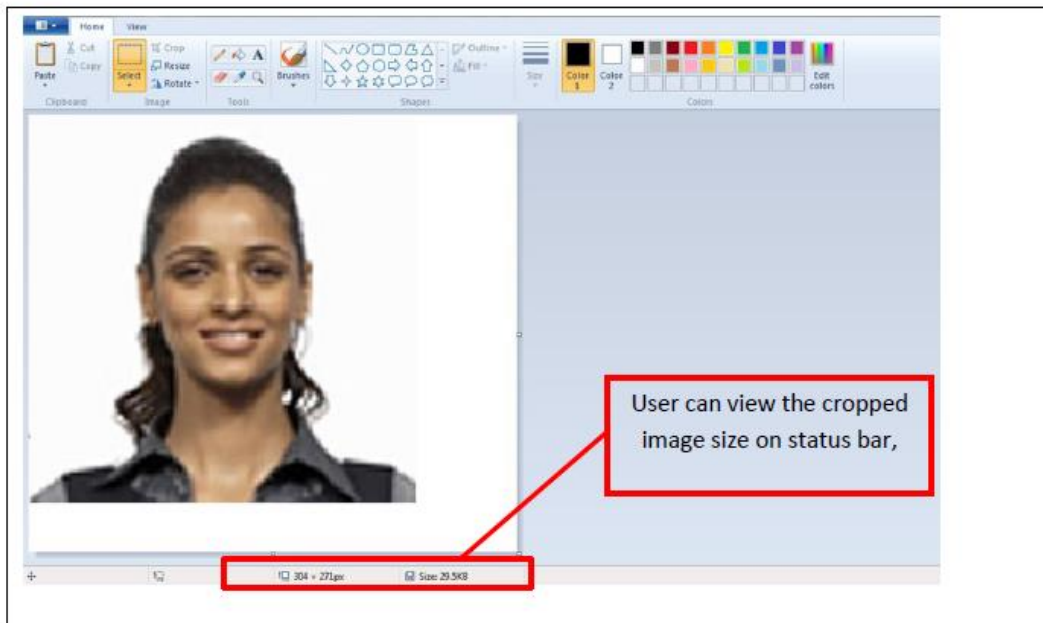


Fig.10

7. When the crop size matched with the guideline, user save the image by clicking on the icon as mention in the below in fig.11

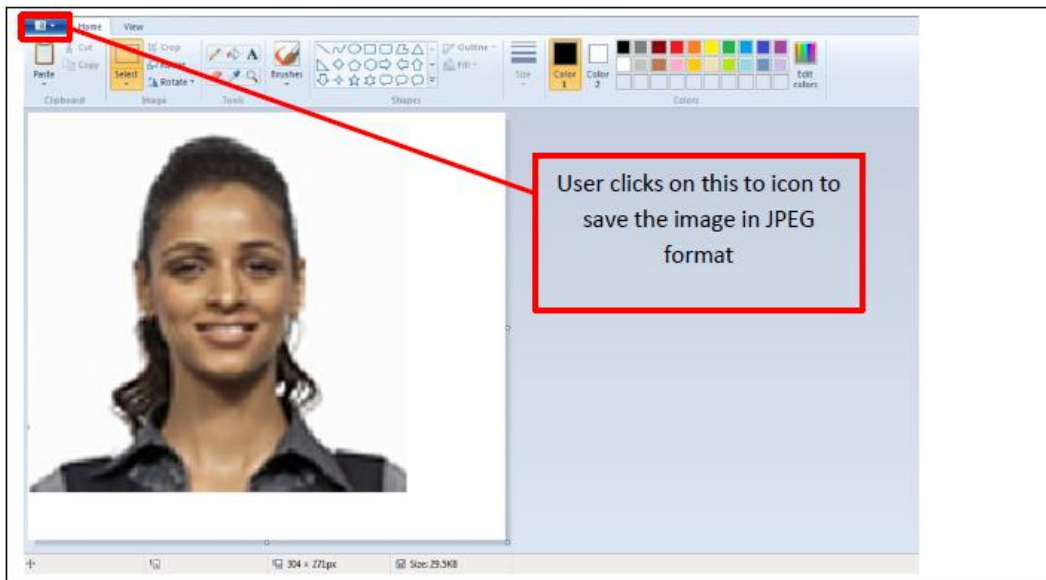


Fig.11

8. User clicks on this icon then “Save As” link is appears , user then click on “JPEG Picture” link to save the image in JPEG format, as shown in Fig.12

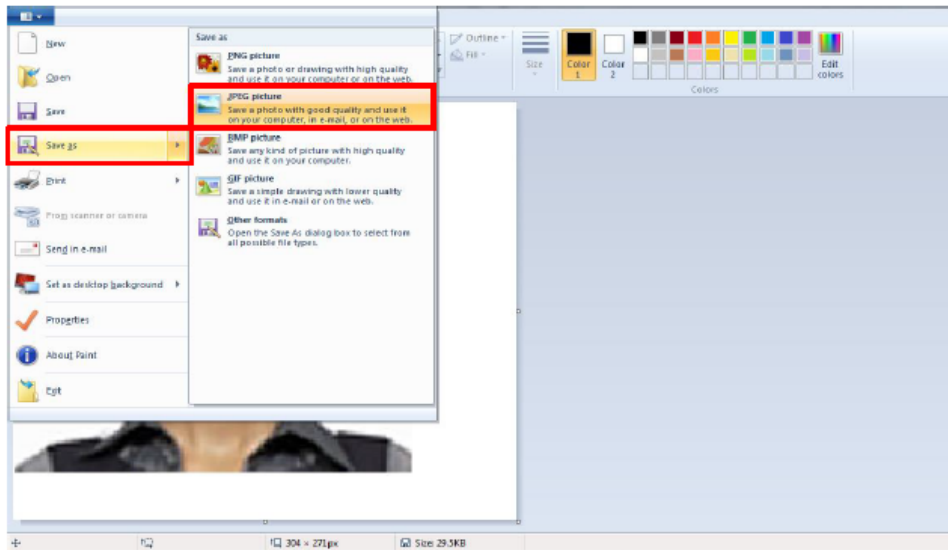


Fig.12

9. After clicking the following screen appears as shown in Fig.13
10. User enters the name of the image in “File Name” text box and then clicks on “Save” button to save the image.

