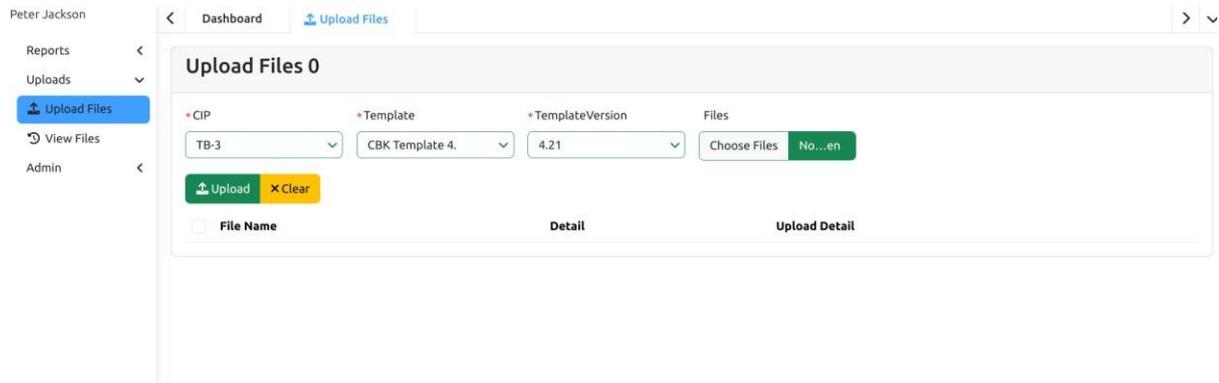


VALIDATA USER GUIDE

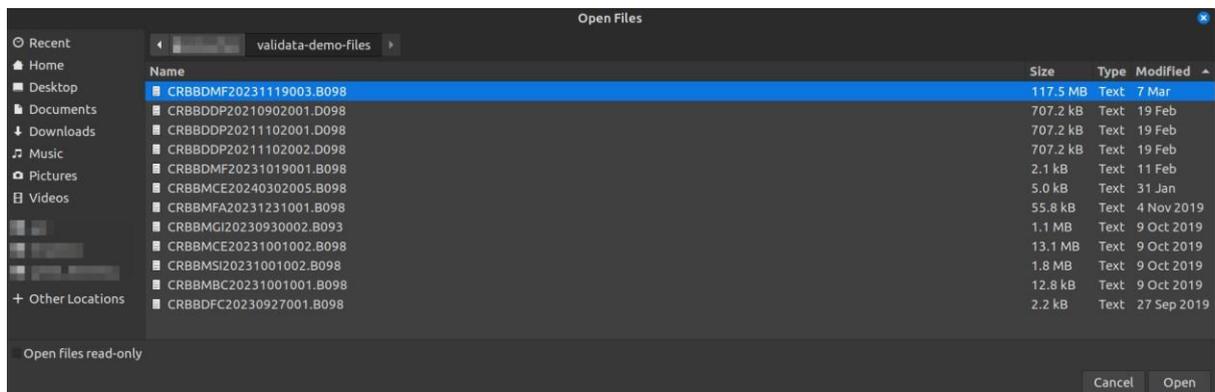
Validating Data

When logged in, click on the Upload Files button on the main menu. Confirm that the selected CIP is correct and confirm the template against which you want to data to be validated.

1. Browse for Files: Select Choose Files to browse for files to be uploaded.



The system will open a window to browse for the files you want to validate. Once you've selected the files that need validation, click on "Open/Add" to add the files to the list



Common Issue: Permissions: If you get the error "Unauthorized, you are not authorized to access this page", Please ensure that the user uploading files has got the "CIP Uploader" role. See the User Permissions section for more details on applicable permissions.

File Name Validation

Upon selecting add/open, the selected files will be added to the grid as seen below. Any file name that does not meet the File Naming Convention will get rejected at this point with a reason provided under the Detail Column.

Upload Files 8

*CIP: TB-3 *Template: CBK Template 4. *TemplateVersion: 4.21 Files: Choose Files 8 files

Upload X Clear

File Name	Detail	Upload Detail
<input type="checkbox"/> CRBDMF20231119003.B098	Ok	
<input type="checkbox"/> CRBDDP20210902001.D098	Ok	
<input type="checkbox"/> CRBDMF20231019001.B098	Ok	
<input type="checkbox"/> CRBBMCE20240302005.B098	Ok	
<input type="checkbox"/> CRBBMGG20231231001.B094	Invalid Institution Code	
<input type="checkbox"/> CRBBMFA20231231001.B098	Ok	
<input type="checkbox"/> CRBDFC20230927001.B098	Ok	
<input type="checkbox"/> CRBDDP20240227002.B097	Invalid Institution Code	

When a file naming error occurs, you can:

1. Clear the list of files and browse for another set of files with the correct file names.
2. Select *[Tick the square box]* only the files that passed the file name check (in green) and ignore any of those that failed validation.

2. Select Files: Select the files with an “OK” on the Detail field as shown below

Upload Files 8

*CIP: TB-3 *Template: CBK Template 4. *TemplateVersion: 4.21 Files: Choose Files 8 files

Upload X Clear

File Name	Detail	Upload Detail
<input checked="" type="checkbox"/> CRBDMF20231119003.B098	Ok	
<input checked="" type="checkbox"/> CRBDDP20210902001.D098	Ok	
<input checked="" type="checkbox"/> CRBDMF20231019001.B098	Ok	
<input checked="" type="checkbox"/> CRBBMCE20240302005.B098	Ok	
<input type="checkbox"/> CRBBMGG20231231001.B094	Invalid Institution Code	
<input checked="" type="checkbox"/> CRBBMFA20231231001.B098	Ok	
<input checked="" type="checkbox"/> CRBDFC20230927001.B098	Ok	
<input type="checkbox"/> CRBDDP20240227002.B097	Invalid Institution Code	

3. Upload Files: When ready, click on the green **Upload** Button (Select OK on the Upload confirmation Dialog box) and then verify that all uploads have completed successfully

Upload Files 8

* CIP: TB-3 | * Template: CBK Template 4. | * TemplateVersion: 4.21 | Files: Choose Files 8 files

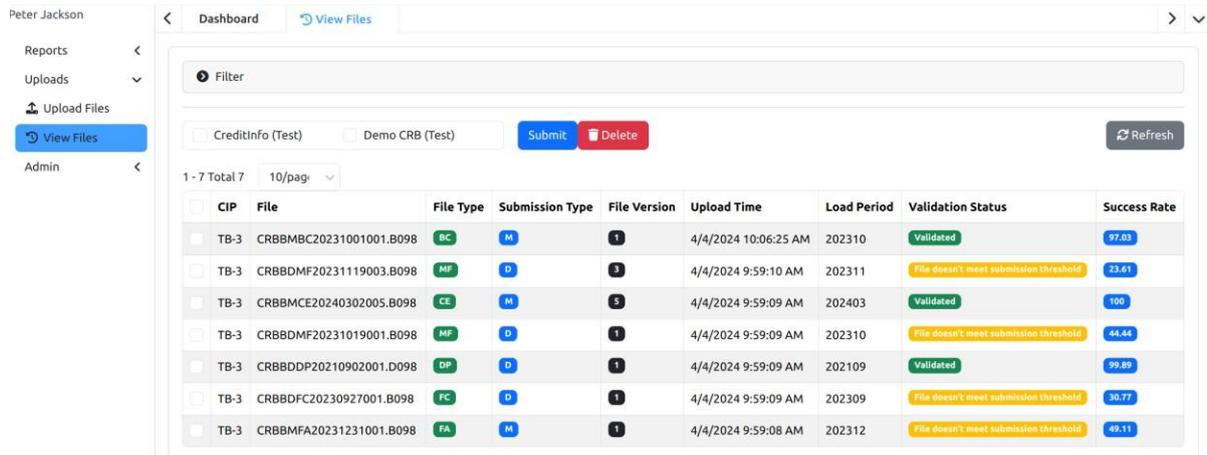
File Name	Detail	Upload Detail
<input checked="" type="checkbox"/> CRBDDMF20231119003.B098	Ok	<div style="width: 100%; background-color: green;">100%</div>
<input checked="" type="checkbox"/> CRBDDP20210902001.D098	Ok	<div style="width: 100%; background-color: green;">100%</div>
<input checked="" type="checkbox"/> CRBDDMF20231019001.B098	Ok	<div style="width: 100%; background-color: green;">100%</div>
<input checked="" type="checkbox"/> CRBBMCE20240302005.B098	Ok	<div style="width: 100%; background-color: green;">100%</div>
<input type="checkbox"/> CRBBMGG20231231001.B094	Invalid Institution Code	<div style="width: 100%; background-color: red;">100%</div>
<input checked="" type="checkbox"/> CRBBMFA20231231001.B098	Ok	<div style="width: 100%; background-color: green;">100%</div>
<input checked="" type="checkbox"/> CRBDDFC20230927001.B098	Ok	<div style="width: 100%; background-color: green;">100%</div>
<input type="checkbox"/> CRBDDP20240227002.B097	Invalid Institution Code	<div style="width: 100%; background-color: red;">100%</div>

The system shows a progress bar of the upload with colour coding. Green indicating success, red signalling failure.

Once files have been uploaded to the system, the validation engine picks up the file in the background. To see this in progress or see the result of the validation, navigate to the View Files Screen.

