Validata User Manual

USER MANUAL FOR THE USE OF VALIDATA; THE DATA VALIDATION
TOOL BY CIS KENYA
VAS

VAS LIMITED | [Company address]

Contents

Hardware Requirements

The following are the minimum hardware requirements to install any of the CIP instances

Server Edition

- Storage (Hard Disk): 6 GB
- RAM: 4 GB
- CPU: 1 * 1.33 GHz
- Virtualization software e.g. VMWare

Note: System is tested to run on VMWare and VirtualBox. The rest should ideally work but have not been tested.

Desktop Edition

- Storage (Hard Disk): 500 MB
- RAM: 2 GB
- CPU: 1 * 1 GHz

Other Requirements

1. **Internet Connection:** The system requires a working internet connection to setup, update and to upload error log statistics.
2. **Storage**: You require as much storage as the files you will upload. What is provided above is minimum requirements to setup the system

White Listing

The following URLs and ports are required to run the out of box version of Validata CIP edition

URL White List

URLs that require whitelisting at the CIP level are:

- https://validata.ciskenya.co.ke – The CISK Validata Portal
- https://validata-api.ciskenya.co.ke:8191 – For uploading error logs
- https://gitlab.com - For application updates
- https://example.org – For testing general internet access
- https://google.com - For testing general internet access
- The CRB URLs & Ports – To facilitate upload of data to CRBs

Desktop Edition Port White List

If running the desktop version, the following ports need to be open:

- 6379
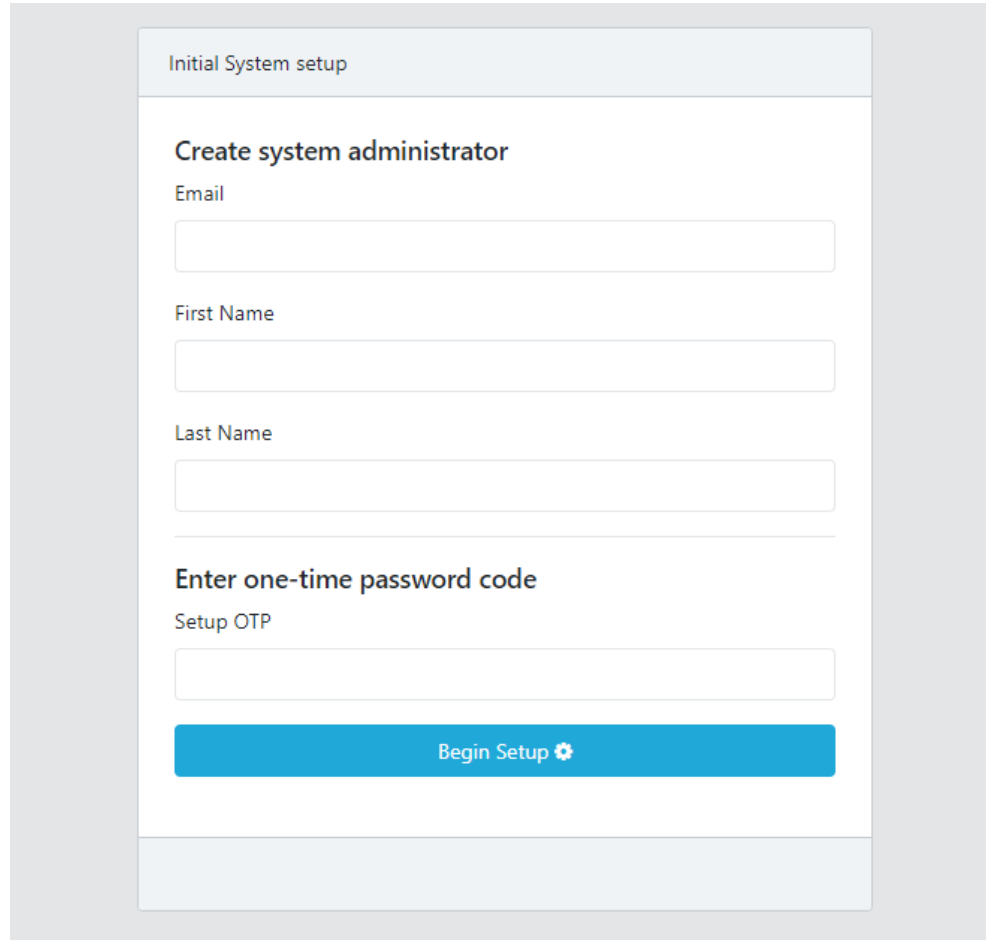- 19744

Server Edition Port White List

If running the desktop version, the following ports need to be open:

- 6379
- 19771
- 19773
- 19774

Setting Up the System

Navigate to the URL of the application.

You should be able to access the initial setup page.

Enter the credentials you received the CIS-Kenya:

Note that if you get the following message:

Check the email address you have used and ensure it is the same one registered with CIS-Kenya.

IT may take a few minutes as the system is setting up. If successful you will see the message below:

Click on the verify email link. Check your email for the email verification token. Enter the token in the form shown

The token expires after some time so if you get the message shown below:

Verify Email

Invalid or Expired Account Registration token. Enter you email address below to request for a new verification email

Resend Verification Token

Email

Get new Token

Just fill in your email address again and the system will send you a new verification token. Make sure the email address is the same as what you used initially.

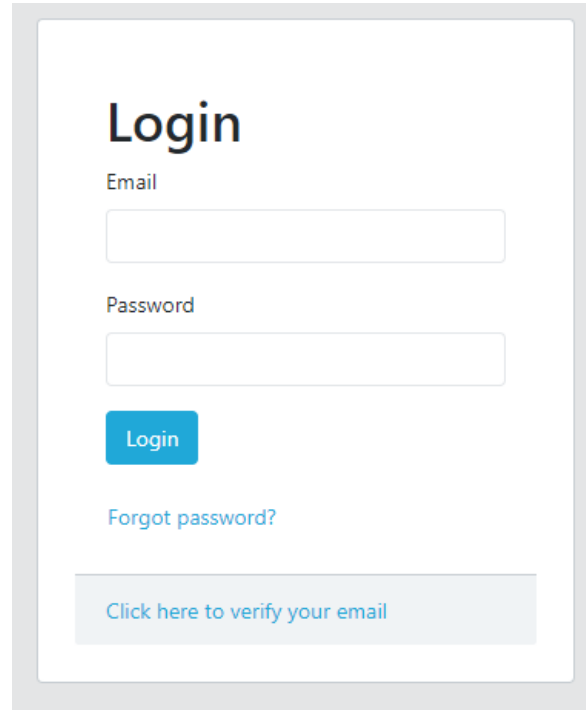If successful, the system should redirect you to set your password:

Enter a strong password and click "Set Password". This should take you to the login page.

