



ICAD OFI USER MANUAL

APPROVED

January 2018, NIBSS PLC.

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Technical Data

Version: 1.0

Date: 2018-1-12

Status: Approved

Classification: Restrict

Subject: ICAD OFI User Manual

Reference: NIBSSICADOFI2018112

APPROVED

Document Control

S/N	Date	Description	Version
1	13/12/2017	Document Creation	1.0

APPROVED

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1 Introduction

1.1 Intended Readership

This document covers the use for the following users of ICAD OFI

- OFI users

1.2 Applicability

This Software User Manual applies to the ICAD OFI portal.

1.3 Purpose

The purpose of the Software User Manual is to assist users using the ICAD OFI via portal

1.4 How to use this document

- Chapter 2 - An overview of the ICADOFI portal.
- Chapter 3 – Describes the procedures to access the Portal
- Chapter 4 – Describes the uploader steps
- Chapter 5- Describes the sign-out steps

1.5 Terms and Definitions

Term	Definition
User	An OFI representative

Table 1: Definitions

2 Overview

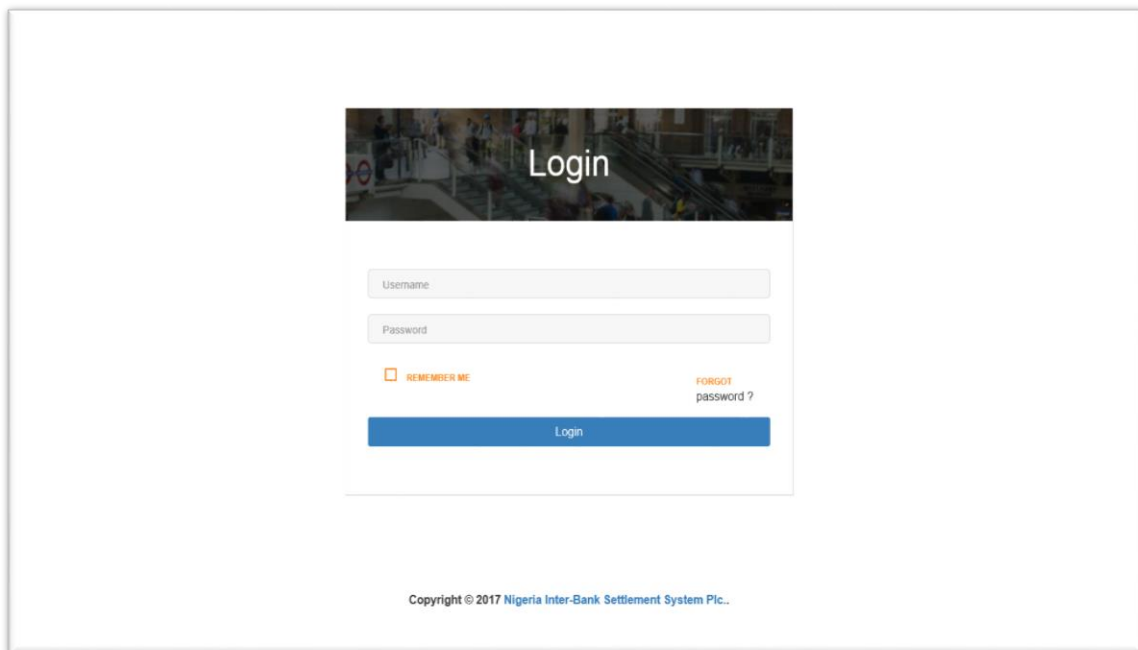


Figure 1: The Home Page

Welcome to ICADOFI home page.

ICAD refers to Industry Card and account Database. ICAD is driven by NIBSS as such there is a graphical user interface referred to as ICAD OFI Portal where the user uploads a list of accounts to be validated by the ICAD validation Service

The major function is to enable a user upload account information and the validation service validates the details and return successful or states the error messages as it applies.

ICADOFI is a client front-end web interface which is exposed to customers for the ease of uploading files for validation. It consist of the following functionalities such as File upload and validation Management, Audit trail, Password Reset and Reporting.