View Uploaded Files

To view files that have been uploaded to the system, navigate to the “View Files” button on the menu to the left.



The screenshot shows a web interface for viewing uploaded files. On the left is a navigation menu with 'View Files' selected. The main area contains a table with 7 columns: CIP, File, File Type, Submission Type, File Version, Upload Time, Load Period, Validation Status, and Success Rate. The table lists 7 files with various validation statuses and success rates. A 'Refresh' button is located at the top right of the table area.

CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 10:06:25 AM	202310	Validated	97.03
TB-3	CRBBDMF20231119003.B098	MF	D	3	4/4/2024 9:59:10 AM	202311	File doesn't meet submission threshold	23.61
TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:59:09 AM	202403	Validated	100
TB-3	CRBBDMF20231019001.B098	MF	D	1	4/4/2024 9:59:09 AM	202310	File doesn't meet submission threshold	44.44
TB-3	CRBBDP20210902001.D098	DP	D	1	4/4/2024 9:59:09 AM	202109	Validated	99.89
TB-3	CRBBDFC20230927001.B098	FC	D	1	4/4/2024 9:59:09 AM	202309	File doesn't meet submission threshold	30.77
TB-3	CRBBMFA20231231001.B098	FA	M	1	4/4/2024 9:59:08 AM	202312	File doesn't meet submission threshold	49.11

The view shows each file and the outcome of the validation. Files that have passed validation have a green validated status and this can be submitted to the CRBs.

The list of validation status captured by the system are:

- Unprocessed:** File has been uploaded to the system, but the validation engine has not started validating it yet
- Validating:** File is currently being validated
- Validation Failed:** Validation failed due to a critical (system or file) error.
- Cancelled:** The user cancelled the validation
- Submission Threshold:** The file validated successfully but it does not meet the validation threshold set for that file type.
- File Processing Error:** An unknown error occurred during file validation.

Validation Process

File validation takes place as a background service. This means that once a user has uploaded a file, the file is added to a queue and validated in the background. This process does not need any user intervention.

The system auto updates the screen every 5 seconds which allows a user to see the latest validation status. This comes in handy when one is validating a big file that might run for several minutes.

The system also provides for a manual refresh button to the right of the page that a user can click to check for the latest status.

Dashboard View Files

Filter

CreditInfo (Test) Demo CRB (Test)

1 - 6 Total 6 10/page

<input type="checkbox"/>	CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate
<input type="checkbox"/>	TB-3	CRBBDMF20231119003.B098	MF	D	3	4/4/2024 9:59:10 AM	202311	Validating	0
<input type="checkbox"/>	TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:59:09 AM	202403	Validated	100
<input type="checkbox"/>	TB-3	CRBBDMF20231019001.B098	MF	D	1	4/4/2024 9:59:09 AM	202310	File doesn't meet submission threshold	44.44
<input type="checkbox"/>	TB-3	CRBBDDP20210902001.D098	DP	D	1	4/4/2024 9:59:09 AM	202109	Validated	99.89
<input type="checkbox"/>	TB-3	CRBBDFC20230927001.B098	FC	D	1	4/4/2024 9:59:09 AM	202309	File doesn't meet submission threshold	30.77
<input type="checkbox"/>	TB-3	CRBBMFA20231231001.B098	FA	M	1	4/4/2024 9:59:08 AM	202312	File doesn't meet submission threshold	49.11

Note: A file cannot be validated twice. If a user wants to validate a file again, they must upload the file via the Upload File view.

Filtering Uploaded Files

The system supports a range of filters to allow a user to narrow down on specific files. One can filter by the date the file was uploaded, the file type, load period, file version to name a few examples.

Filter

Tenant: TB-3

File Reference Number: Please input ...

Upload Date Range: Start date To End date

Submission Type: -- Select --

Load Period From: Please select ...

Load Period To: Please select ...

File Version: Please input ...

CISK Stats Status: -- Select --

File Type:
 BC CA CE CI CR CU DE DI DP FA FC GG GI LI ME MF SI

CreditInfo (Test) Demo CRB (Test)

1 - 1 Total 1 10/page

<input type="checkbox"/>	CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate
<input type="checkbox"/>	TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:59:09 AM	202403	Validated	100

To revert to an unfiltered view, click on the **Reset** button to clear the filter.

File Submission

Files that have completed validation and they meet the submission threshold are candidates for being uploaded to the CRBs.

To submit a file:

1. Select all the CRBs that you want to submit the file to,
2. Select the all the files that you want submit to the selected CRBs
3. Click on the **Submit** button.

1. Select CRB: Select the CRB that you want to submit the data to

CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 10:06:25 AM	202310	Validated	97.03
TB-3	CRBDMF20231119003.B098	MF	D	3	4/4/2024 9:59:10 AM	202311	File doesn't meet submission threshold	23.61
TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:59:09 AM	202403	Validated	100
TB-3	CRBDMF20231019001.B098	MF	D	1	4/4/2024 9:59:09 AM	202310	File doesn't meet submission threshold	44.44
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/4/2024 9:59:09 AM	202109	Validated	99.89
TB-3	CRBDFC20230927001.B098	FC	D	1	4/4/2024 9:59:09 AM	202309	File doesn't meet submission threshold	30.77
TB-3	CRBBMFA20231231001.B098	FA	M	1	4/4/2024 9:59:08 AM	202312	File doesn't meet submission threshold	49.11

2. Select Files: Select the files to be submitted.

CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate	
<input checked="" type="checkbox"/>	TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 10:06:25 AM	202310	Validated	97.03
<input type="checkbox"/>	TB-3	CRBDMF20231119003.B098	MF	D	3	4/4/2024 9:59:10 AM	202311	File doesn't meet submission threshold	23.61
<input checked="" type="checkbox"/>	TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:59:09 AM	202403	Validated	100
<input type="checkbox"/>	TB-3	CRBDMF20231019001.B098	MF	D	1	4/4/2024 9:59:09 AM	202310	File doesn't meet submission threshold	44.44
<input checked="" type="checkbox"/>	TB-3	CRBBDDP20210902001.D098	DP	D	1	4/4/2024 9:59:09 AM	202109	Validated	99.89
<input type="checkbox"/>	TB-3	CRBDFC20230927001.B098	FC	D	1	4/4/2024 9:59:09 AM	202309	File doesn't meet submission threshold	30.77
<input type="checkbox"/>	TB-3	CRBBMFA20231231001.B098	FA	M	1	4/4/2024 9:59:08 AM	202312	File doesn't meet submission threshold	49.11

Note: Only files with a green "Validated" status in the Validation Status Column can be submitted to a CRB.

To submit, click on the **Submit** button to initiate file submission.

Submission Process

The submission takes place as a background service. This means that once a user has clicked on submit, the files are added to a queue and are processed in the background and do not need any user intervention.

Dashboard Submissions

Overview

Filter

Details

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CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate	Submission Status
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 10:06:25 AM	202310	Validated	97.03	CreditInfo - Queued for submission Demo CRB - Queued for submission
TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:59:09 AM	202403	Validated	100	CreditInfo - Submitted Demo CRB - Submitted
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/4/2024 9:59:09 AM	202109	Validated	99.89	CreditInfo - Queued for submission Demo CRB - Submitted
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/4/2024 9:46:12 AM	202109	Validated	99.89	CreditInfo - Queued for submission Demo CRB - Submitting
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 9:46:12 AM	202310	Validated	97.03	CreditInfo - Queued for submission Demo CRB - Submitted
TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:44:58 AM	202403	Validated	100	Demo CRB - Submitted
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/3/2024 12:58:45 PM	202109	Validated	99.89	Demo CRB - Submitted
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/3/2024 12:58:45 PM	202310	Validated	97.03	Demo CRB - Submitted
TB-3	CRBBMCE20240302005.B098	CE	M	5	4/3/2024 12:58:45 PM	202403	Validated	100	Demo CRB - Submitted

Viewing Submitted Files

To view submitted files and the status of the submission, navigate to the Submissions link on the Main Menu on the left.

Peter Jackson Dashboard Submissions

Reports

- Dashboard
- Error Logs
- Submissions
- Uploads
- Admin

Overview

Filter

Details

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CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate	Submission Status	CRB Status
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 10:06:25 AM	202310	Validated	97.03	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:59:09 AM	202403	Validated	100	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/4/2024 9:59:09 AM	202109	Validated	99.89	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/4/2024 9:46:12 AM	202109	Validated	99.89	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 9:46:12 AM	202310	Validated	97.03	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:44:58 AM	202403	Validated	100	Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/3/2024 12:58:45 PM	202109	Validated	99.89	Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/3/2024 12:58:45 PM	202310	Validated	97.03	Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMCE20240302005.B098	CE	M	5	4/3/2024 12:58:45 PM	202403	Validated	100	Demo CRB - Submitted	Uploaded Successfully

Failed Submissions

If a file fails to be submitted to the CRB, an appropriate entry is logged with a red indicator showing that the file failed. In most cases, there will be an accompanying error message stating why the submission failed.

CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate	Submission Status	CISK Stats Status
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 10:06:25 AM	202310	Validated	97.63	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMCE20240302005.B098	CE	M	3	4/4/2024 9:59:09 AM	202403	Validated	100	CreditInfo - Submitted Demo CRB - Submission Failed	Uploaded Successfully
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/4/2024 9:59:09 AM	202109	Validated	99.89	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/4/2024 9:46:12 AM	202109	Validated	99.89	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 9:46:12 AM	202310	Validated	97.63	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMCE20240302005.B098	CE	M	3	4/4/2024 9:44:58 AM	202403	Validated	100	Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBDDP20210902001.D098	DP	D	1	4/3/2024 12:58:45 PM	202109	Validated	99.89	Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/3/2024 12:58:45 PM	202310	Validated	97.63	Demo CRB - Submitted	Uploaded Successfully
TB-3	CRBBMCE20240302005.B098	CE	M	3	4/3/2024 12:58:45 PM	202403	Validated	100	Demo CRB - Submitted	Uploaded Successfully

Detailed Submission Information

The system logs each process of submission to allow for comprehensive audit of this crucial leg of the credit information sharing mechanism. To view this information, double click the file and navigate to the **Submission Status** tab.

Status Time	CRB Profile	Status	Errors
4/4/2024 11:20:54 AM	Demo CRB	Queued for submission	
4/4/2024 11:20:57 AM	Demo CRB	Submitting	
4/4/2024 11:20:58 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:04 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:15 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:31 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:52 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:20:54 AM	CreditInfo	Queued for submission	
4/4/2024 11:22:52 AM	CreditInfo	Submitting	
4/4/2024 11:22:53 AM	CreditInfo	Submitted	

The top part of the view shows a summary of the CRB's that the file was sent to and the status per CRB.

The bottom section details the submission process and logs any errors that were captured during the submission. In the sample case above, the system was unable to upload the file to Demo CRB and the error captured was that the Destination API i.e., the Demo CRB API had an internal error. In this example, contacting the CRB would be the best cause of action.

Submission Error Message

To see the error associated with the failed submission, hover your mouse over the failed submission. The system will display a pop up showing the error message.

This error message can be seen in both the detailed submission status view and on the landing page that shows all the submitted files.

Overview | Error Log Detail | **Submission Status** | File Status

Refresh

CRB Profile | Submission Status

CreditInfo Submitted

Demo CRB Submission Failed Retry Submission

Status Time	CRB Profile	Status	Errors
4/4/2024 11:20:54 AM	Demo CRB	Queued for submission	
4/4/2024 11:20:57 AM	Demo CRB	Submitting	
4/4/2024 11:20:58 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:04 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:15 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:31 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:52 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:20:54 AM	CreditInfo	Queued for submission	
4/4/2024 11:22:52 AM	CreditInfo	Submitting	
4/4/2024 11:22:53 AM	CreditInfo	Submitted	

Overview | CRBBMCE20240302005.B098

Filter

Details

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CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate	Submission Status	CISK Stats Status
TB-3	CRBBMBC20231001001.B098	BC	M	1	4/4/2024 10:06:25 AM	202310	Validated	97.85	CreditInfo - Submitted	Uploaded Successfully
TB-3	CRBBMCE20240302005.B098	CE	M	3	4/4/2024 9:59:09 AM	202403	Validated	100	CreditInfo - Submitted Demo CRB - Submission Failed	Uploaded Successfully
TB-3	CRBDDP20210902001.D098	DP	D	1	4/4/2024 9:59:09 AM	202109	Validated	99.89	CreditInfo - Submitted Demo CRB - Submitted	Uploaded Successfully

Note: The error message might be technical in nature and if necessary, liaise with the in-house system administrator, the CRB support officer or CISK Kenya support team to get an explanation of what the error message means.

Resubmit Failed Submission

The top section of the detailed submission information allows one to retry submission of a file that failed to submit in the first place.

Clicking on the retry submission places the file back in the submission queue.

Overview	Error Log Detail	Submission Status	File Status
Refresh			
CRB Profile	Submission Status		
CreditInfo	Submitted		
Demo CRB	Submission Failed	Retry Submission	

All retries for submission are also logged in the detailed view of the submission status view.

Auto Retry Submission

The submission engine is set to try submitting the file 5 times as seen in the example below.

Status Time	CRB Profile	Status	Errors
4/4/2024 11:20:54 AM	Demo CRB	Queued for submission	
4/4/2024 11:20:57 AM	Demo CRB	Submitting	
4/4/2024 11:20:58 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:04 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:15 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:31 AM	Demo CRB	Submission Failed	Destination API had an internal error
4/4/2024 11:21:52 AM	Demo CRB	Submission Failed	Destination API had an internal error

Instances where the submission engine does not retry submission are when the error received from the CRB API indicates:

1. Authentication Error
 - This would indicate that the CRB does not recognize the party submitting the file.
2. Submission conflicts
 - A technical error thrown in the case of a CRB is validating for conflicting file records.

All other failed submissions will be attempted 5 times.

Viewing Error Logs

The system generates error logs for files that have been validated. The only file without error logs is a file with a 100% success rate. To view the error logs, navigate to the Error Logs link on the Main Menu.

The screenshot shows the 'Error Logs' dashboard. On the left is a navigation menu with 'Error Logs' selected. The main area features a table of file validation results and a pie chart on the right. The table has columns for CIP, File, Success Rate, Rows Total, Rows Rejected, Rows Passed, File Type, and Load Period. The pie chart, titled 'CRBBMBC20231001001.B098 Pie chart', shows 'Valid Rows' in green and 'Rejected Rows' in red.

CIP	File	Success Rate	Rows Total	Rows Rejected	Rows Passed	File Type	Load Period	Details	Error Logs
TB-3	CRBBMBC20231001001.B098	97.03%	101	3	98	BC	202310	Details	Error Logs
TB-3	CRBDMF20231119003.B098	23.61%	500,001	381,958	118,043	MF	202311	Details	Error Logs
TB-3	CRBBMCE20240302005.B098	100%	9	0	9	CE	202403	Details	Error Logs
TB-3	CRBDMF20231019001.B098	44.44%	9	5	4	MF	202310	Details	Error Logs
TB-3	CRBDDP20210902001.D098	99.89%	7,064	8	7,056	DP	202109	Details	Error Logs
TB-3	CRBDFC20230927001.B098	35.77%	13	9	4	FC	202309	Details	Error Logs
TB-3	CRBBMFA20231231001.B098	45.11%	112	57	55	FA	202312	Details	Error Logs
TB-3	CRBDDP20210902001.D098	99.89%	7,064	8	7,056	DP	202109	Details	Error Logs
TB-3	CRBBMBC20231001001.B098	97.03%	101	3	98	BC	202310	Details	Error Logs
TB-3	CRBBMCE20240302005.B098	100%	9	0	9	CE	202403	Details	Error Logs
TB-3	CRBDDP20210902001.D098	99.89%	7,064	8	7,056	DP	202109	Details	Error Logs
TB-3	CRBBMBC20231001001.B098	97.03%	101	3	98	BC	202310	Details	Error Logs
TB-3	CRBBMCE20240302005.B098	100%	9	0	9	CE	202403	Details	Error Logs

The table shows a list of all files uploaded and validated by the system. To access an individual file's error log, double click on the file.

File Overview Tab:

The first tab shows a quick summary of the file.

The screenshot shows the 'File Overview' tab for the file 'CRBDDP20210902001.D098'. It includes a 'Refresh' button, a list of file metadata (CIP, File, File Type, Submission Type, File Version, Upload Time, Load Period, Validation Status, Success Rate, Submission Status, CISK Stats Status), and a summary of validation results in four boxes: Success Rate (99.89%), No. Records (7,064), SUCCESS (7,056), and FAILED RECORDS (8).

Success Rate	No. Records
99.89%	7,064

SUCCESS	FAILED RECORDS
7,056	8

Error Log Detail Tab:

This view lists all the error logs captured by the system during validation of the file.

Overview CRBBDDP20210902001.D098

Overview [Error Log Detail](#) [Submission Status](#) [File Status](#)

Filter Error Logs

1 - 10 Total 11 10/page: < 1 2 > Goto 1 Export

Row Number	Column Name	Account Number	Enforcement Code	Error Message	Value Supplied
951	Forename 3	[REDACTED]	ENF027	Invalid data type. Value should be alphanumeric	[REDACTED]
1626	Current Balance	[REDACTED]	ENF030	Invalid data type. Value should be a decimal	[REDACTED]
1626	Current Balance	[REDACTED]	ENF021	Max character length should be 16	[REDACTED]
1947	Current Balance	[REDACTED]	ENF030	Invalid data type. Value should be a decimal	[REDACTED]
1947	Current Balance	[REDACTED]	ENF021	Max character length should be 16	[REDACTED]
2656	Original Amount	[REDACTED]	ENF180	Original Amount should be greater than zero	[REDACTED]
2969	Primary Identification Document Type	[REDACTED]	ENF216	If Client Type= 'B' then identification option '005' must be selected, Otherwise the rest of Options are under Client Type 'A'	[REDACTED]
3258	Forename 3	[REDACTED]	ENF027	Invalid data type. Value should be alphanumeric	[REDACTED]
4509	Current Balance	[REDACTED]	ENF030	Invalid data type. Value should be a decimal	[REDACTED]
4509	Current Balance	[REDACTED]	ENF021	Max character length should be 16	[REDACTED]

The premise of the error log is that a user would then use the information presented to go back to the core source system (Core Banking System, CRM, Loan Management Systems etc.) to fix the error and regenerate the data.

To assist with this source-data clean up, the error log presents:

1. Column name and row number of the failed record
2. An account number for data files that have an account number.
3. The enforcement code that has been violated and the error message accompanying the violated enforcement code.
4. The value supplied that has violated the enforcement code.

