

VALIDATA USER GUIDE

Document Version: 1.1.2

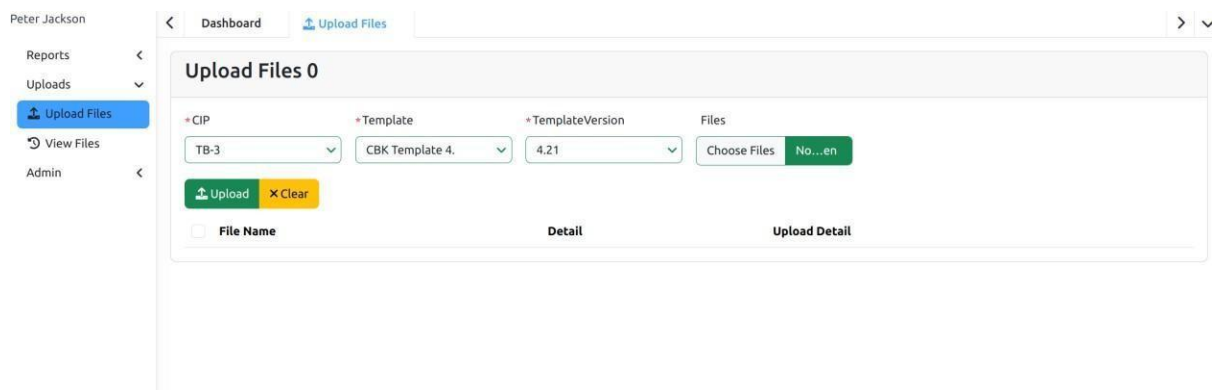
Release Date: June 13, 2026

System Status: Production

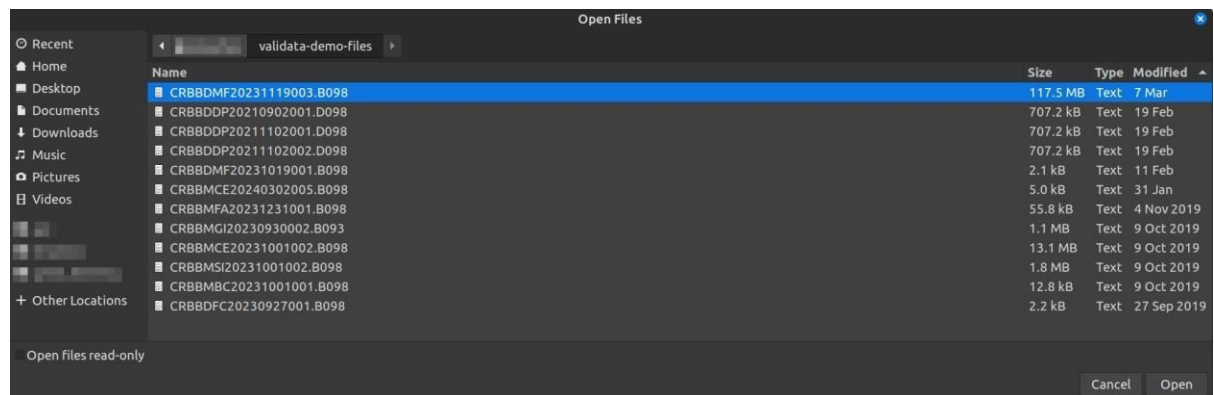
Validating Data

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

Clear

☐ File Name	Detail	Upload Detail
☐ CRBDMF20231119003.B098	Ok	
☐ CRBBDP20210902001.D098	Ok	
☐ CRBDMF20231019001.B098	Ok	
☐ CRBBMCE20240302005.B098	Ok	
☐ CRBBMGG20231231001.B094	Invalid Institution Code	
☐ CRBBMFA20231231001.B098	Ok	
☐ CRBDFC20230927001.B098	Ok	
☐ CRBBDP20240227002.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 filed 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

Clear

☒ File Name	Detail	Upload Detail
☒ CRBDMF20231119003.B098	Ok	
☒ CRBBDP20210902001.D098	Ok	
☒ CRBDMF20231019001.B098	Ok	
☒ CRBBMCE20240302005.B098	Ok	
☐ CRBBMGG20231231001.B094	Invalid Institution Code	
☒ CRBBMFA20231231001.B098	Ok	
☒ CRBDFC20230927001.B098	Ok	
☐ CRBBDP20240227002.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

Upload

X Clear

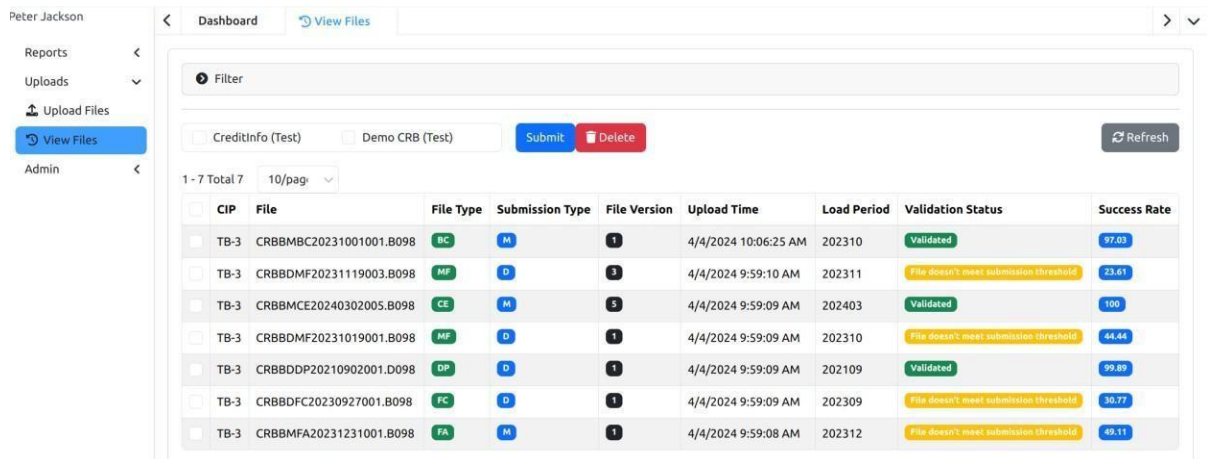
File Name	Detail	Upload Detail
☒ CRBBDMF20231119003.B098	Ok	100%
☒ CRBBDP20210902001.D098	Ok	100%
☒ CRBBDMF20231019001.B098	Ok	100%
☒ CRBBMCE20240302005.B098	Ok	100%
☐ CRBBMGG20231231001.B094	Invalid Institution Code	100%
☒ CRBBMFA20231231001.B098	Ok	100%
☒ CRBBDP20230927001.B098	Ok	100%
☐ CRBBDP20240227002.B097	Invalid Institution Code	100%