3 Procedure

3.1 Login

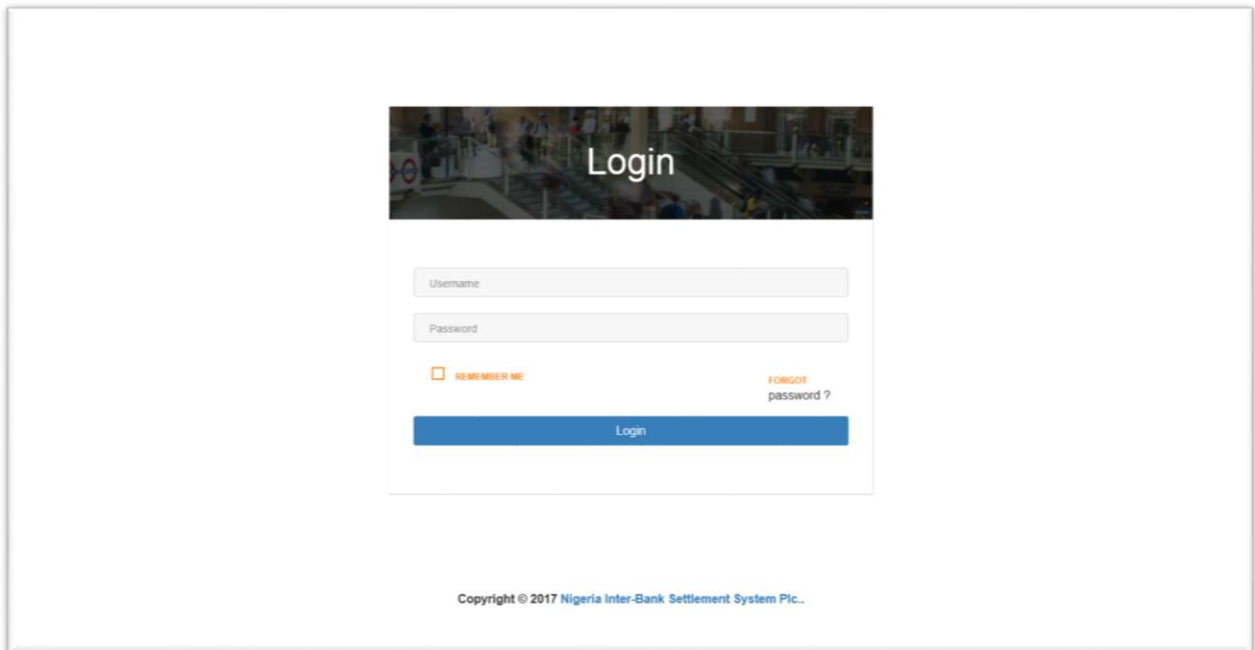


Figure 2: Login Screen

Type in your username and password that was sent to you via email and click on **“Log in”**. This page authenticates your credentials for access to the profile you are configured for. The screen below will be presented to you if your username and password is correct.