Detailed File Status

The File Status tab shows the various file status that the file went through from the point of upload to either successful validation or failed validation.

Overview	
CRBBMCE20240302005.B098	
Overview	Error Log Detail
Submission Status	File Status
Status Time	Status
4/4/2024 9:59:09 AM	Unprocessed
4/4/2024 11:20:12 AM	Validating
4/4/2024 11:20:16 AM	Validated

ADMIN GUIDE

System Setup

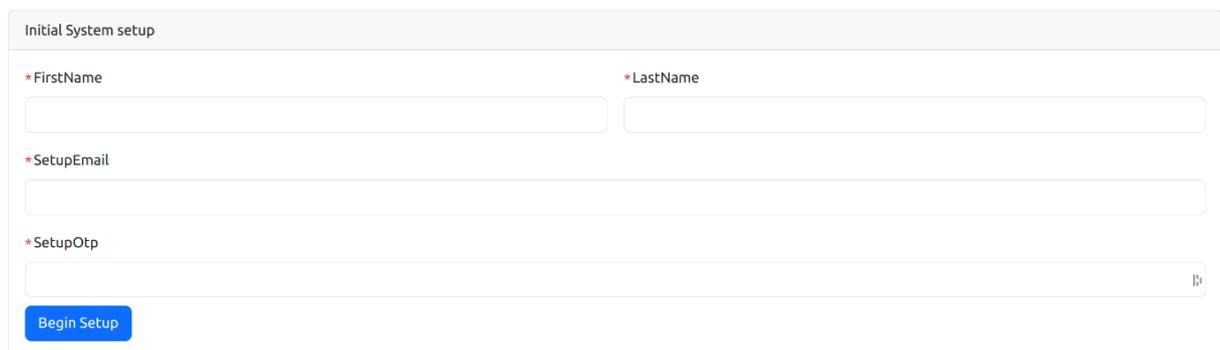
Setting up the system involves going through a guided setup process that should take less than 5 minutes to complete.

Accessing the System

If you are running the system from a **Server Environment** (e.g. VMWare ESXi, Microsoft HyperV, Oracle Linux KVM, Citrix XenServer, etc.), you will need to get the application URL published by your server/network administrator after they have deployed the system.

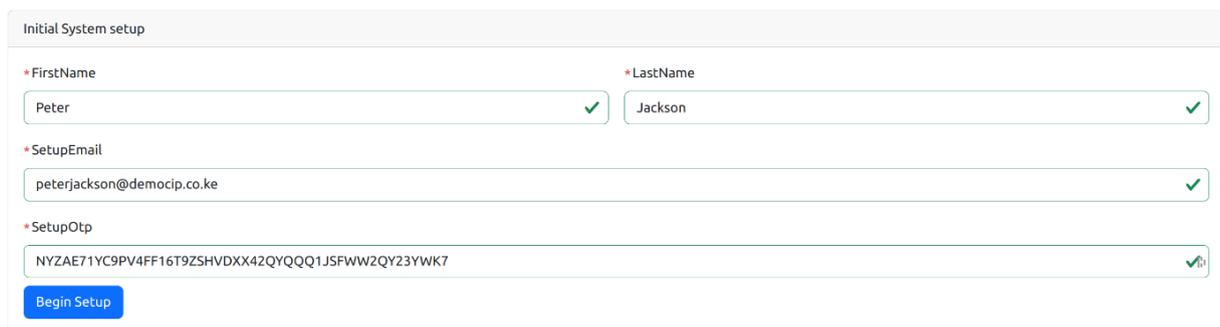
If you are running the system from your standalone computer, laptop, or VirtualBox, you can access it via `https://localhost:19001`. In this case, the VM uses **NAT mode**, where it shares the host's IP address to connect to the internet but is only accessible from the host machine. Alternatively, you can configure the VM to use a **Bridge Adapter**, where it receives its own IP address from the network (like another computer). In this mode, the system is accessible using `https://<VM-IP>:19001`, for example, `https://192.168.1.50:19001`, allowing other devices on the same network to access it directly.

1. Access Home Page: The first time you access the application, you'll be greeted by the page below:



The screenshot shows the 'Initial System setup' form. It contains four input fields: *FirstName, *LastName, *SetupEmail, and *SetupOtp. A blue 'Begin Setup' button is located at the bottom left of the form.

2. Begin Setup: Enter the credentials you received from the email (*Subject: ValiData CIP Setup Instructions*) from CIS-Kenya and click on **Begin Setup** button:



The screenshot shows the 'Initial System setup' form with the following filled and validated fields: *FirstName (Peter), *LastName (Jackson), *SetupEmail (peterjackson@democip.co.ke), and *SetupOtp (NYZAE71YC9PV4FF16T9ZSHVDXX42QYQQQ1J5FVW2QY23YWK7). Each field has a green checkmark to its right. A blue 'Begin Setup' button is located at the bottom left of the form.

Common Issue: Invalid Login Credentials: Make sure you've entered the setupotp exactly as it was sent to you. Preferably, copy paste what you received. Under SetupEmail, please confirm that you are entering the email address that received the OTP

Depending on your internet connection, the system might take a few minutes to complete setting up. If setup is successful, you will see the message below. Click on the **Verify Email** button to proceed:

Setup Success

Awesome

You successfully set up the system

To continue, please check the email address you provided earlier for instructions and an email verification token. Click the button below to enter the token. Contact the administrator if you have not received the email.

[Verify Email](#)

3. Verify Email: In the page that follows, enter the Token that you received on email (*Subject: Complete Registration on CISK-ValiData*) Click on Verify Email to proceed.

Verify Email

Enter the token sent to your email address here

* Token

[Verify Email](#)

*Common Issue: Getting an error stating "Invalid or Expired Account Registration Token". The token expires after 30 minutes if unused. If this occurs, the system will prompt you to enter your email again to receive a new token on email (**Subject: Complete Registration on ValiData (Resent)**). Else you can go back to home page and click on Verify Email button again*

10508

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](#)

4. Set Password: The system will prompt you to enter your preferred password. Enter a strong password on both fields and click on Set Password:

Set Password

*Password

 ✓

*Confirm Password

 ✓

[Set Password](#)

5. Login: The system will then prompt you to login using the email address you just entered in Step 2 and the password you set in step 4.

Login

*Email

 ✓

Password

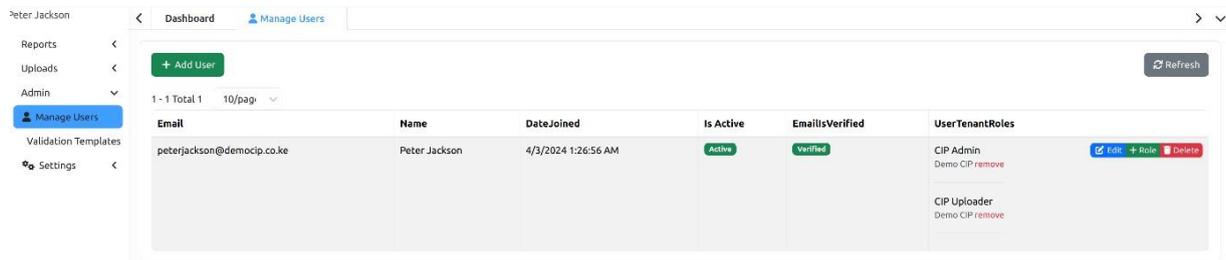
 ✓ 

[Login](#)

[Forgot password?](#) [Click here to verify your email](#)

User Management

The system allows a CIP Admin to add users and manage their roles. For other users, this view is read only.



The screenshot shows the 'Manage Users' interface. At the top left, there is a navigation menu with options: Reports, Uploads, Admin, Manage Users (selected), Validation Templates, and Settings. The main content area has a 'Dashboard' header and a 'Manage Users' sub-header. A green '+ Add User' button is located at the top left of the main area. A 'Refresh' button is at the top right. Below the header, there is a table with the following columns: Email, Name, Date Joined, Is Active, Emails Verified, and User Tenant Roles. The table contains one row for Peter Jackson, with the following details: Email: peterjackson@democip.co.ke, Name: Peter Jackson, Date Joined: 4/3/2024 1:26:56 AM, Is Active: Active, Emails Verified: Verified, and User Tenant Roles: CIP Admin (Demo CIP remove), CIP Uploader (Demo CIP remove). A '+ Role' button is visible next to the roles.

Email	Name	Date Joined	Is Active	Emails Verified	User Tenant Roles
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove

Permissions in ValiData are managed in the form of roles. There are 4 roles available.

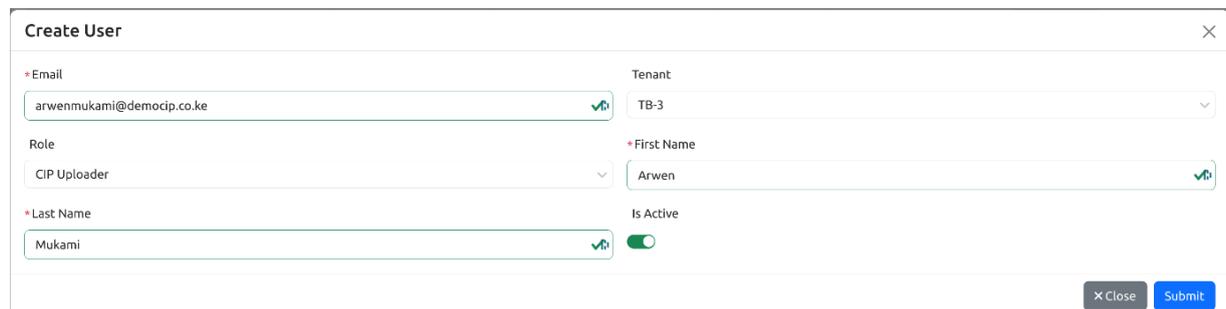
1. CIP Admin
2. CIP Uploader
3. CIP Submitter

A single user can have all 4 roles assigned to them.