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 application interface for viewing uploaded files. On the left is a sidebar menu with options: Reports, Uploads, Upload Files (highlighted), and Admin. The main area has a 'View Files' tab selected. Below the tab is a filter section with two checkboxes: 'CreditInfo (Test)' and 'Demo CRB (Test)', followed by 'Submit' and 'Delete' buttons, and a 'Refresh' button. Below the filter is a table with 9 columns: CIP, File, File Type, Submission Type, File Version, Upload Time, Load Period, Validation Status, and Success Rate. The table contains 7 rows of data. The first row is selected. The 'Validation Status' column shows 'Validated' in green for the first, third, and fifth rows, and 'File doesn't meet submission threshold' in yellow for the second, fourth, sixth, and seventh rows. The 'Success Rate' column shows values like 97.03, 23.61, 100, 44.44, 99.89, 30.77, and 49.11.

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	CRBBDP20230927001.B098	PC	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:

1. **Unprocessed:** File has been uploaded to the system, but the validation engine has not started validating it yet
2. **Validating:** File is currently being validated
3. **Validation Failed:** Validation failed due to a critical (system or file) error.
4. **Cancelled:** The user cancelled the validation
5. **Submission Threshold:** The file validated successfully but it does not meet the validation threshold set for that file type.
6. **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)

SubmitDelete

Refresh

1 - 6 Total 610/page

	CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate
☐	TB-3	CRBBDMF20231119003.B098	MF	D	3	4/4/2024 9:59:10 AM	202311	Validating	0
☐	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

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

File Reference Number

Upload Date Range

Submission Type

Load Period From

Load Period To

File Version

CISK Stats Status

File Type

☐ BC
☐ CA
☒ CE
☐ CI
☐ CR
☐ CU
☐ DE
☐ DI
☐ DP
☐ FA
☐ FC
☐ GG
☐ GI
☐ LI
☐ ME
☐ MF
☐ SI
☒ DP

Query

Reset

☐ CreditInfo (Test)
☐ Demo CRB (Test)

SubmitDelete

Refresh

1 - 1 Total 110/page

	CIP	File	File Type	Submission Type	File Version	Upload Time	Load Period	Validation Status	Success Rate
☐	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

Filter

☒ CreditInfo (Test)

☒ Demo CRB (Test)

☒

Submit

Delete

Refresh

1 - 7 Total 7

10/page

☐	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	CRBBDDP20210902001.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

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

Filter

☒ CreditInfo (Test)

☒ Demo CRB (Test)

☒

Submit

Delete

Refresh

1 - 7 Total 7

10/page

☐	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	CRBBDDP20210902001.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

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 - Queued for submission 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

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Submissions

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Dashboard

Error Logs

Submissions

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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	CISK Stats 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

Refresh

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.

Overview

CRBBMCE20240302005.B098

Filter

Details

Refresh

1 - 9 Total 9

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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	97.65	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	97.65	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	97.65	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.

Overview

CRBBMCE20240302005.B098

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	

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.

OverviewError Log DetailSubmission StatusFile Status

Refresh

CRB ProfileSubmission Status

CreditInfoSubmitted

Demo CRBSubmission FailedRetry 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	

OverviewCRBBMCE20240302005.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	97.93	CreditInfo - Submitted	Uploaded Successfully
TB-3	CRBBMCE20240302005.B098	CE	M	5	4/4/2024 9:59:09 AM	202403	Validated	100	CreditInfo - Submitted Demo CRB - Submission Failed	Uploaded Successfully
TB-3	CRBBDP20210902001.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.

Peter Jackson

Dashboard

Error Logs

Reports

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Overview

Filter

Refresh

1 - 13 Total 13 20/page

CIP	File	Success Rate	Rows Total	Rows Rejected	Rows Passed	File Type	Load Period	
TB-3	CRBBMBC20231001001.B098	97.03%	101	3	98	BC	202310	Details Error Logs
TB-3	CRBBDMF20231119003.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	CRBBDMF20231019001.B098	44.44%	9	5	4	MF	202310	Details Error Logs
TB-3	CRBBDP20210902001.D098	99.89%	7,064	8	7,056	DP	202109	Details Error Logs
TB-3	CRBBDFC20230927001.B098	30.77%	13	9	4	FC	202309	Details Error Logs
TB-3	CRBBMFA20231231001.B098	40.11%	112	57	55	FA	202312	Details Error Logs
TB-3	CRBBDP20210902001.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	CRBBDP20210902001.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

CRBBMBC20231001001.B098 Pie chart

Valid Rows

Rejected Rows

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.