That's it! The system has been set up successfully.

Validating Data

Validating data is simple and straight forward.

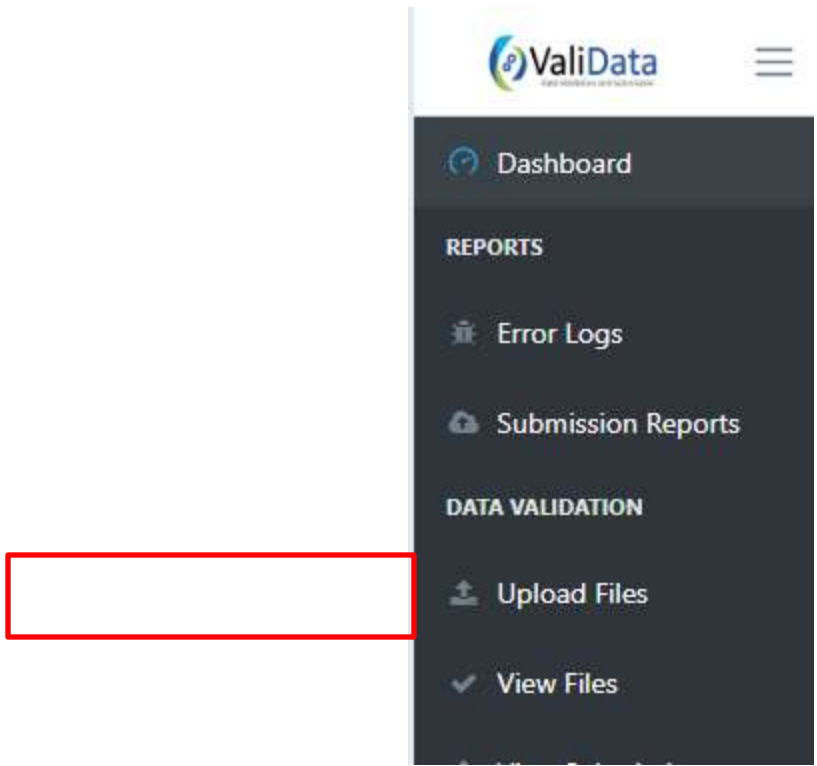Log in to the system by navigating to the login page.

Enter your email and password and log in.

You will be directed to the dashboard. On the side navigation, click on "Upload Files"

On the left panel, first select the subscriber (the lender form whom you want to validate data) on the Subscriber dropdown menu.
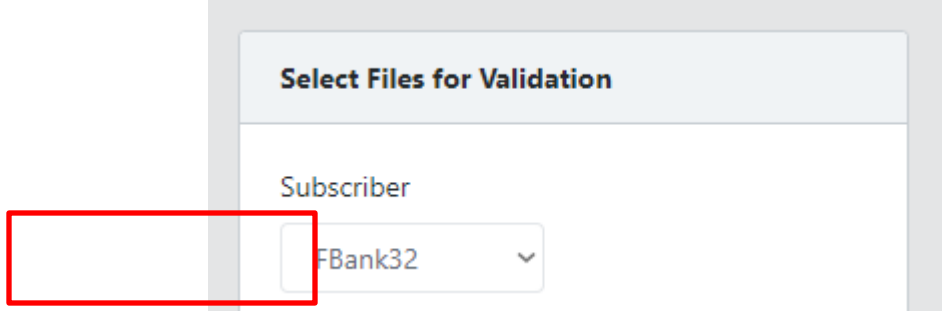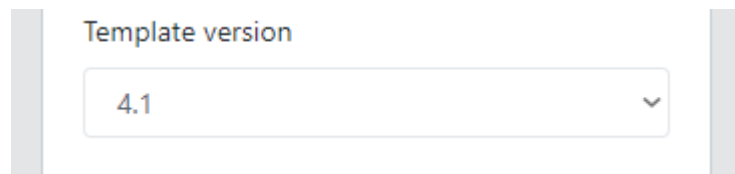

Then, select the file(s) you want to validate. You can select multiple files.

This should open a file explorer window. Navigate to the folder where your files are located and select the file(s). To select multiple file, hold the CTRL button while clicking on the respective file.
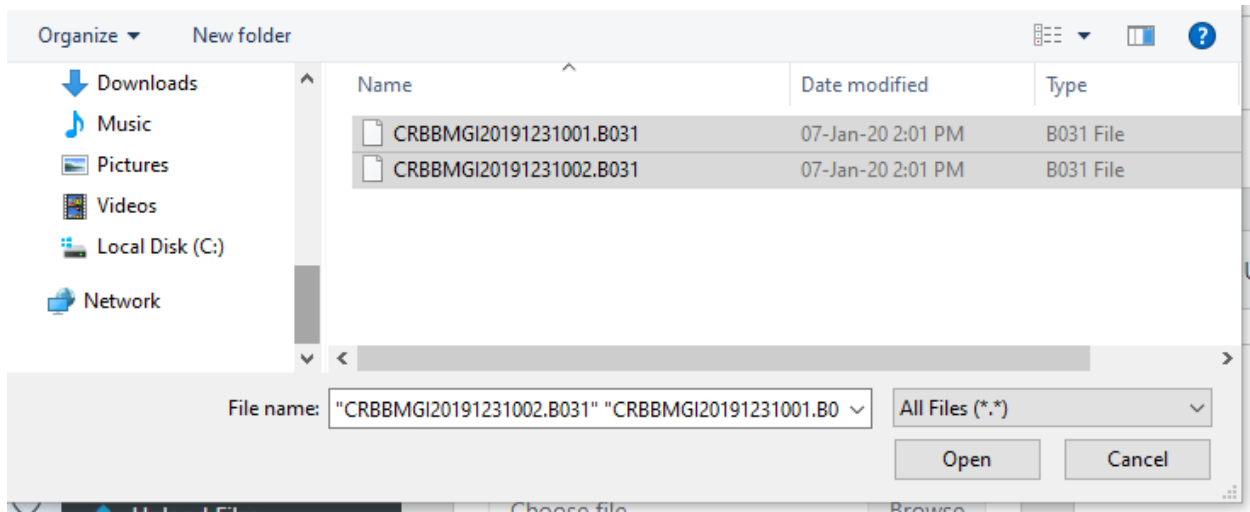
Then select the template version