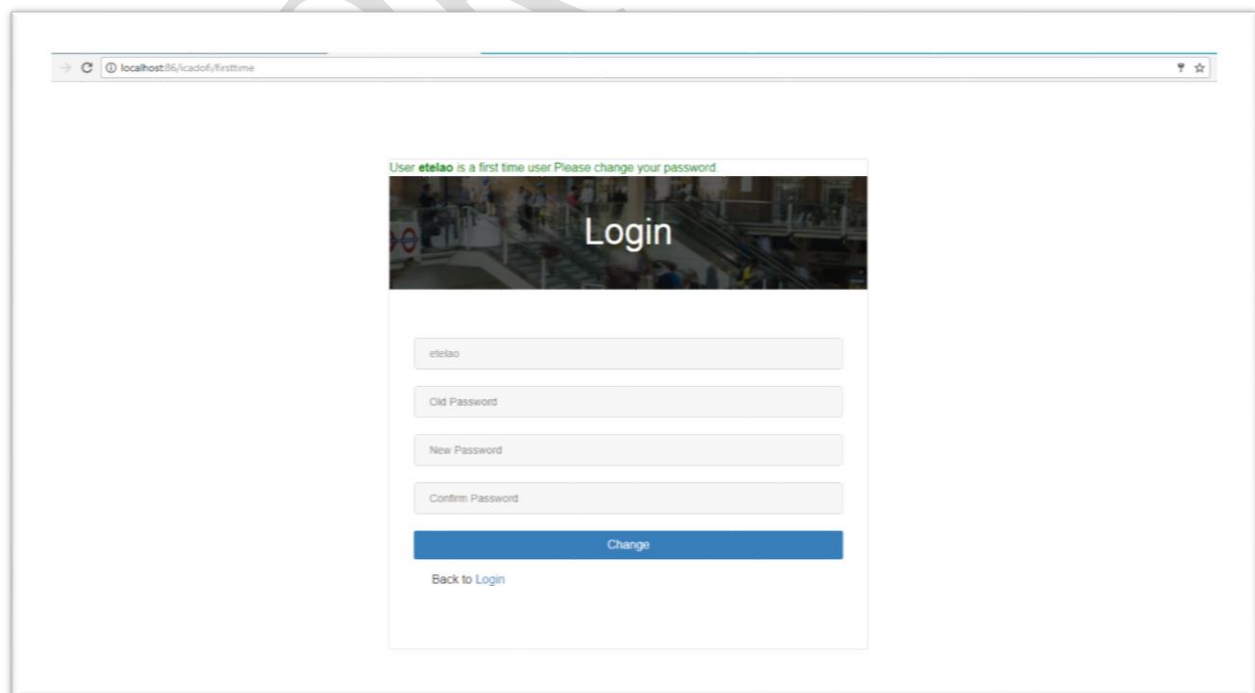
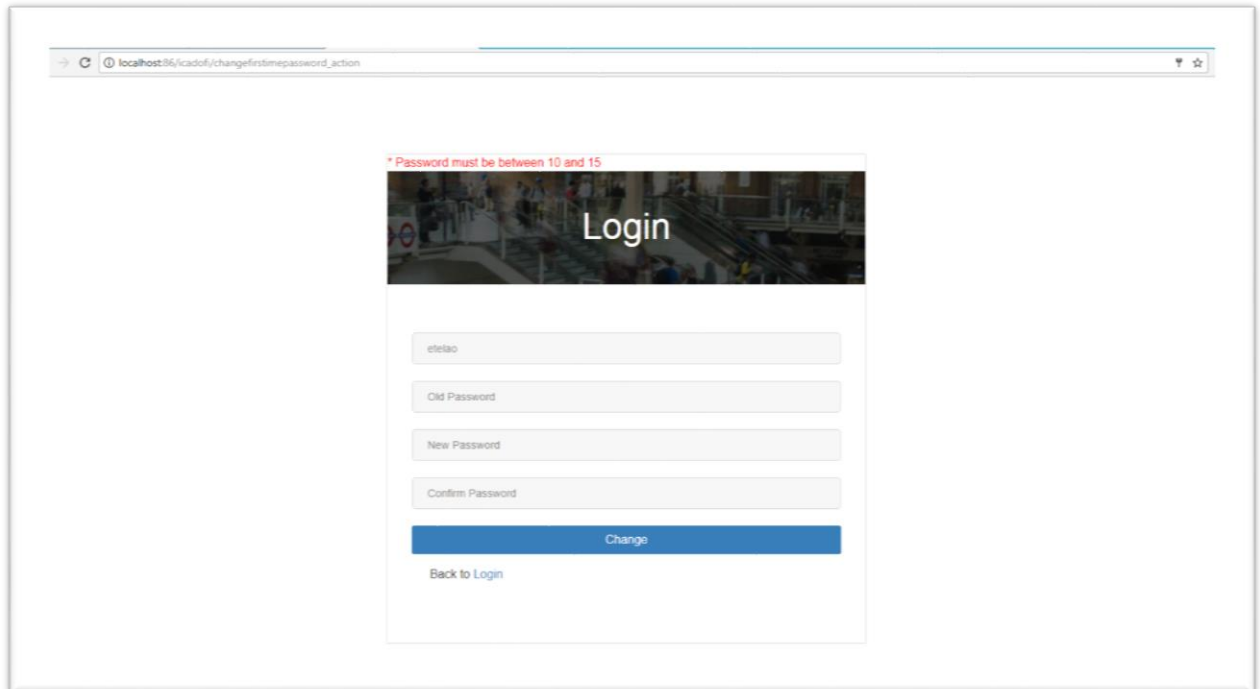