1. CIP Admin: This role has the administrative permissions on the system. This role is limited due to the extensive permissions they have on the system.
2. CIP Uploader: This role can be assigned to any user who is required to upload data for validation
3. CIP Submitter: This role can be assigned to a user who needs to submit files to the CRB.

Add User

To add a user, click on the **Add User** button on the top left of the view. Fill in the required details and click on Submit.



The screenshot shows the 'Create User' form. It has a title bar with 'Create User' and a close button. The form contains several fields: Email (arwenmukami@democip.co.ke), Tenant (TB-3), Role (CIP Uploader), First Name (Arwen), Last Name (Mukami), and Is Active (checked). There are 'Close' and 'Submit' buttons at the bottom right.

* Email	Tenant
arwenmukami@democip.co.ke	TB-3
Role	* First Name
CIP Uploader	Arwen
* Last Name	Is Active
Mukami	<input checked="" type="checkbox"/>

The new user is added to the system and can be seen on the grid. The user would need to go through the user activation process for them to become active.

Dashboard Manage Users Refresh

+ Add User 1 - 2 Total 2 10/page

Email	Name	DateJoined	Is Active	EmailsVerified	UserTenantRoles	
arwenmukami@democip.co.ke	Arwen Mukami	4/3/2024 10:52:38 AM	Inactive	Not Verified	CIP Uploader Demo CIP remove	Edit + Role Delete
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove	Edit + Role Delete

Activating a New User

The created user will receive an email (**Subject: Complete Registration on ValiData**). This email will contain an email verification token which they should enter on the login screen.

Login

* Email

Password

[Login](#)

[Forgot password?](#) [Click here to verify your email](#)

Verify Email:

The system will guide you to the Email Verification Screen as Below

Verify Email

Enter the token sent to your email address here

* Token

[Verify Email](#)

Enter the received token and click the **Verify Email** button.

Set Password:

If the token is validated successfully, the user will then be asked to set a password as below:

Set Password

* Password

 ✓

* Confirm Password

 ✓

[Set Password](#)

If the user successfully sets their password, they'll be redirected to the login screen

The new user's details on the User List will now appear as Active and their email is verified.

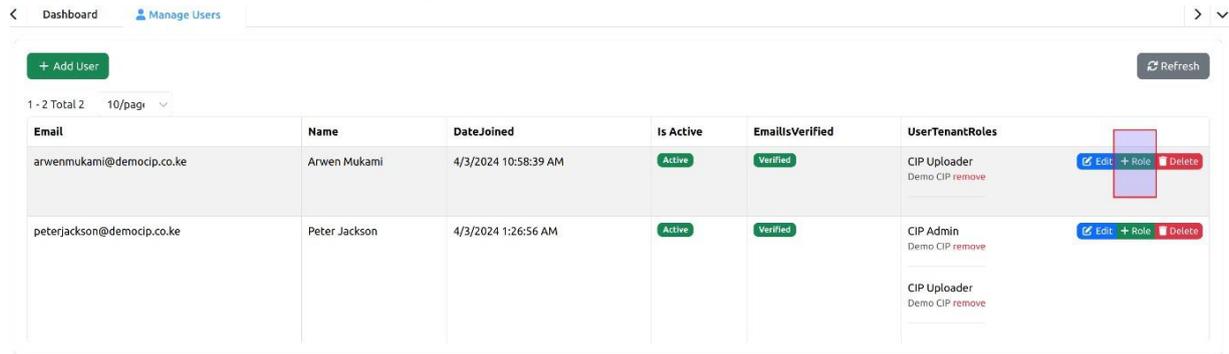
Dashboard Manage Users Refresh

+ Add User 1 - 2 Total 2 10/page

Email	Name	DateJoined	Is Active	EmailsVerified	UserTenantRoles	
arwenmukami@democip.co.ke	Arwen Mukami	4/3/2024 10:58:39 AM	Active	Verified	CIP Uploader Demo CIP remove	Edit + Role Delete
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove	Edit + Role Delete

Add Role

To add a user role, click on the green **+Role** button next to the user entry.

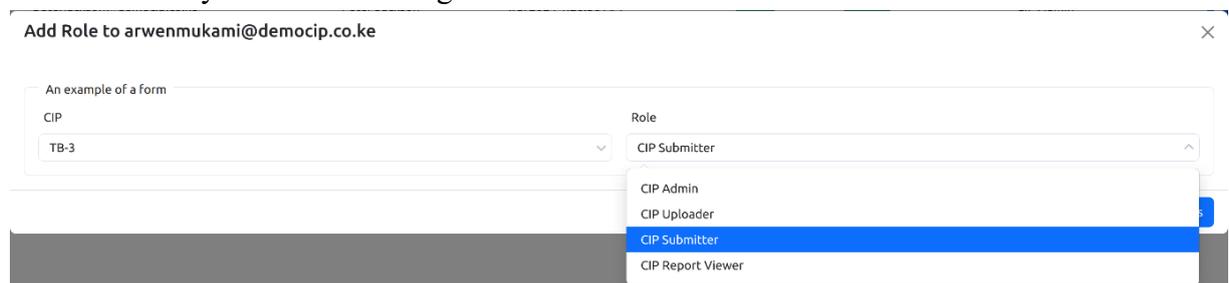


Dashboard Manage Users Refresh

+ Add User 1 - 2 Total 2 10/page

Email	Name	DateJoined	Is Active	EmailsVerified	UserTenantRoles
arwenmukami@democip.co.ke	Arwen Mukami	4/3/2024 10:58:39 AM	Active	Verified	CIP Uploader Demo CIP remove
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove

Select the role you'd want to assign and click on the **Submit** button to set the role.



Add Role to arwenmukami@democip.co.ke

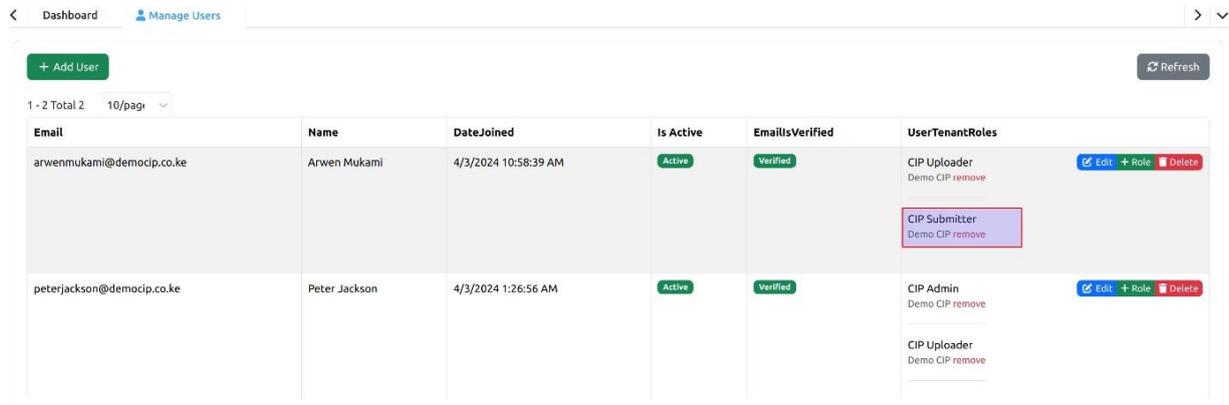
An example of a form

CIP TB-3

Role

- CIP Submitter
- CIP Admin
- CIP Uploader
- CIP Submitter
- CIP Report Viewer

The new role will now be visible on the updated user grid.



Dashboard Manage Users Refresh

+ Add User 1 - 2 Total 2 10/page

Email	Name	DateJoined	Is Active	EmailsVerified	UserTenantRoles
arwenmukami@democip.co.ke	Arwen Mukami	4/3/2024 10:58:39 AM	Active	Verified	CIP Uploader Demo CIP remove CIP Submitter Demo CIP remove
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove

Remove Role

To remove a role from a user, click on the red **Remove** button next to role

The screenshot shows the 'Manage Users' page with a table of users. A modal dialog is open over the first user, asking 'Are you sure you want to delete the role?'. The dialog has 'Cancel' and 'OK' buttons. The table columns are: Email, Name, DateJoined, Is Active, EmailsVerified, and UserTenantRoles. The first user is Arwen Mukami, and the second is Peter Jackson.

Email	Name	DateJoined	Is Active	EmailsVerified	UserTenantRoles
arwenmukami@democip.co.ke	Arwen Mukami	4/3/2024 10:58:39 AM	Active	Verified	CIP Uploader Demo CIP remove
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove

Selecting the **Ok** button will see the role removed from the user.