Overview

CRBBDP20210902001.D098

Overview

Error Log Detail

Submission Status

File Status

Refresh

CIP

TB-3

File

CRBBDP20210902001.D098

File Type

DP

Submission Type

D

File Version

1

Upload Time

4/3/2024 12:58:45 PM

Load Period

202109

Validation Status

Validated

Success Rate

99.89

Submission Status

Demo CRB - Submitted

CISK Stats Status

Uploaded Successfully

Success Rate

99.89%

No. Records

7,064

SUCCESS

7,056

FAILED RECORDS

8

Error Log Detail Tab:

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

Overview

CRBBDP20210902001.D098

Overview

Error Log Detail

Submission Status

File Status

Filter Error Logs

Export

1 - 10 Total 11

10/page

<

1

2

>

Goto

1

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

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

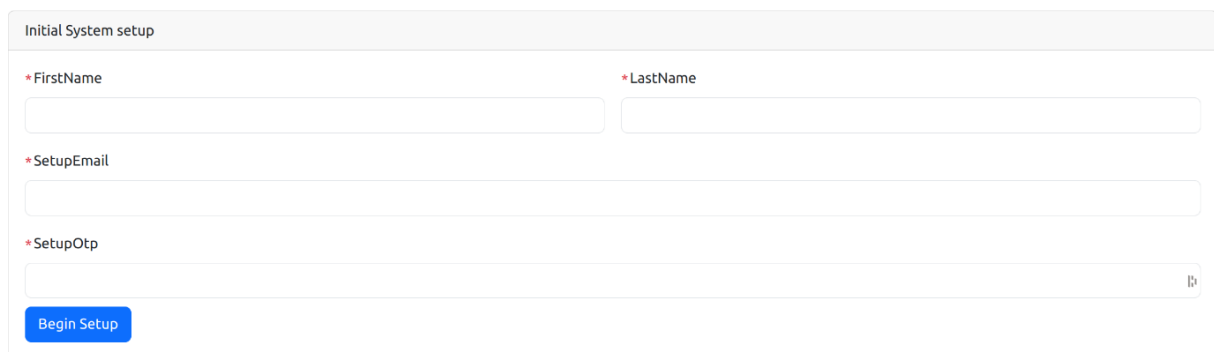
Setting up the system involves going through a guided setup process that should take less than 5 minutes to complete.

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:



Initial System setup

*FirstName

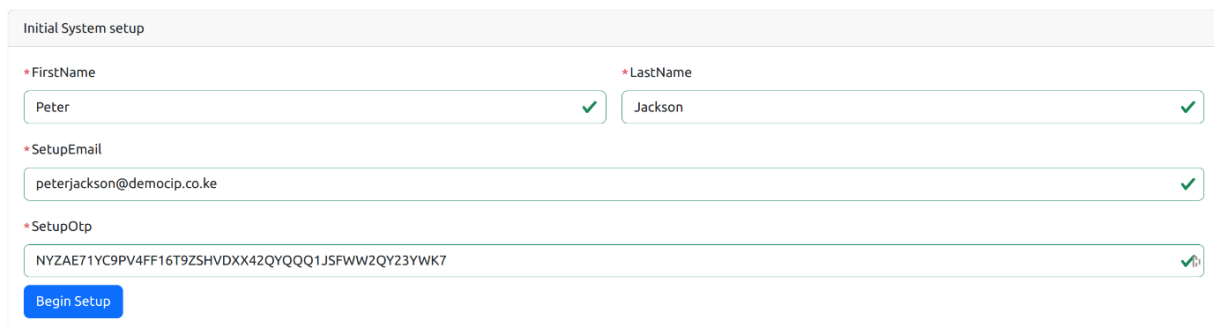
*LastName

*SetupEmail

*SetupOtp

Begin Setup

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:



Initial System setup

*FirstName ✓

*LastName ✓

*SetupEmail ✓

*SetupOtp ✓

Begin Setup

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

657705416035324605023662774208005782

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

peterjackson@democip.co.ke

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

peterjackson@democip.co.ke

✓

Password

.....

✓

👁

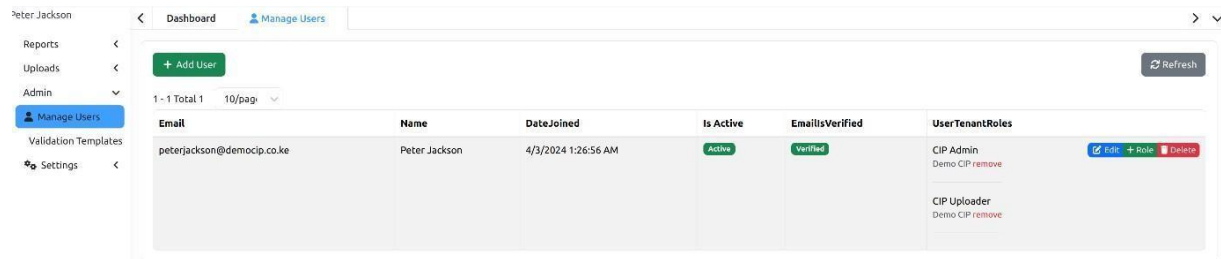
Login

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. On the left is a sidebar with navigation links: Reports, Uploads, Admin, Manage Users (selected), Validation Templates, and Settings. The main area has a 'Dashboard' header and a 'Manage Users' sub-header. Below the header is a '+ Add User' button and a 'Refresh' button. A table displays user information with columns: Email, Name, DateJoined, Is Active, EmailsVerified, and UserTenantRoles. The table shows one user: Peter Jackson, with email peterjackson@democip.co.ke, joined on 4/3/2024 1:26:56 AM, and is Active and Verified. The roles assigned are CIP Admin and CIP Uploader. Below the table are buttons for Edit, Add Role, and Delete.