The system will then automatically validate the file name according to the DST.
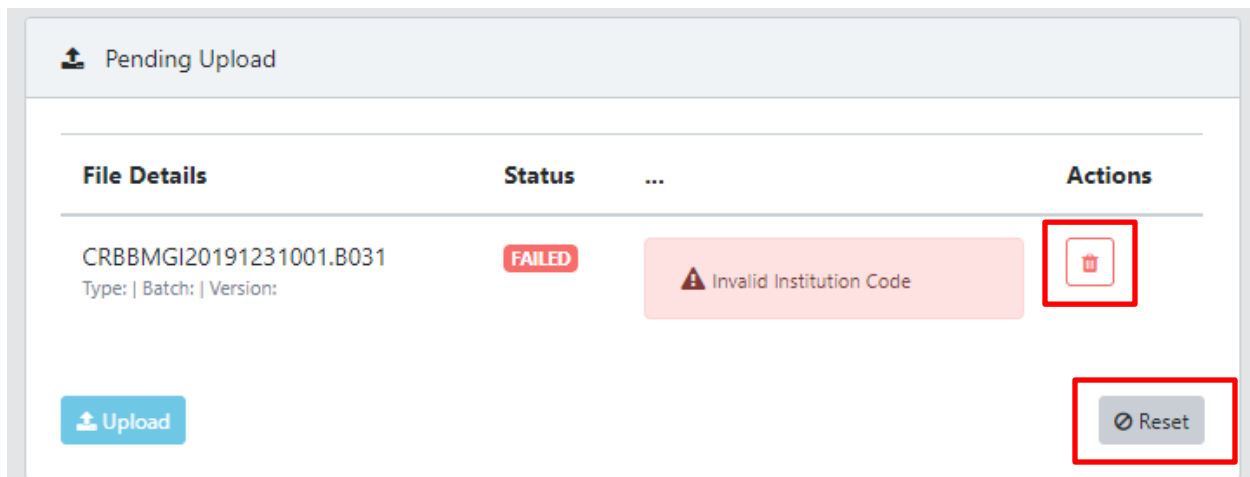
Any error message will be displayed. Either remove the file in question or click the reset button. Make the necessary change and start again.

If successful, you will see the message below:

File Details	Status	...	Actions
CRBBMGI20191231001.B032 Type: GI | Batch: M | Version: 001	READY		
⬆ Upload			⊘ Reset

Click the upload button to start validation.

File Details	Status	...	Actions
CRBBMGI20191231001.B032 Type: GI | Batch: M | Version: 001	UPLOADED		

View Upload Status

To view the status of the validation and error log, click on the "View Upload Status" link.

View Error Logs

On the side navigation, click on View Files:
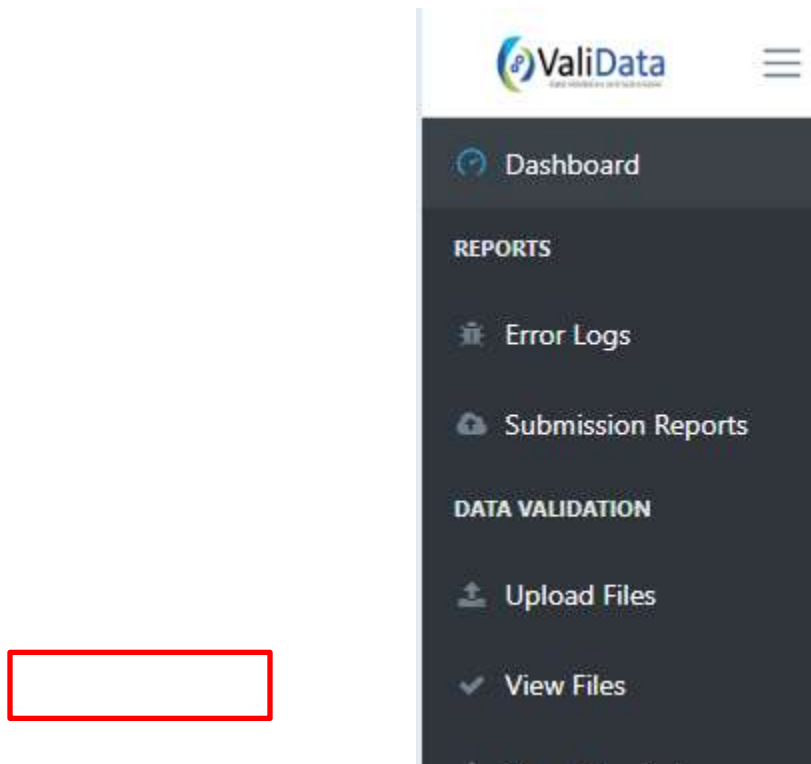
This will take you to the page showing all files that are being validated or have been validated but not yet submitted to the CRB.