The screenshot shows the 'Manage Users' page after the role has been removed. The first user's 'UserTenantRoles' column is now empty. The second user still has two roles: CIP Admin and CIP Uploader.

Email	Name	DateJoined	Is Active	EmailsVerified	UserTenantRoles
arwenmukami@democip.co.ke	Arwen Mukami	4/3/2024 10:58:39 AM	Active	Verified	
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove

Delete User

If the instance where deletion of a user is necessary, click on the red Delete button to delete the user.

The screenshot shows the 'Manage Users' page with the 'Delete' button in the first user's row highlighted with a red box. The table structure is the same as in the previous screenshots.

Email	Name	DateJoined	Is Active	EmailsVerified	UserTenantRoles
arwenmukami@democip.co.ke	Arwen Mukami	4/3/2024 10:58:39 AM	Active	Verified	CIP Uploader Demo CIP remove
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove

The system will prompt the logged in user to enter a reason for deleting the user. Once the reason is entered, click on **Submit** Button to complete the deletion.

Confirm Submission ✕

Please explain why you want to delete arwenmukami@democip.co.ke

User created for demo purposes. Now deleting for demo purposes.

✕ Cancel
✓ Submit

The user gets deleted and is no longer visible on the updated user grid.

Note: The users do not get purged out of the database. They are deactivated and can no longer be able to access the system again.

Email	Name	DateJoined	Is Active	EmailsVerified	UserTenantRoles
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove

Validation Templates

The Validation Templates view allows one to see the published Validation Templates and the various enforcements applicable. This view is read only for the CIP.

Title	Version	Description	Regulator	Status	Validation Rules
CBK Template 4.1	4.1	Data template issued by CBK	CBK	Production	Not Published

To view details of a template, double click on the entry in the list.

Summary Tab

This shows a summary of the template details

Dashboard Validation Templates

Templates CBK Template 4.1

Summary Enforcement Files Version History

Title	Description	Version	Status
CBK Template 4.1	Data template issued by CBK	4.1	Production
Validation Rules	Regulator	Validation Rules File	
Not Published	CBK		

Enforcement Files Tab

This tab shows the list of files applicable to the template. It also lists the enforcements in use for each file as set in the template.

Dashboard Validation Templates

Templates CBK Template 4.1

Summary Enforcement Files Version History

TEMPLATE FILES 17

Title	Type	Code	Column	EnforcementCodes
Bounced Cheque File	BC	4.5.1	Client Type	ENF019, ENF027, ENF011
Credit Application File	CA	4.5.2	Surname	CanBeEmpty, ENF027, ENF004, ENF076, ENF076
Individual Consumer File	CE	4.5.3	Forename 1	CanBeEmpty, ENF027, ENF024, ENF076
Non-Individual Consumer File	CI	4.5.4	Forename 2	CanBeEmpty, ENF027, ENF024, ENF076, ENF076
Collateral Register	CR	4.5.5	Forename 3	CanBeEmpty, ENF027, ENF024, ENF077
Contact Upload File	CU	4.5.6	Company Name	CanBeEmpty, ENF027, ENF185, ENF078
Deletion/Relist File	DE	4.5.7	Primary Identification Document Type	ENF010, ENF027, ENF013, ENF040, ENF216, ENF217
Delink IDs from file	DI	4.5.8	Primary Identification Document Number	ENF010, ENF000
Daily Payment Information File	DP	4.5.9	Branch Code on Cheque	ENF105, ENF010, ENF017
Fraudulent Activities File	FA	4.5.10	Client Number	CanBeEmpty, ENF027, ENF022
Historical Credit Information File	FC	4.5.11	Account Number	ENF027, ENF010, ENF022
Group Guarantor File	GG	4.5.12	Cheque Account Type	ENF027, ENF057, ENF011
Guarantor Information File	GI	4.5.13	Cheque Amount	ENF010, ENF030, ENF021
		4.5.14	Cheque Number	ENF010, ENF028, ENF018
		4.5.15	Cheque Currency	ENF010, ENF027, ENF013, ENF004
		4.5.16	Cheque Date	ENF010, ENF028, ENF145
		4.5.17	Cheque Bounce Date	ENF010, ENF028, ENF145

Version History Tab

The Validation Templates are living documents and every now and then a change is made to either enhance the validation or fix an issue with the current validation. These changes are captured in the Version History tab.

Templates CBK Template 4.1

Summary Enforcement Files Version History

Version	Status	Status Time	Change Log
4.21	Production - Currently in use	2/29/2024 2:32:42 AM	Cleaned up reverse validation of ENF193 to ENF197
4.20	Production - Currently in use	2/12/2024 5:27:41 PM	Removed ENF179 from Surname, Forename 1 & 2 on the Contact Upload file as it is implemented using ENF074, ENF075, ENF076, ENF076
4.19	Production - Currently in use	2/12/2024 5:22:06 PM	Removed ENF179 on Surname, Forename1 and Forename 2 from Historical Credit information file as it implemented using ENF074, ENF075, ENF076 and ENF077
4.18	Production - Currently in use	2/12/2024 5:13:55 PM	Remove ENF179 from Surname, Forename1 & 2 on DP file as it is implemented by ENF074, ENF075, ENF076 and ENF077
4.17	Production - Currently in use	2/12/2024 6:19:24 AM	removed ENF179 from Surname and Forename 1 as it is implemented using ENF074 and ENF075 which is enforcing the conditional check.
4.16	Production - Currently in use	2/12/2024 6:01:06 AM	Removing ENF179 from Surname, forename1, Forename 2 from BC file as it is being enforced by ENF074, ENF075, ENF076, ENF077, ENF078

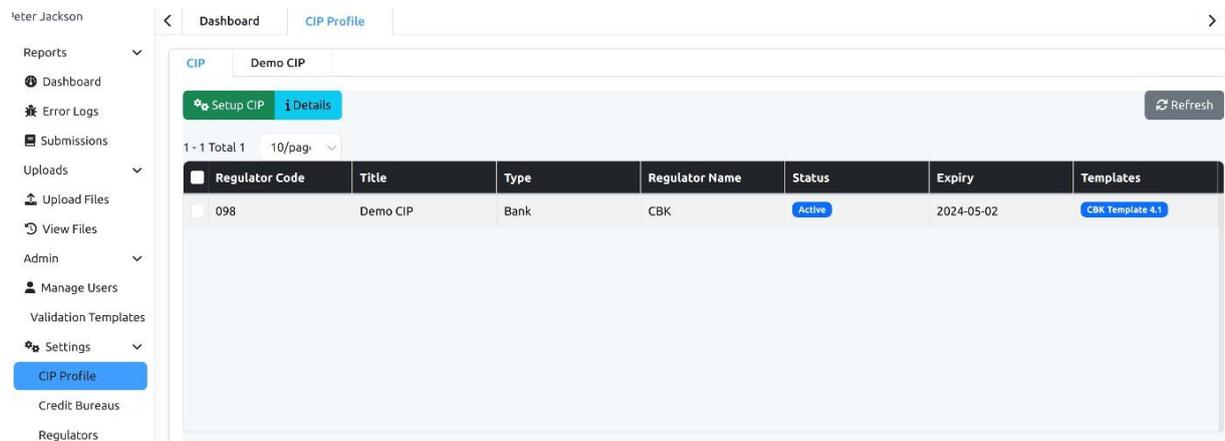
CIP Management

The following items can be configured under the CIP Profile:

1. Licenses
2. CRB Profiles
3. Notification Settings
4. Other Settings

Access CIP Profile

To open the CIP Profile, double click on the entry in the grid.



The screenshot shows a web application interface for CIP Management. On the left is a sidebar menu with categories like Reports, Uploads, Admin, and Settings. The 'CIP Profile' option is highlighted in blue. The main content area shows a breadcrumb trail 'Dashboard > CIP Profile' and a sub-header 'CIP Demo CIP'. Below this are buttons for 'Setup CIP' and 'Details', and a 'Refresh' button. A table displays one entry with the following data:

Regulator Code	Title	Type	Regulator Name	Status	Expiry	Templates
098	Demo CIP	Bank	CBK	Active	2024-05-02	CBK Template 4.1

Details Tab

This lists the CIP details as defined by CIS Kenya. This page is read only

CIP Demo CIP

Details License Other Settings CRB Profiles Notification Settings

Title	DisplayName	License Type
Demo CIP	TB-3	4
Regulator	Regulator Code	AutoSubmit
1112	098	<input type="checkbox"/>
Max Concurrent Validation	Submission Timeout	IsActive
100	60	<input checked="" type="checkbox"/>

License Tab

Under this tab you can view and add application licenses. Licenses would be added in the case where the current license has expired or has been revoked.

There are three license status applicable:

Active: The license is currently being used and is recognized as valid

Expired: An expired license means that it is past its expiration date.

Revoked: License has actively been revoked by CIS Kenya due to various reasons.

If a license is expired or revoked, a new license can be requested from CIS Kenya

License View

CIP Demo CIP

Details License Other Settings CRB Profiles Notification Settings

+ Add License Refresh

1 - 1 Total 0 10/page

TenantName	License Type	Status	Date Issued	Expiry Date
Demo CIP	Bank	Active	4/2/2024 2:47:57 AM	2024-05-02

To Add a License, click on the **Add License** button and enter the email address that the license was sent to and enter the license key that was received. Click the **Submit** button to apply the license

Add License

* Setup Email * License Key

peterjackson@gandalfbank.co.ke WEADSVNALSDFFPIWOPEUROIANASDFLAS.JDFASDFIOPFNAEEZCASDFASBRERWBSDXF

Submit

If a license is successfully applied, any existing license is revoked immediately and is no longer valid and cannot be used.