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

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

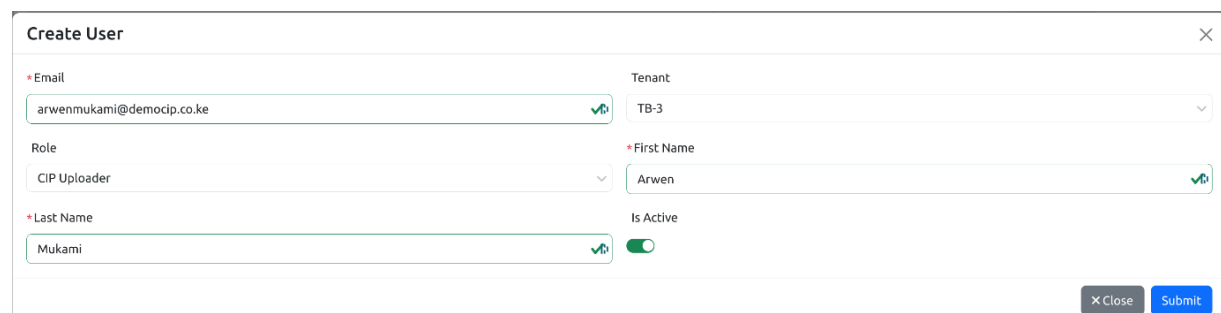
1. CIP Admin
2. CIP Uploader
3. CIP Submitter

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 a close button. The form contains several fields: Email (required, with a green checkmark), Tenant (dropdown menu), Role (dropdown menu), First Name (required, with a green checkmark), Last Name (required, with a green checkmark), and Is Active (toggle switch). At the bottom right are 'Close' and 'Submit' buttons.

* Email	Tenant	Role	* First Name	* Last Name	Is Active
arwenmukami@democip.co.ke	TB-3	CIP Uploader	Arwen	Mukami	☒

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

+ Add User

Refresh

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	Edit + Role Delete
					CIP Uploader Demo CIP remove	

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

425947935933725920431227782618087773

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.

DashboardManage Users

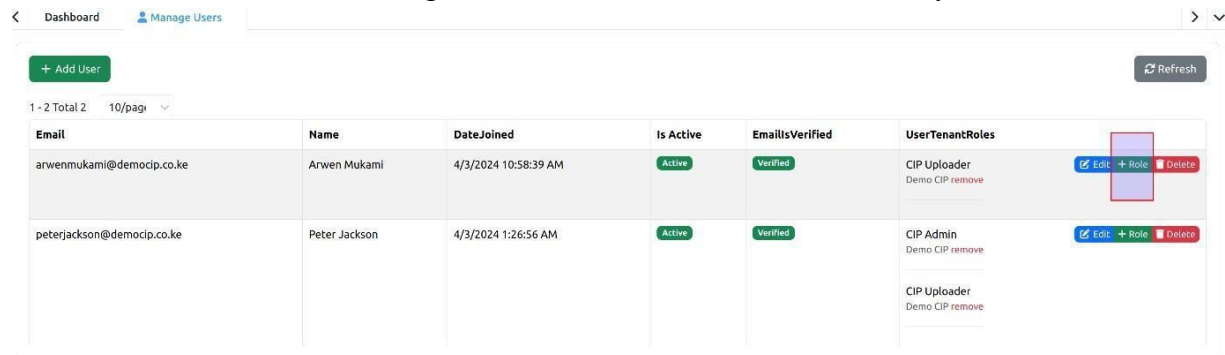
+ Add UserRefresh

1 - 2 Total 210/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+ RoleDelete
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+ RoleDelete

Add Role

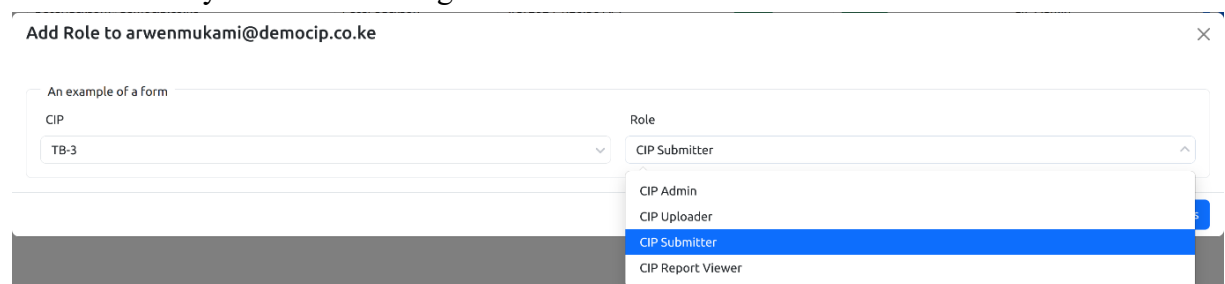
To add a user role, click on the green **+Role** button next to the user entry.



The screenshot shows a 'Manage Users' dashboard. At the top, there are tabs for 'Dashboard' and 'Manage Users'. Below the tabs, there is a '+ Add User' button and a 'Refresh' button. A table displays user information with columns: Email, Name, DateJoined, Is Active, EmailsVerified, and UserTenantRoles. The table has two rows of users. For each user, there is a '+Role' button (highlighted with a red box) and a 'Delete' button. The first user, Arwen Mukami, has the role 'CIP Uploader'. The second user, Peter Jackson, has the roles 'CIP Admin' and 'CIP Uploader'.

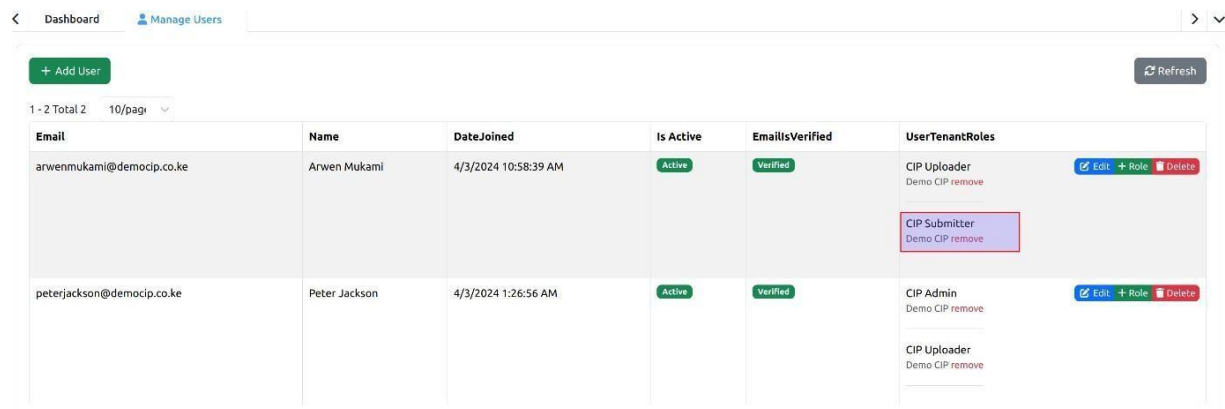
Email	Name	DateJoined	Is Active	EmailsVerified	UserTenantRoles
arwenmukami@democip.co.ke	Arwen Mukami	4/3/2024 10:58:39 AM	Active	Verified	CIP Uploader Demo CIP remove
peterjackson@democip.co.ke	Peter Jackson	4/3/2024 1:26:56 AM	Active	Verified	CIP Admin Demo CIP remove CIP Uploader Demo CIP remove