Over time, the number of files displayed may increase so the list is paginated, showing 10 rows. You can click the previous and next buttons to load more files. The filter option allows you to find specific files by filtering the list by load period, file type, batch type (monthly or daily), by CIP (if you have more than one subscriber in your profile) and date uploaded.
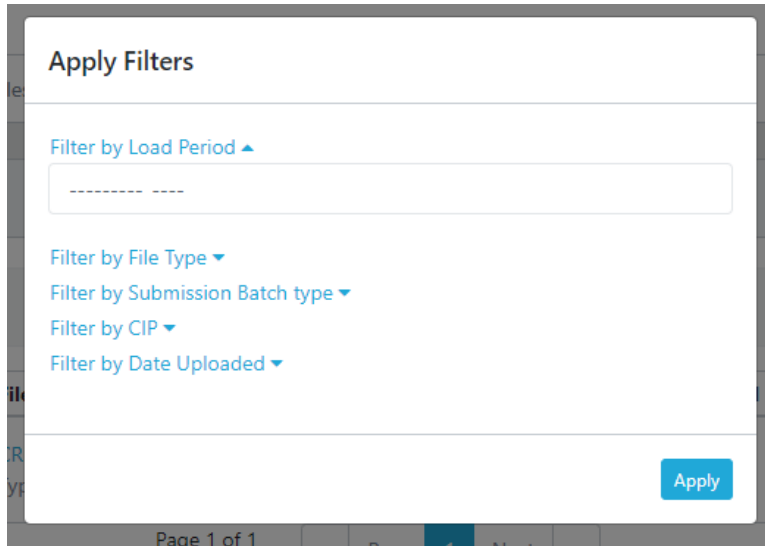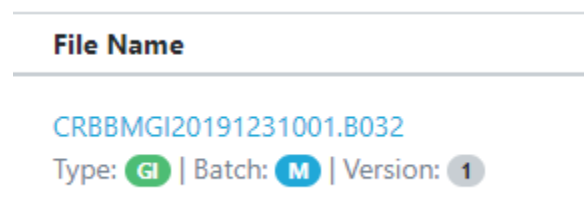
Select a specific filter by clicking on it and entering the necessary information. A summary will appear at the bottom of the window. Click "Apply" to apply the filter.
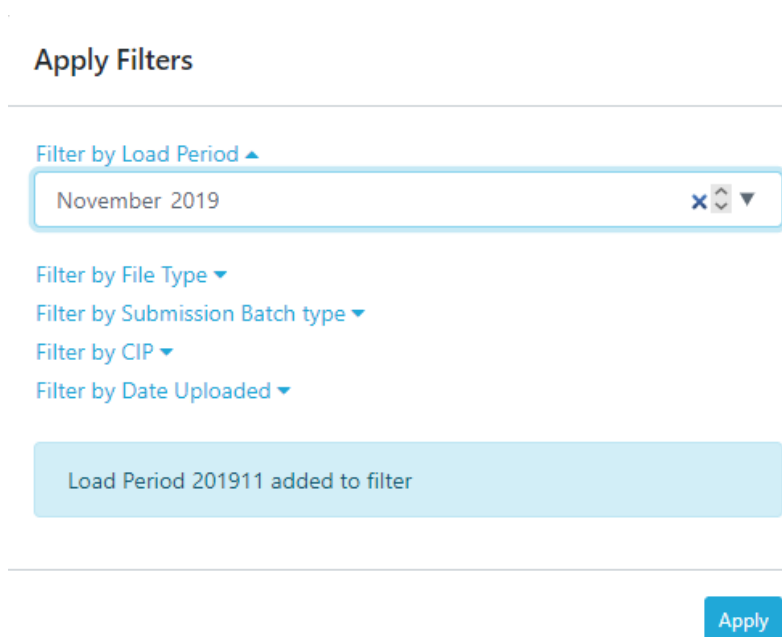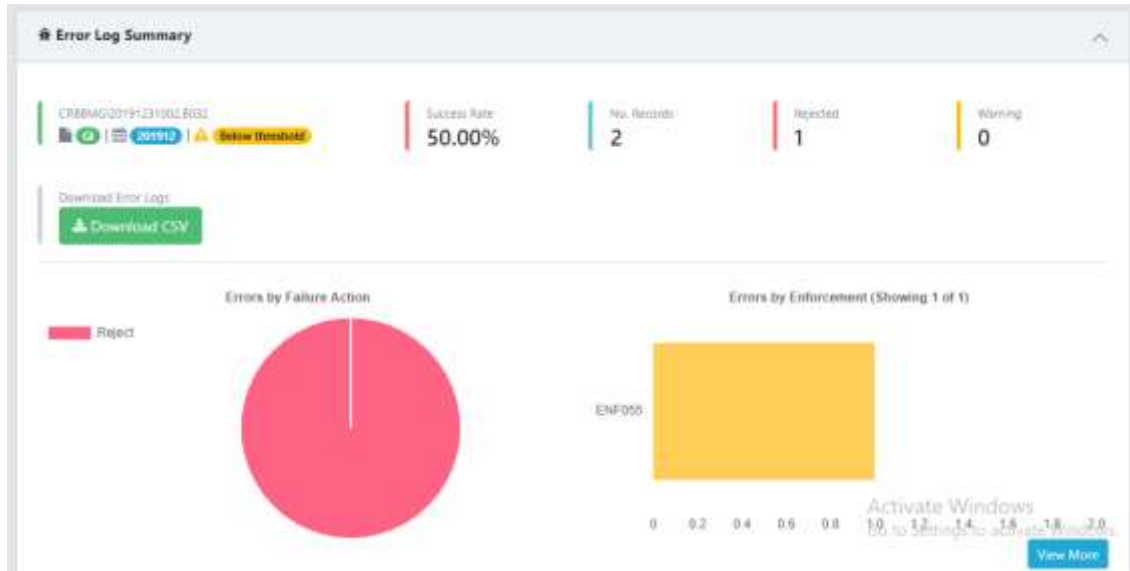

To remove the filter, click the red "reset" button.

To view the error log, click on the file name:

The error log page contains two sections. An error summary:

And a detailed paginated table with all the errors (error log).

This list is also paginated and shows 10 rows at a time. You can navigate with the "Next" and "Previous" buttons. You can also apply filters to find specific errors.

You can filter by enforcement code, column name or account number.
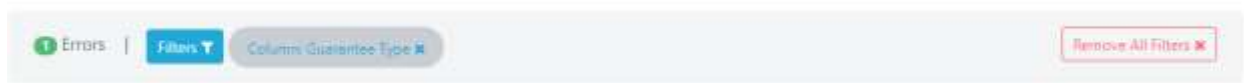
Click "Remove All Filters" to reset or cancel a specific filter to remove that particular filter.

You can download a CSV copy of the error logs by clicking on the "Download" button on the error log summary section at the top.

Download Error Logs

⬇ Download CSV

Submit Files to the CRB

Navigate to the "View Files" page by clicking on view files on the side bar menu.