CRB Profiles

This tab allows a CIP to manage CRB Submission details. Each CRB provides a CIP with a URL to submit the data to, a Public Key and a Private Key used to identify the CIP.

CRB Name	Environment	Url	IsActive
Demo CRB	Test	https://validata-test.ciskenya.co.ke:14850/v1/data-files/upload/	<input checked="" type="checkbox"/>

Add a CRB Profile

To Add a CRB profile, click on the **Add** button and fill in the details as received from the CRB.

Note: There is a dummy CRB Service called “CISK Mock CRB Service”. This is for test purposes, and it’s used to test a CIP’s submission mechanism in the chance that submission to CRBs is failing.

New

Crb: CISK Mock CRB Service | *Environment: Test

*Url: https://validata-test.ciskenya.co.ke:14850/v1/data-files/upload/ | *Public Key: MASDFJKHQWEURIY7348956WHFJSDFBJHR2347598WYDHFOSADHFJSAHEROPU

*Private Key: JASDFJKHQWEURIY7348956WHFJSDFBJHR2347598WYDHFOSADHFJSAHERPRIV | IsActive:

Edit CRB Profile

To edit a CRB profile, double click on its entry on the grid.

Note: On edit, you will not be able to see the full values of the public or private keys as this are stored as encrypted and cannot be retrieved again in full plain text.

Edit

Crb: CISK Mock CRB Service | *Environment: Test

*Url: https://validata-test.ciskenya.co.ke:14850/v1/data-files/upload/ | *Public Key: MASD ----- BLIC

*Private Key: JASD ----- VATE | IsActive:

Notification Settings

This tab allows you to enter email addresses that will be notified whenever there is:

1. A data file upload
2. Submission of Files to a CRB
3. End of Day Report

Enter the email addresses as a comma separated entries and click on Submit

CIP Demo CIP

Details License Other Settings CRB Profiles Notification Settings

Upload Recipients

galandmustafa@democip.co.ke,elrondawiti@democip.co.ke ✓

Single Submission Recipients

galandmustafa@democip.co.ke,elrondawiti@democip.co.ke,crbcompliance@democip.co.ke ✓

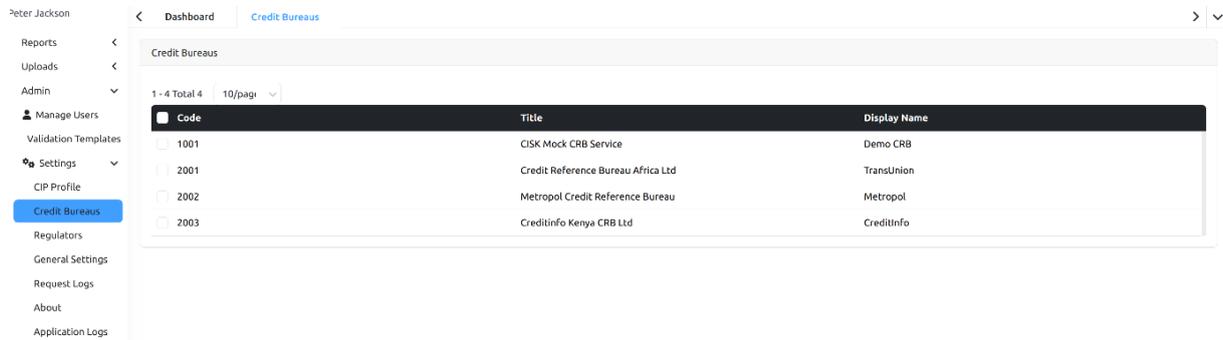
EOD Summary Recipients

big-boss@democip.co.ke ✓

Submit

Credit Bureaus

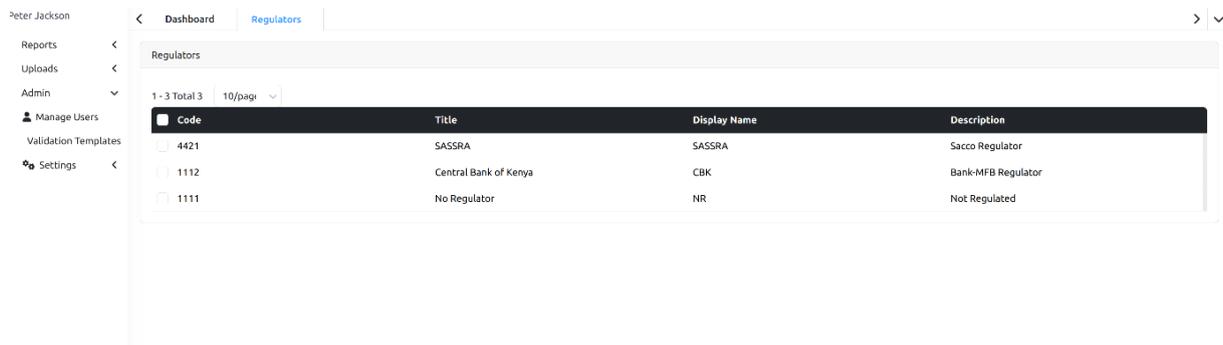
The Credit Bureaus view allows one to see the list of CRBs configured in the system. This view is read only for the CIP.



Code	Title	Display Name
<input type="checkbox"/> 1001	CISK Mock CRB Service	Demo CRB
<input type="checkbox"/> 2001	Credit Reference Bureau Africa Ltd	TransUnion
<input type="checkbox"/> 2002	Metropol Credit Reference Bureau	Metropol
<input type="checkbox"/> 2003	CreditInfo Kenya CRB Ltd	CreditInfo

Regulators

The Regulator View allows one to see the list of regulators configured in the system. This view is read only for the CIP.

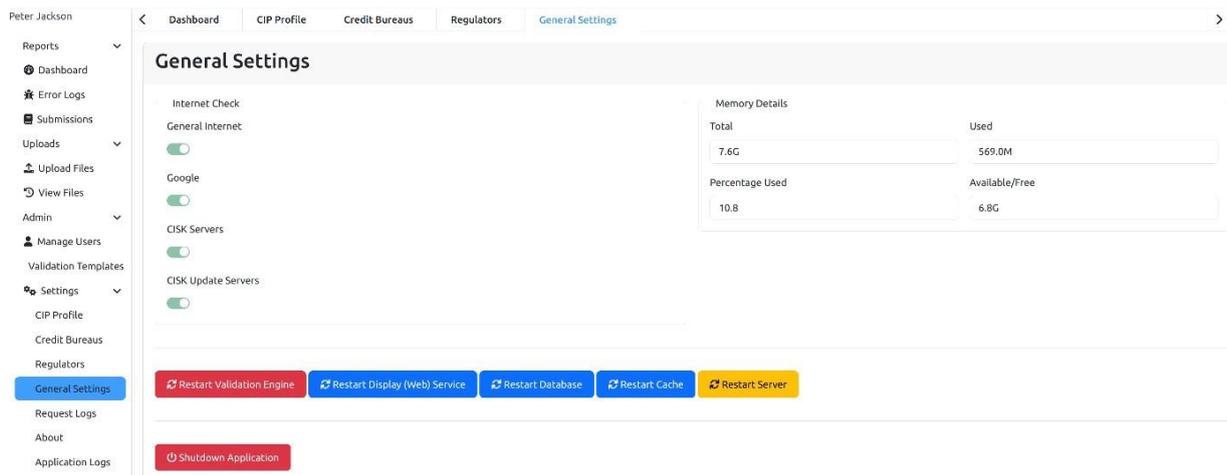


Code	Title	Display Name	Description
<input type="checkbox"/> 4421	SASSRA	SASSRA	Sacco Regulator
<input type="checkbox"/> 1112	Central Bank of Kenya	CBK	Bank-MFB Regulator
<input type="checkbox"/> 1111	No Regulator	NR	Not Regulated

General Settings

The general settings View allows a CIP administrator to manage a few aspects of the application. On here, one can:

1. View system connectivity
 - a. If connectivity is established, the slider is green. Else grey.
2. View system memory allocation and usage
3. Restart services
4. Shutdown the application

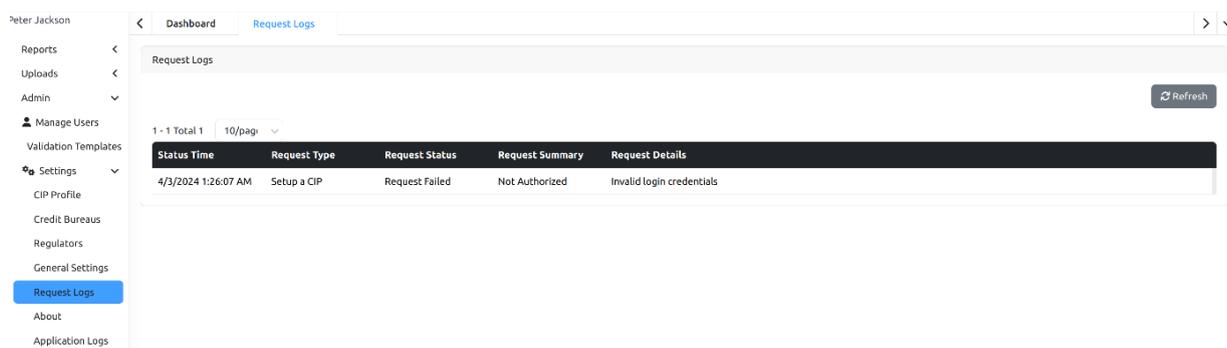


Restarting of any service or shutting down the application comes with a detailed warning and the CIP administrator should only proceed when they are sure they've met the conditions in the warning.