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



The screenshot shows a form titled 'Add Role to arwenmukami@democip.co.ke'. It contains a dropdown menu for 'CIP' with 'TB-3' selected. To the right, there is a 'Role' dropdown menu with a list of roles: 'CIP Submitter', 'CIP Admin', 'CIP Uploader', 'CIP Submitter' (highlighted in blue), and 'CIP Report Viewer'. A 'Submit' button is visible at the bottom right.

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



The screenshot shows the 'Manage Users' dashboard after the role assignment. The table now shows that the first user, Arwen Mukami, has two roles: 'CIP Uploader' and 'CIP Submitter' (highlighted with a red box). The second user, Peter Jackson, still has the 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	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

DashboardManage Users

+ Add User

Refresh

1 - 2 Total 210/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

Are you sure you want to delete the role?
CancelOK

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

DashboardManage Users

+ Add User

Refresh

1 - 2 Total 210/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

Delete User

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

DashboardManage Users

+ Add User

Refresh

1 - 2 Total 210/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+ RoleDelete
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+ RoleDelete

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

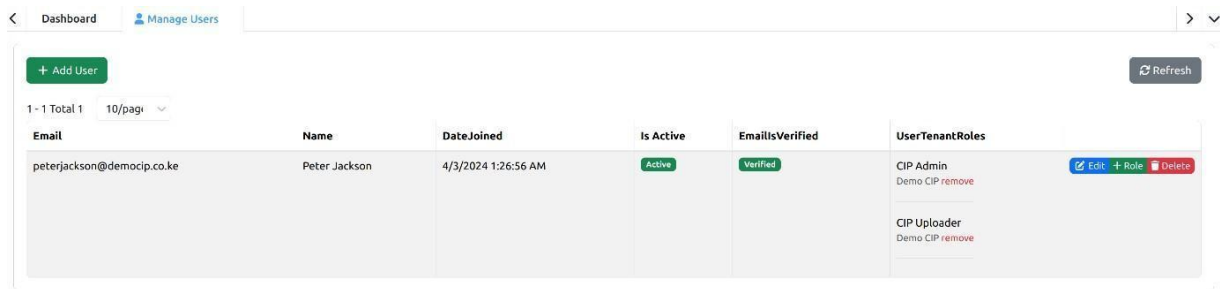
Please explain why you want to delete arwenmukami@democip.co.ke

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

CancelSubmit

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.

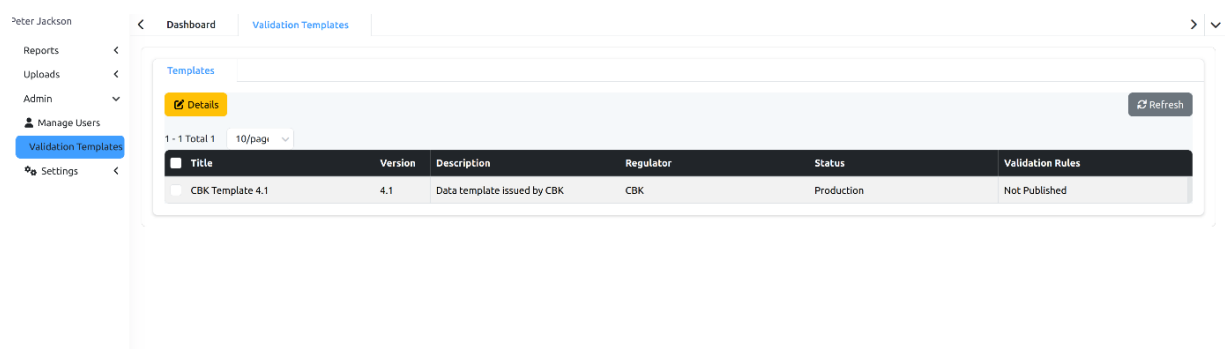


The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Dashboard' and 'Manage Users'. Below the tabs, there is a '+ Add User' button and a 'Refresh' button. The main area contains a table with the following columns: Email, Name, DateJoined, Is Active, EmailsVerified, and UserTenantRoles. The table has one row for a user named Peter Jackson. The 'Is Active' column shows 'Active' in a green box, and the 'EmailsVerified' column shows 'Verified' in a green box. The 'UserTenantRoles' column lists 'CIP Admin' and 'CIP Uploader' with a 'Demo CIP remove' link. There are also 'Edit', '+ Role', and 'Delete' buttons for each user.

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.



The screenshot shows the 'Validation Templates' interface. On the left, there is a sidebar with a user profile for Peter Jackson and a list of navigation items: Reports, Uploads, Admin, Manage Users, Validation Templates (highlighted), and Settings. The main area has tabs for 'Dashboard' and 'Validation Templates'. Below the tabs, there is a 'Details' button and a 'Refresh' button. The main area contains a table with the following columns: Title, Version, Description, Regulator, Status, and Validation Rules. The table has one row for 'CBK Template 4.1'.