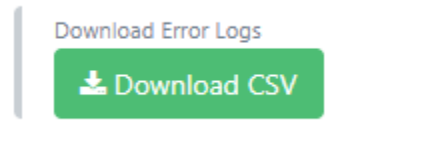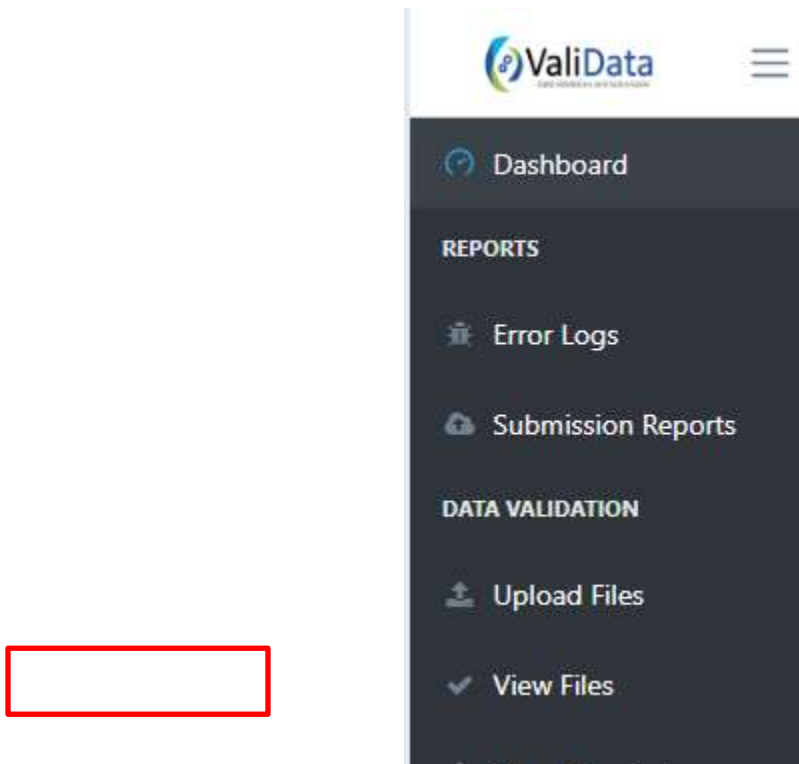Select the file(s) you want to submit by clicking on the checkbox on the left of the file name. Or click on the checkbox on the left of the table header to select all the files.

Once you select files whose validation status is successful, the submit button will become active. The submit button will not activate if any unsuccessful file is selected.
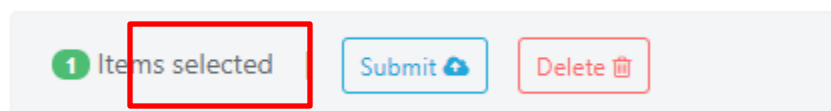
Click on the submit button to view submit options
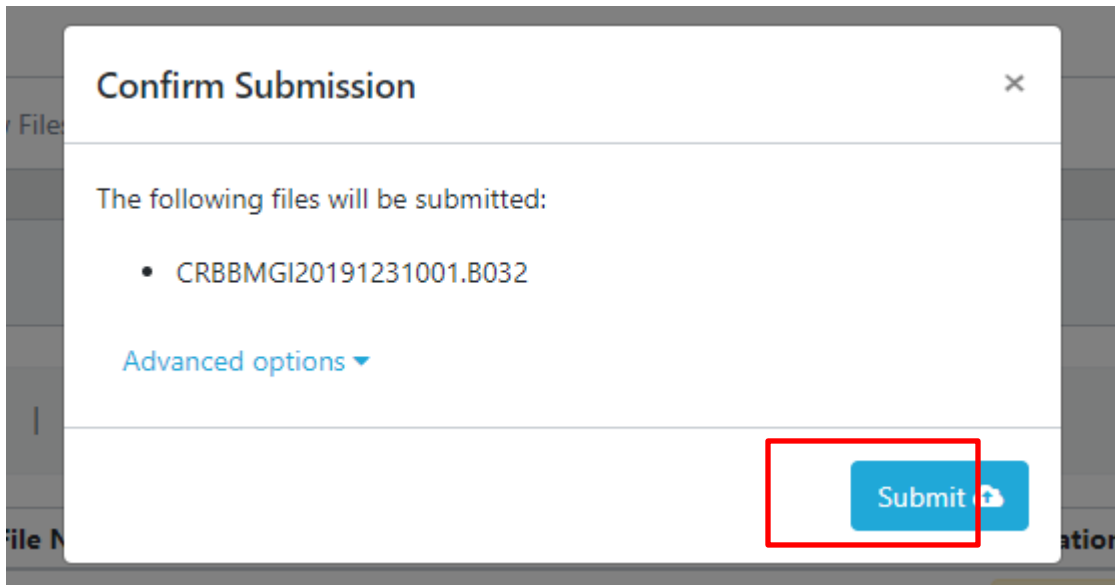
Clicking on submit will submit to selected file to all available CRBs.

Clicking on advanced options will allow you to submit to a specific CRB.
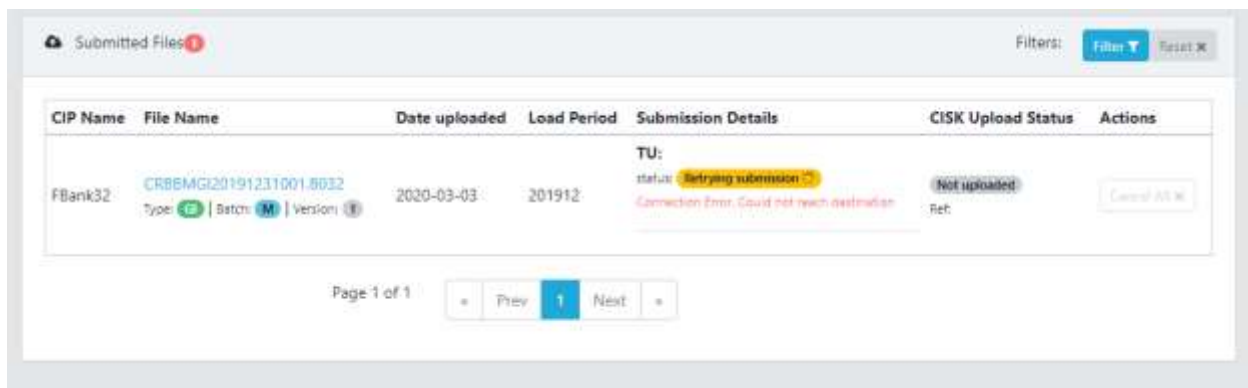
Select and click submit to submit!