E.g. Shutting down the application will require physical or remote access to the power settings. If a CIP administrator does not have that access or does not have someone who can boot up the server, then the application will no longer be accessible until it is powered up again.

Request Log

The request log view allows a user to see all the requests made by the system and their status (failed or successful). This allows one to confirm that that application either has an issue or a remote service has an issue or is working as expected.



About

In the About view a user can see all the application updates and as a CIP Admin, one is able to perform an application update.

To update the application, click on the **Check for Updates** button. If an update is available, the **No Updates Available** turns into **Update Available** and becomes active. Clicking on it at that point will trigger the application to download and install the available update

Application Logs

This view is used to submit application logs to CIS Kenya for remote troubleshooting. This will come in handy when there is a problem with the system that is not resolvable by the CIP's team, and they need CIS Kenya application support team to assist.

Submit Logs

To submit logs, simply click on the **Upload Logs** button. A pop up will come up asking if you are sure you want to submit, click on ok. The logs are uploaded as a background job so give it a few seconds before clicking on the refresh button on the right.

Upload Ref Number	Tenant	Upload Time	File Size	Notes	Archive
03b94717-bb22-4bc6-a0f4-3087a894f6cb	81193555	4/3/2024 10:27:03 AM	55714	Application logs submitted successful	Download

If the upload is successful, an entry will be logged on this view. If the upload was not successful, an entry will not be created. However, one can navigate to the **Request Log** view to see the status of the request and the reason why the request was not successful.

Status Time	Request Type	Request Status	Request Summary	Request Details
4/3/2024 10:27:03 AM	Application Logs	Request Succeeded	Upload Successful	Upload Ref: 03b94717-bb22-4bc6-a0f4-3087a894f6cb
4/3/2024 1:26:07 AM	Setup a CIP	Request Failed	Not Authorized	Invalid login credentials

VALIDATA DEPLOYMENT GUIDE

ValiData is distributed in two formats; As an .exe to be deployed on a Windows desktop environment and as a virtualized appliance that can be deployed either at desktop or server level.

Resource Requirements

Minimum Specifications

Server Edition

- Storage: 2.5 GB
- RAM: 4 GB
- CPU: 1 * 1.33 GHz
- Network Card: 100 Mbps

Desktop Edition

- Storage: 500 MB
- RAM: 2GB
- CPU: 1 * 1 GHz

Note: The stated storage requirement is for installation only. You will require as much storage as the files you need to upload. As a guideline, one can start with a 20 GB allocation for Server Edition and at least 2 GB for desktop installs.

Internet Access

Both Desktop and Server editions need access to the internet. Internet access is required when:

1. Starting and completing the initial system setup
2. Submitting files to the CRB
3. Submitting validation statistics to CIS Kenya
4. Renewing ValiData License

Bandwidth Requirements

Internet bandwidth requirements will be dictated by the size of files being validated and the frequency of submission to the CRBs.

ValiData has however been tested and works from a tethered 3G mobile internet connection of 2 Mbps with the setup taking less than a minute to complete and file uploads (~1mb files) to test servers also taking less than a minute to complete the upload.

A general guideline is that an institution with large files would need to ensure a fast and stable internet connection to the Credit Bureaus for best performance and experience.

Internet Whitelisting

The following URLs and ports are required to run out of the box versions of ValiData.

- <https://ValiData.ciskenya.co.ke> – The CISK ValiData Portal running on port 443
- <https://ValiData-api.ciskenya.co.ke:8191> – For uploading error logs
- <https://example.org> – For testing general internet access
- <https://google.com> - For testing general internet access
- The CRB URLs and Ports – To facilitate upload of data to CRBs

Port Whitelisting

The following ports need to be accessible:

Desktop Version (.exe):

- 19001: To allow access to the backend validation engine

Desktop Virtual Edition:

- 19001: To allow access to the application via a browser

Server Edition:

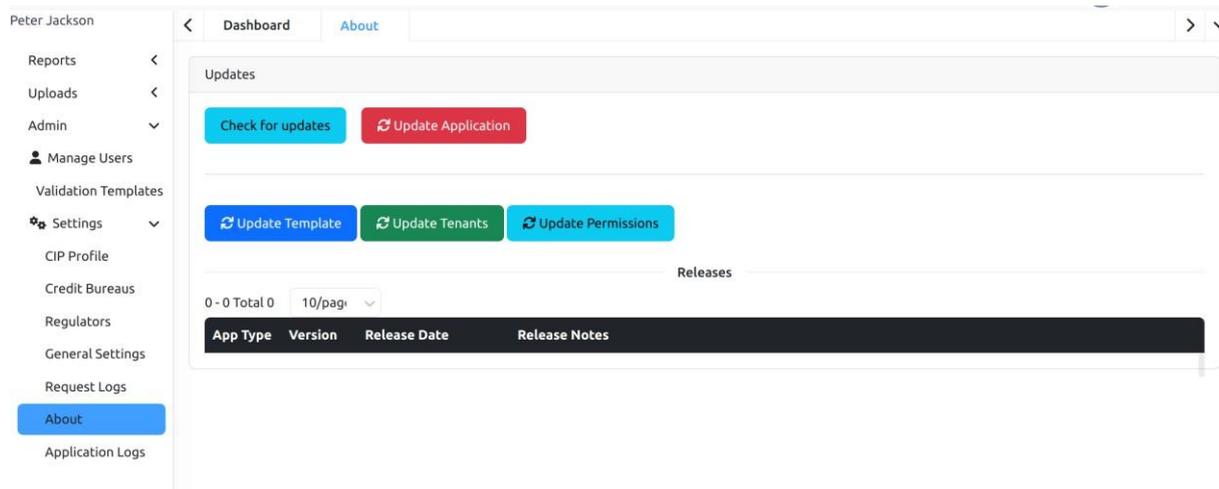
- 443: To allow access to the application via a browser

ValiData Updates

Application Updates

ValiData automatically checks for new application releases. Whenever an update is available, a pop up is presented to the user notifying them of an available update. Given the necessity to keep and institutions in sync with the latest regulation, a user will not be able to proceed with file uploads if there is a new update available.

To manually check for available updates, navigate to the “About” page on the Main Menu and click on “Check for Updates”. If an update is available, the “Update Application” button becomes active.



Installed updates will appear on the grid showing the version, release date and a brief description of the release under the release notes.

Server Updates

Server updates will be reviewed once a year and applied as necessary. Security patches will be reviewed and applied (where necessary) every 6 months.

Maintenance windows for the scheduled annual or bi-annual upgrades will be announced with a minimum of 1 month notice.

Emergency security patches will be scheduled as the incidents emerge.

ValiData Server

ValiData server comes packaged as a .ova file. Ova format is a widely recognized standard for packaging virtual machines and is supported by many desktop and server virtualization systems not to mention cloud solutions like Amazon EC2

The import process for each environment is different and different versions of the same solution can have different import processes. So always consult your system's manual on how best to import the appliance. Below we cover two of the more common desktop environments.

Downloading the Appliance:

Contact CIS Kenya to get a copy of the appliance and obtain a setup token.

Importing to Virtual Box (7.0)

1. In Virtual Box, select File > Import Appliance
2. In the dialog box presented, select the source as "Local File System" and browse for the ValiData.ova file that you want to import. Select it and click on open. Then click Next.
3. Customize the Appliance Settings screen to make sure your appliance has the necessary resources to operate
4. Click Finish/Import to complete the import process

Source: [Oracle.com](https://www.oracle.com)

Importing to VMWare Workstation (Pro)

1. Select File > Open.
2. Browse to the ValiData.ova file and click Open.
3. Type a name for the virtual machine, type or browse to the directory for the virtual machine files and click Import.
4. Workstation Pro performs OVF specification conformance and virtual hardware compliance checks. A status bar indicates the progress of the import process.
5. If the Choose Encryption Type option appears, choose an encryption option, enter a password, and then click Continue.
6. If the import fails, click Retry to try again, or click Cancel to cancel the import.
7. If you retry the import, Workstation Pro relaxes the OVF specification conformance and virtual hardware compliance checks, and you might not be able to use the virtual machine in Workstation Pro.

Source: [VMWare.com](https://www.vmware.com)

Desktop Access

For standalone computer, laptop, or VirtualBox deployments, the system can be accessed via `https://localhost:19001` using the default **NAT mode**, where the VM shares the host's IP and is only accessible from that machine. Alternatively, you can configure a **Bridge Adapter**, which assigns the VM its own IP address on the network, allowing access from other devices using `https://<VM-IP>:19001` (e.g., `https://192.168.1.50:19001`). For **ValiData Server desktop deployments**, the appliance is by default assigned a NAT-based network, enabling access via `https://localhost:19001/` once the import is complete and the server is powered on. The server edition ships with a self-signed SSL certificate, so users will need to accept the browser prompt, and institutions that wish to use their own SSL certificate will require technical support from CISK.