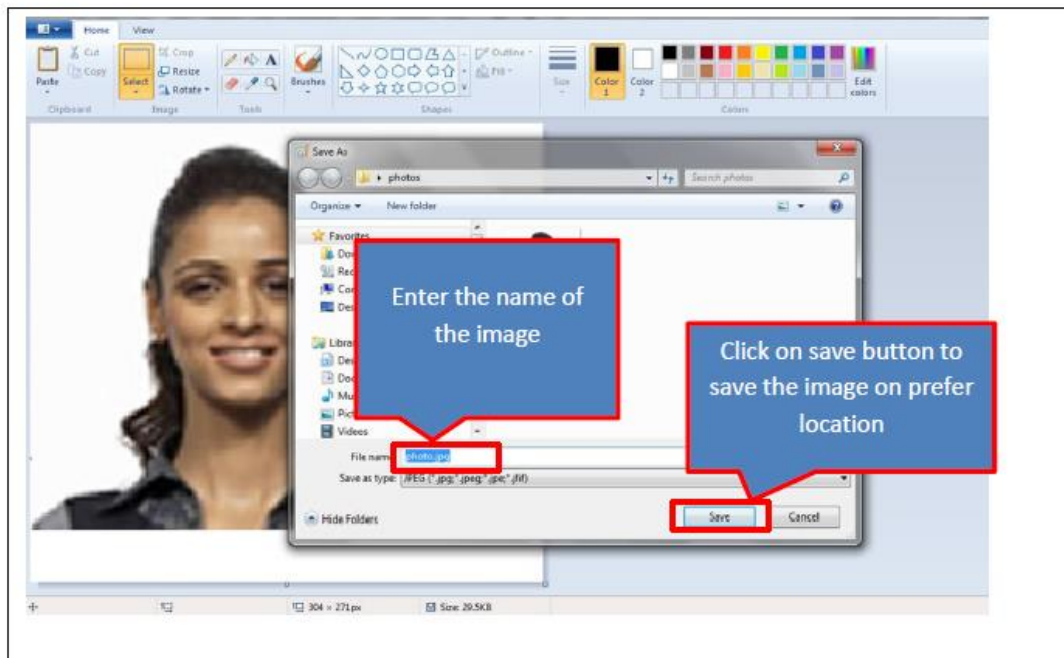


Fig.13

How to upload the photograph in online notified services Registration process.

1. User must follow the above mention parameters details to upload the photo.
2. Now, in online notified services registration process form it contains the applicant “Photo Upload” section as shown in Fig. 14



Fig.14

3. User Clicks on “Browse” button, then it popup the window, Select your located photo and click on open button to upload the file Fig. 15

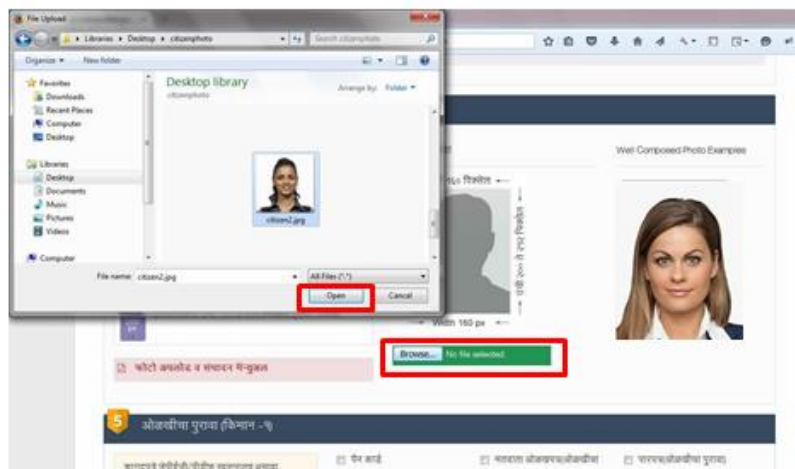


Fig.15

4. This page contains some guideline for photo uploading.

- Image Format – JPEG
- Size of Image – Minimum 5 KB – Maximum 20 KB
- The height and width of the Photo must be equal.
- The minimum dimensions are 160 pixels (width) x 200 to 212 pixels (height).

1. All these are the mandatory condition to upload photo, if any of these condition is not fulfilled during photo uploading then, the application will shows an appropriate error message.

2. User clicks on “**Browse**” button to select the photo of the applicant to be uploaded.

3. If uploaded photo is not in the JPEG format then a pop window will opens contains a message “**Only JPEG files can be uploaded**”

4. Now, user clicks on the “**OK**” button and start uploading the photo again.

5. Once the photo gets uploaded it appears in the photo window as shown in Fig.16



Fig.16

6. If user wants to upload the photo again, then clicks on “**Browse**” button.