View Status of Submitted files

On the side navigation, click on view submissions
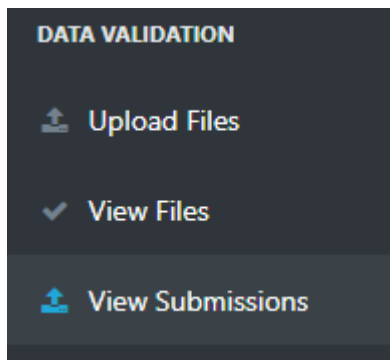
This will open the submitted files view which is a list of files submitted to the CRB and the various statuses.
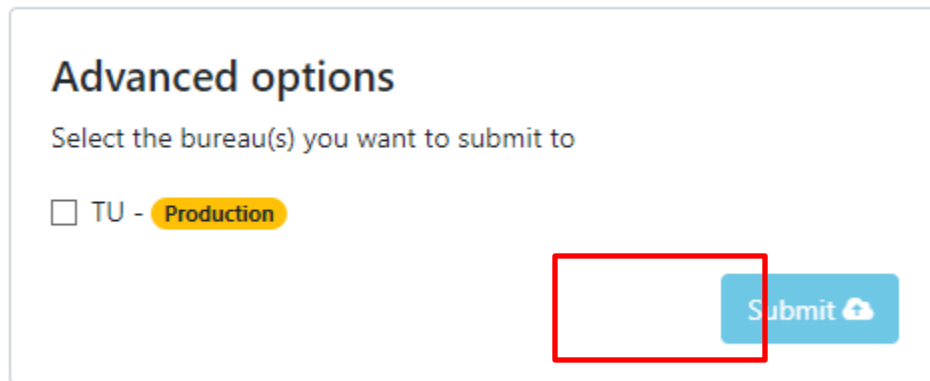
.

The list is paginated and shows 10 rows at a time. You can navigate and filter just as in the validated files view.

The status of the submission is listed per CRB. The system sends a record of the status of the submission[1] to CIS-Kenya.

In case of an error while submitting the file, the error message will display with the CRB status. Hovering over the status cell, a refresh button will appear. You can click the button to attempt to resubmit the file again to that specific bureau.

---

[1] Note that CIS Kenya will only receive the status of the submission, whether it was successful or not, and not the actual file.

Viewing Reports

View Error Log Reports Dashboard
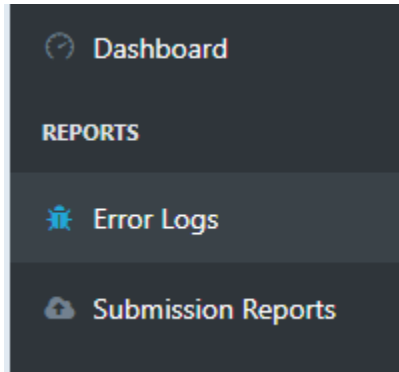
Navigate to the Error Log reports page by clicking on the "Error Logs" in the Reports Section of the left-hand side navigation as show above.
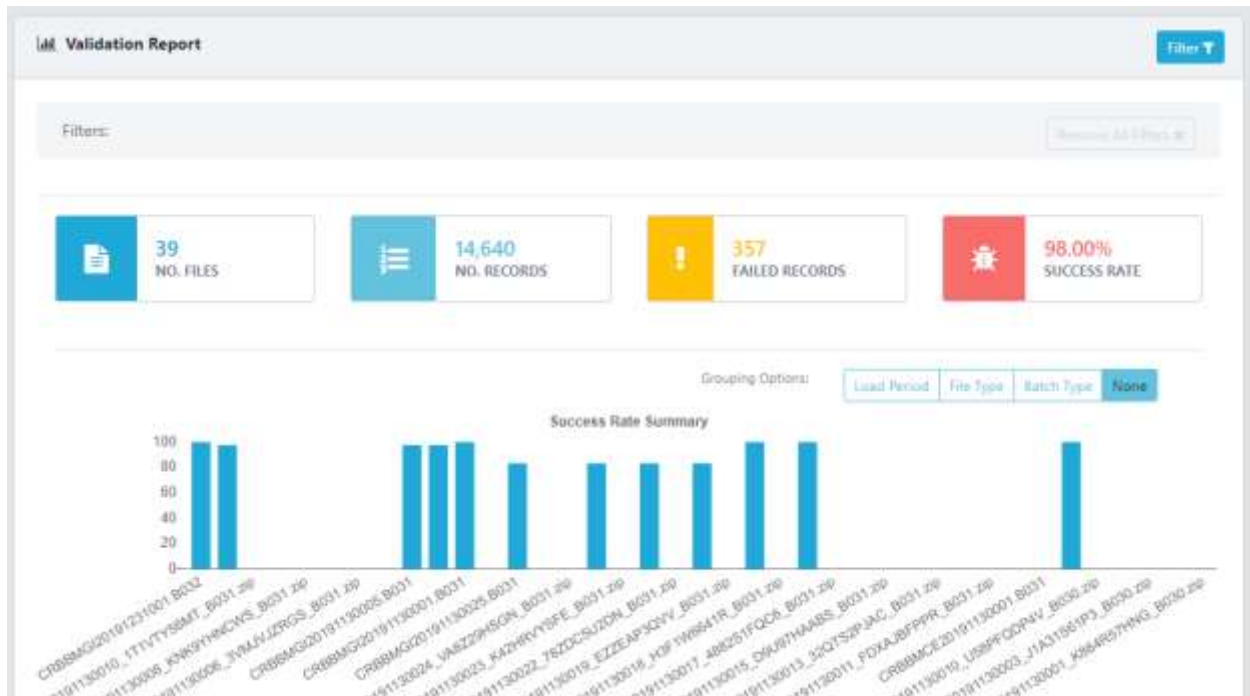
The Error log reports dashboard shows summaries and graphs for the important parameters for all the error logs generated in the system. You can filter by clicking on the filter button on the top left of the panel.
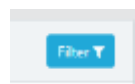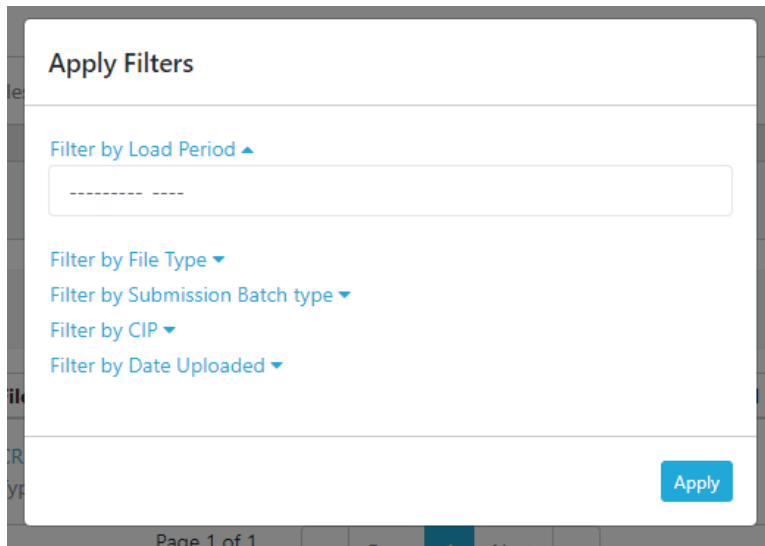
The Value boxes show summary statistics for the filtered options:

The Success Rate Summary graph shows a summary of the success rate. If no grouping is applied, it shows the success rate per file. If grouped, it shows the average success rate for the given group. You can group the graph by clicking on one of the grouping options.
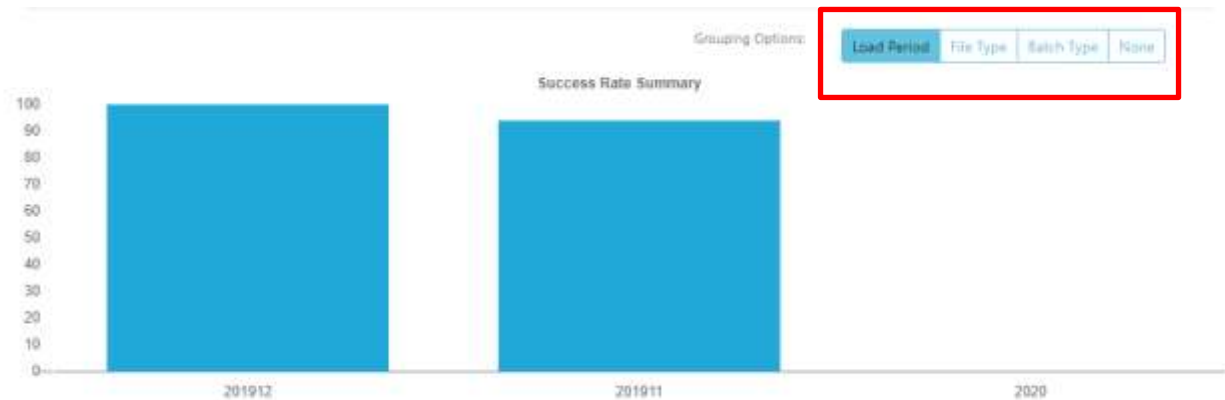
Below the summary graph is a list of all the files that meet the criteria of the filter applied. Clicking on a file will display a summary of the error log of that file on the right hand panel.

The view the error logs related to that file, click on the "Click to View" button.

Administering the System

Create and Manage Users

As an administrator of the system, you will be able to create and manage roles for users in the system. Navigate to the users page from the sidebar menu.

The users page is a paginate list of users showing the email, name and roles assigned to the user. You can create a new user, edit details of an existing user and add or remove roles from users.

Create a User

To create a user, click on the "+" button at the top right of the panel.
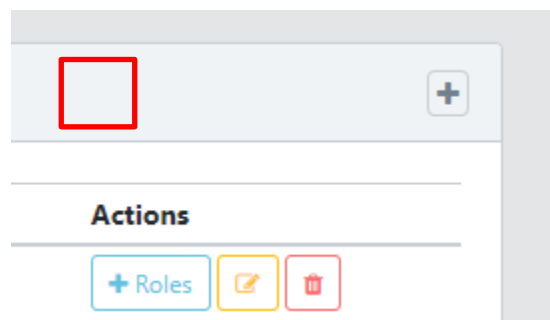
This will open a form as shown below:

Fill and click "create" to complete.

Add roles to a user

To add roles, click on the "+ Roles" button. On the form as shown below select the role and tenant (CIP) form whom the user will perform the given role. One user can have multiple roles for multiple tenant.

To remove a role, click to "x" next to the specific user tole.

Manage Settings

Navigate to the settings page.
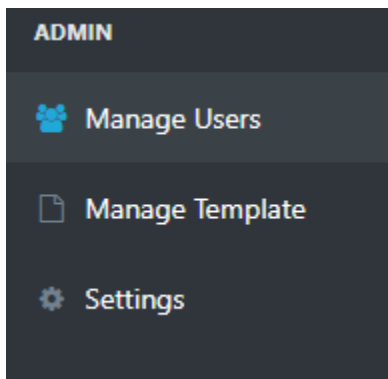
Modify Subscriber Settings

The settings page is divided into two sections. The top section is Tenant settings. One installation can host multiple tenants (related CIPs). You can modify specific settings for each here.

On the right is a paginated list of all tenants:
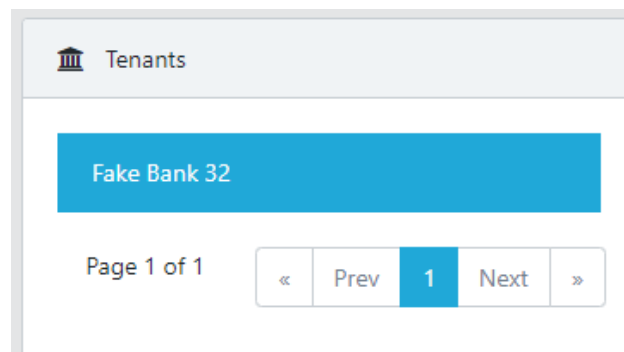
On the left are the settings for the selected tenant. Toggle between tenants to view, edit their settings.

Validation and Submission Settings

The first of the settings is to set the maximum number of concurrent validations. This setting sets how many rows of data the system will validate at the same time. The default is 100. This can be increased but requires more computing resources (RAM and processor). Only change in consultation with your IT administrator.