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

DashboardValidation Templates

TemplatesCBK Template 4.1

Summary

Enforcement Files

Version History

Title

CBK Template 4.1

Description

Data template issued by CBK

Version

4.1

Status

Production

Validation Rules

Not Published

Regulator

CBK

Validation Rules File

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.

Yeter Jackson

DashboardValidation Templates

Reports

Uploads

Admin

Manage Users

Validation Templates

Settings

TemplatesCBK Template 4.1

Summary

Enforcement Files

Version History

TEMPLATE FILES17

Title	Type
Bounced Cheque File	BC
Credit Application File	CA
Individual Consumer File	CE
Non-Individual Consumer File	CI
Collateral Register	CR
Contact Upload File	CU
Deletion/Relist File	DE
Delink IDs from File	DI
Daily Payment Information File	DP
Fraudulent Activities File	FA
Historical Credit Information File	FC
Group Guarantor File	GG
Guarantor Information File	GI

Bounced Cheque File

Code	Column	EnforcementCodes
4.5.1	Client Type	ENF010 ENF027 ENF011
4.5.2	Surname	CanBeEmpty ENF027 ENF024 ENF076 ENF076
4.5.3	Forename 1	CanBeEmpty ENF027 ENF024 ENF078
4.5.4	Forename 2	CanBeEmpty ENF027 ENF024 ENF078 ENF078
4.5.5	Forename 3	CanBeEmpty ENF027 ENF024 ENF077
4.5.6	Company Name	CanBeEmpty ENF027 ENF185 ENF078
4.5.7	Primary Identification Document Type	ENF010 ENF027 ENF013 ENF048 ENF216 ENF217
4.5.8	Primary Identification Document Number	ENF010 ENF049
4.5.9	Branch Code on Cheque	ENF105 ENF010 ENF017
4.5.10	Client Number	CanBeEmpty ENF027 ENF022
4.5.11	Account Number	ENF027 ENF010 ENF022
4.5.12	Cheque Account Type	ENF027 ENF037 ENF011
4.5.13	Cheque Amount	ENF010 ENF038 ENF021
4.5.14	Cheque Number	ENF010 ENF028 ENF018
4.5.15	Cheque Currency	ENF010 ENF027 ENF013 ENF044
4.5.16	Cheque Date	ENF010 ENF038 ENF145
4.5.17	Cheque Bounce Date	ENF010 ENF029 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.

TemplatesCBK Template 4.1				
SummaryEnforcement FilesVersion 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	remoed 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

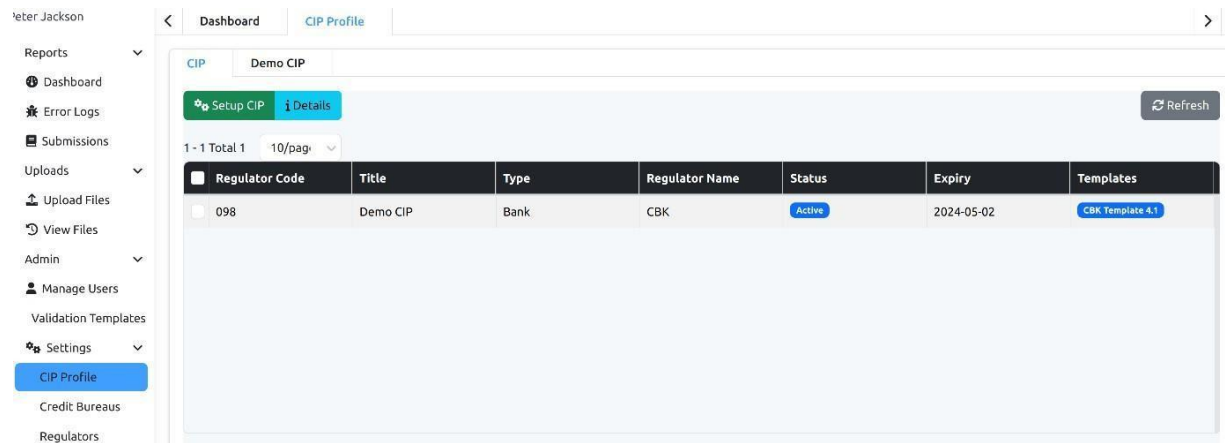
CIP Management

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.



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 Demo CIP

DisplayName TB-3

License Type 4

Regulator 1112

Regulator Code 098

AutoSubmit ☐

Max Concurrent Validation 100

Submission Timeout 60

IsActive ☒

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 peterjackson@gandalfbank.co.ke ✓

* License Key WEADSVNALSDFPWPEUROIANASDFLASJDFASDFIOPFNAEEZCASDFASBRERWBSDXF ✓

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.

CIP

Demo CIP

Details

License

Other Settings

CRB Profiles

Notification Settings

+ Add

Edit

Refresh

1 - 1 Total 1

10/page

CRB Name	Environment	Url	IsActive
☐ Demo CRB	Test	https://validata-test.ciskenya.co.ke:14850/v1/data-files/upload/	☒

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

* Environm...

Test

* Url

https://validata-test.ciskenya.co.ke:14850/v1/data-files/upload/

* Public Key

MASDFJKHQWEURIY7348956WHFJSDFBJHR2347598WYDHFOSADHFEJSAHEROPU

* Private Key

JASDFJKHQWEURIY7348956WHFJSDFBJHR2347598WYDHFOSADHFEJSAHERPRIV/

IsActive

☒

Close

Save

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

* Environm...

Test

* Url

https://validata-test.ciskenya.co.ke:14850/v1/data-files/upload/

* Public Key

MASD ----- BLIC

* Private Key

JASD ----- VATE

IsActive

☒

Close

Save

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
☐ 1001	CISK Mock CRB Service	Demo CRB
☐ 2001	Credit Reference Bureau Africa Ltd	TransUnion
☐ 2002	Metropol Credit Reference Bureau	Metropol
☐ 2003	Creditinfo Kenya CRB Ltd	Creditinfo

Regulators

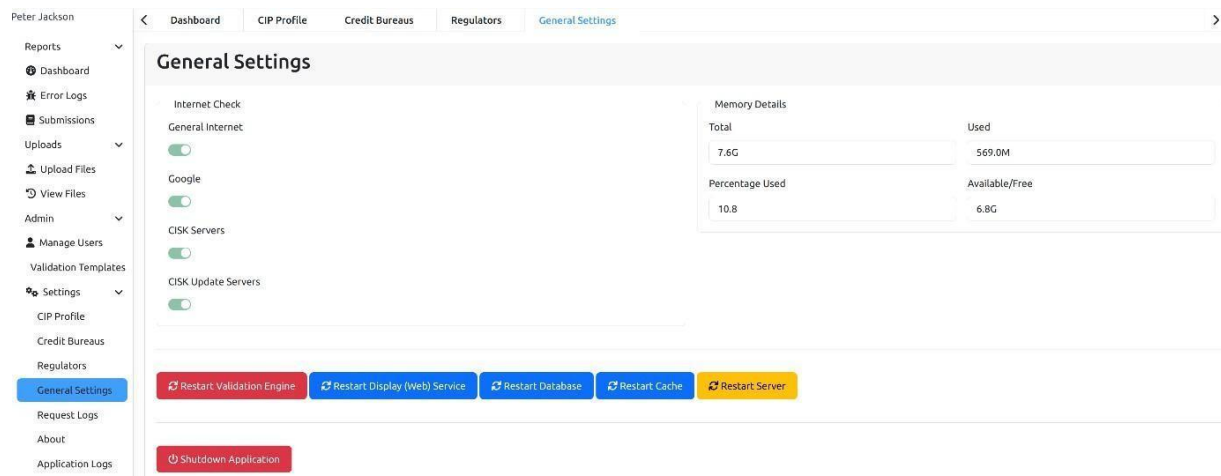
The Regulator View allows one to see the list of regulators configured in the system. This view is read only for the CIP.

Code	Title	Display Name	Description
☐ 4421	SASSRA	SASSRA	Sacco Regulator
☐ 1112	Central Bank of Kenya	CBK	Bank-MFB Regulator
☐ 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

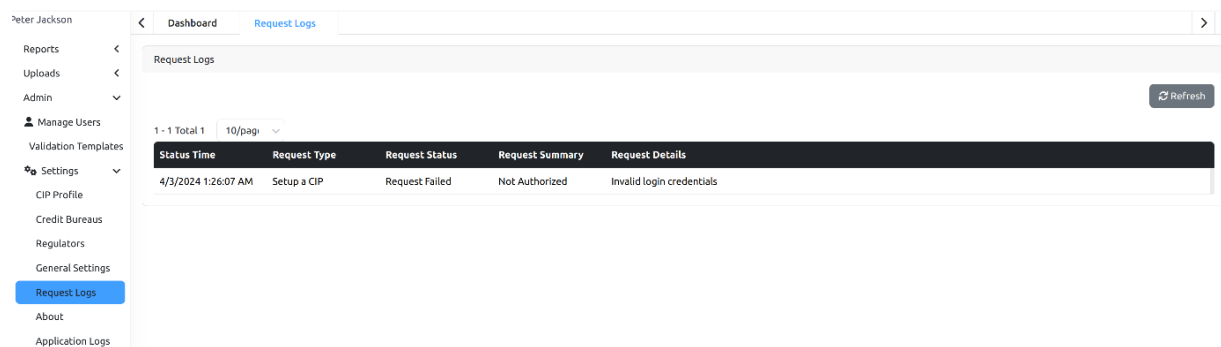


Restarting of any service or shutting down the application comes with a detailed warning and the CIP administrator should only proceed when they are sure they've met the conditions in the warning.

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 thier 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.

DashboardApplication Logs

Application Logs

Filter

Upload LogsRefresh

1 - 1 Total 110/page

Upload Ref Number	Tenant	Upload Time	File Size	Notes	Archive
03b94717-bb22-4bc6-a0f4-3087a894f811	81193555	4/3/2024 10:27:03 AM	55714	Application logs submitted successfull	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.

DashboardApplication LogsRequest Logs

Request Logs

Refresh

1 - 2 Total 210/page

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:

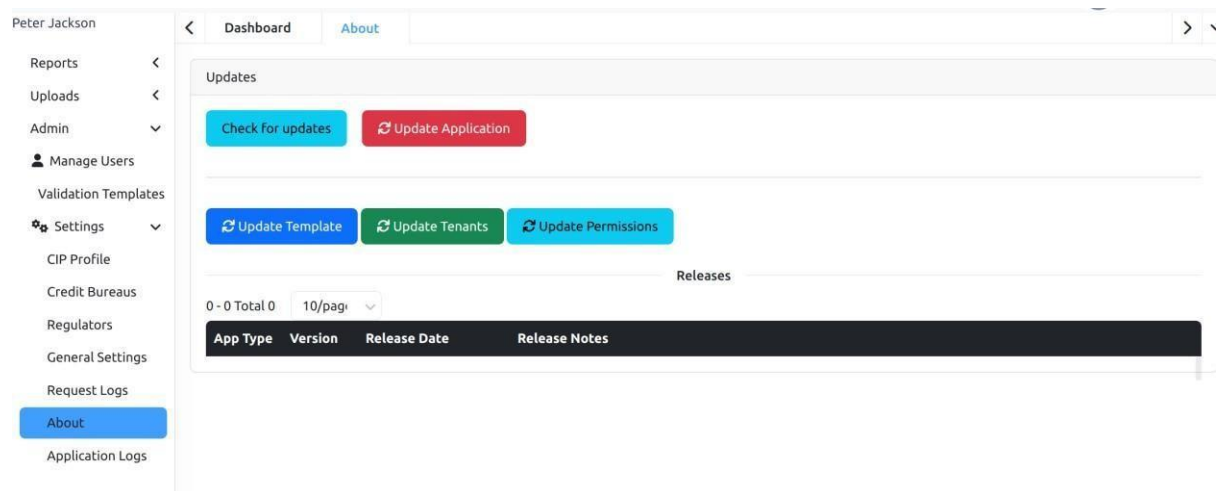
- 443: To allow access to the application via a browser

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/technetwork/virtualization/ova-136299-01.pdf)

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/resources/compatibility/pdf/vmwtools-ovf.pdf)

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.