The submission timeout setting is how many seconds the system will wait for a response from a bureau during submission before timing out. Please allow a reasonable amount of time considering intermittent internet. The default is 60 seconds.

Create and Manage CRB Profiles

To be able to submit data to the CRB, you have to create a CRB profile. You will receive credentials from the respective CRB (on email).

To create a CRB profile, click on the "+" button on the CRB Profile section of the Tenants settings panel as shown below:

This should open a form:

Fill the form with the details received from the CRB and click "Create". Set the environment to "Production" to be able to submit files to that CRB.

You can modify a CRB's settings by clicking on the "Edit" button on the right side of the row containing the CRB's details:

This will open the edit form for the same. Modify the details as required and be sure to click "Save Changes".

Manage Notification Settings

The system automatically sends email notifications based on certain actions:

1. Uploads
2. Submission
3. End of Day summaries

For each of these, you can set up the users who will receive these notifications:

🔔 Notification Settings

Upload Notifications

[+]

Single Submission Notifications

[+]

EODSummary Notifications

[+]

Click on the "+" button next to the respective notification type to add a recipient.

Upload Notifications

[✖]

Add recepients for Upload notifications

| Enter email address | ✖ |

[+ Add Email]

[✖ Discard]　　　　　　　　　　　　　　　　　[💾 Save]
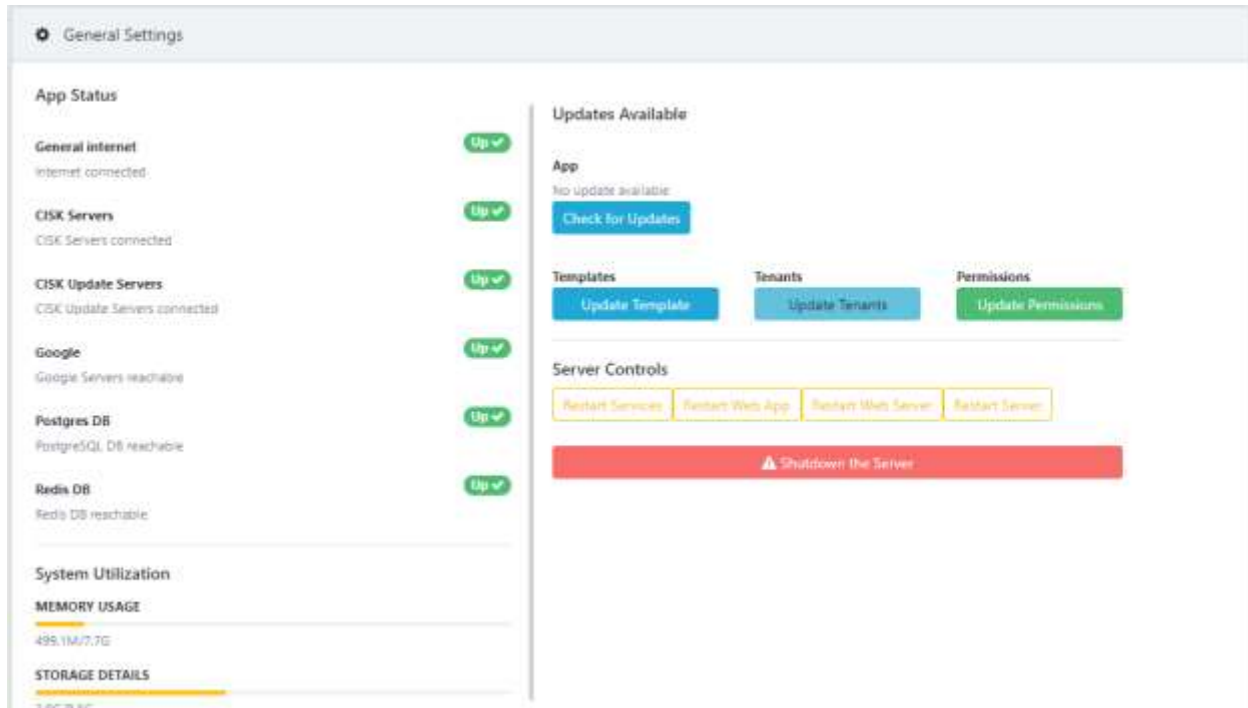
This will open a form for adding each email address. To add more than one email, just click on the "add email" button and another box will display, you can do this for as many emails you need to add. When you are done, click on the "Save" button.

Manage General Settings

The second half of the settings page is the General settings"

This page contains information about the various system and database alerts and notifications (on the left) plus controls for updates, restarting and shutting down the system.

System statuses

1. **General Internet**: Checks whether the app server can connect to the internet
2. **CISK Servers**: Checks whether the app can connect to the CISK server. This is important because the app automatically shares information about error logs and statuses of submissions to CRBs with CIS-Kenya. Note that the system does not share any raw data with CIS-Kenya.
3. **CISK Update Servers**: The system is configured to check of any updates automatically. For that it must connect to the update servers. This status shows whether it can connect or not.
4. **Google**: This status checks whether the system can connect to google. This is to see whether there are any network restrictions that forbid the server from connecting to the internet.
5. **Postges and Redis** DB: These are the databases for the system. This status shows whether they are running normally.
6. **System Utilization**: Shows how the system memory (RAM) and storage are being utilized.

Updates

1. **App Updates**: Check whether updates are available. If updates are available, the button turns green and prompts you to update the app. Click on the button and the system will download the updates and update the app. Note that some updates will require the system to restart and may take a few minutes.

2. **Templates**: Modifications to template are done and published by CIS-Kenya. The system check for any changes to templates and notifies you. To update the template, click the Update Template button. It will download and install any changes to the templates.
3. **Tenants**: The system allows you to manage accounts for multiple tenants for example a bank may also have a staff SACCO where the administrators for Bureau issues are the same as the one who manage for the bank. In those instances, rather than having two separate log in credentials, the same user can manage for both subscribers. CIS-Kenya will add Tenants on to the app. Click on the Update Tenants button to effect changes.
4. **Permissions**: If any app permissions change, please click on the Update Permissions button to effect the changes.

Server Controls

Proceed with caution. Make sure to consult the CIS-Kenya admin before taking any of these actions.

These controls the server and the services contained in them. You can restart the server, app or services by clicking on the appropriate button.

You can also shut down the server. Note that this is an irreversible action.