Disk Space Expansion Procedure

Purpose

This procedure describes how to extend the disk space of the ValiData virtual machine after additional storage has been allocated at the virtualization layer.

Prerequisites

- Administrator (root) access to the server.
- A backup or VM snapshot has been taken.
- Additional disk space has already been allocated to the VM.
- Internet connectivity is available to install the required utilities.

Step-by-Step Tutorial

Step 1: Extend the Virtual Disk

Increase the disk size from the virtualization platform (VMware, Hyper-V, Proxmox, VirtualBox, etc.) and reboot the server.

```
reboot
```

Step 2: Install Required Utilities

Install the filesystem and partition management tools.

```
apk add --no-cache e2fsprogs-extra cloud-utils-growpart
```

Note: Internet access is required to download the packages.

Install the partition editor:

```
apk add cfdisk
```

Note: Internet access is required.

Step 3: Extend the Partition

Open the partition editor:

```
cfdisk /dev/sda
```

Within the cfdisk utility:

1. Select the partition to be extended (for example, `/dev/sda3`).
2. Choose **Resize**.
3. Allocate the newly available free space to the partition.
4. Select **Write** and type `yes` to save the changes.
5. Exit the utility by selecting **Quit**.

Step 4: Resize the Filesystem

After extending the partition, resize the filesystem to use the newly allocated space.

```
resize2fs -f /dev/sdaX
```

Replace `X` with the partition number that was extended.

Example:

```
resize2fs -f /dev/sda3
```

Step 5: Reboot the Server

```
reboot
```

Step 6: Verify the Disk Expansion

Confirm that the filesystem has successfully expanded.

```
df -h
```

Review the output and verify that the size of the target filesystem reflects the newly allocated storage.

Example Verification Output

```
Filesystem    Size  Used Avail Use% Mounted on
/dev/sda3    200G   65G  126G  35% /
```

Troubleshooting

Issue	Resolution
New disk space does not appear in cfdisk	Confirm the virtual disk was expanded successfully at the hypervisor level and reboot the server.

resize2fs fails	Verify the correct partition was selected and that the partition was successfully extended before resizing the filesystem.
Disk size remains unchanged after reboot	Run <code>df -h</code> and <code>lsblk</code> to confirm the partition and filesystem changes were applied correctly.

Important Notes

- Always take a VM snapshot or backup before modifying partitions.
- Perform the procedure during a maintenance window to avoid service interruptions.
- Incorrect partition modifications may result in data loss or system instability.
- Ensure sufficient free space is available at the virtualization layer before attempting to extend the partition.

Frequently Asked Questions (FAQs)

Q1: What is the CIS ValiData Tool?

A: It is an on-premise software solution that allows Credit Information Providers (like banks, MFIs, and SACCOs) to validate their credit data for errors against industry standards before submitting it to all licensed Credit Reference Bureaus (CRBs).

Q2: Why was the ValiData tool developed?

A: The tool was developed to address persistent challenges in data quality within the credit information sharing system. By ensuring data is clean before submission, it improves the accuracy of credit reports, enhances lender confidence, and promotes fairer, more reliable credit decisions.

Q3: Is the use of the ValiData tool mandatory?

A: Yes. Following official approval from the Central Bank of Kenya (CBK), the CIS ValiData tool is the standard industry platform for all credit data submissions to licensed CRBs.

Q4: Does the tool store our institution's data?

A: No. The ValiData tool is an on-premise solution, meaning it operates entirely within your institution's secure IT environment. Your data is validated locally and is only transmitted to CRBs upon successful validation. CIS Kenya does not have access to or store your customer data.

Q5: What happens if our data submission does not meet the 80% quality threshold?

A: The tool will automatically block the submission and apply a yellow "Submission Threshold" status. It provides a detailed error log identifying the specific issues that need to be corrected. Your team must remediate these errors in your core source systems and re-run the validation

process until the file meets the threshold.

Q6: What is the difference between the Desktop and Server versions?

A: The Desktop Version is an executable (.exe) or local VM suitable for institutions with smaller data volumes and simpler IT setups. The Server Version is designed for larger institutions with higher data volumes, packaged as a virtual appliance (.ova) deployed in a central infrastructure for more robust, automated background processing.

Q7: How long do validation error logs remain accessible on the dashboard user interface?

A: Error logs and reports remain visible on the local system for **24 hours only**. It is critical that operational teams download the CSV file logs within this window to ensure continuity in tracking and remediating data issues.

Support and Contact Information

Help Desk Communication Channels

If an application incident or data exception cannot be resolved through internal systems management or data governance adjustments, users can scale issues directly to the CIS Kenya technical support framework:

- **Dedicated Support Email:** technicalservices@ciskenya.co.ke
- **Dedicated Support Phone Hotlines:** +254 711 600 468
- **Official Resource Portal:**
[\[https://ciskenya.co.ke/validata/\]\(https://ciskenya.co.ke/validata/\)](https://ciskenya.co.ke/validata/)
- **Standard Operating Support Hours:** Monday through Friday, 8:00 AM to 5:00 PM (EAT) (*Excluding official public holidays*).

Standard Incident Reporting Requirements

To maximize response speed and technical troubleshooting efficiency, all support requests sent to the help desk must include the following formal ticket criteria:

1. **Timestamp:** Exact date and time the system exception occurred.
2. **Problem Summary:** A detailed, step-by-step description of the operational issue.
3. **Replication Path:** The exact sequence of user actions required to reproduce the error.
4. **Visual Diagnostics:** Full-screen screenshots displaying the error panel popup, explicit text codes, and the complete application window URL.