Figure 3: Login Screen

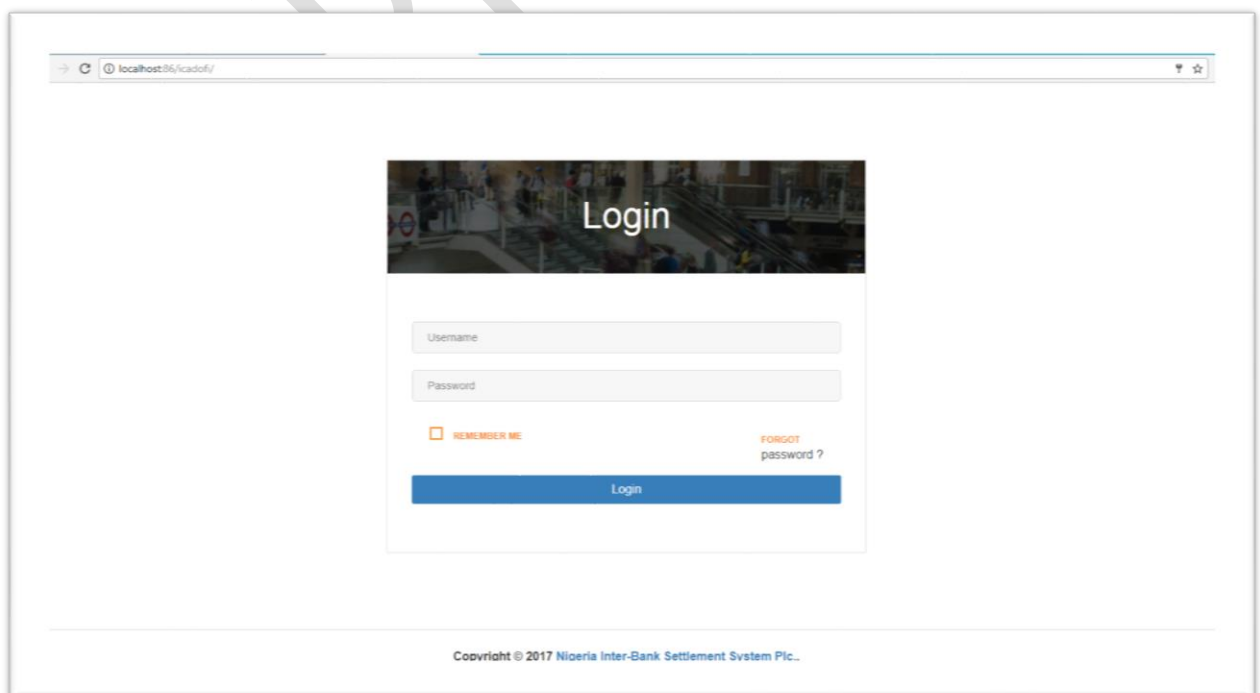
You will need to change your password as a first time user. Enter the new password and confirm same in the fields as shown in the screen above and click on “**Change**”. The password length is a minimum of 10 characters. The screen below will be presented to you if password is less than 10.



The screenshot shows a web browser window with the address bar displaying `localhost:86/icadofi/changefirstpassword_action`. The main content area features a login form with a header image and the word "Login" in white text. Below the header, there are four input fields: "etelao", "Old Password", "New Password", and "Confirm Password". A red error message at the top of the form states: "* Password must be between 10 and 15". At the bottom of the form, there is a blue "Change" button and a link labeled "Back to Login".

Figure 4: Password length Screen

If the “**New**” and “**Confirm**” password matches, the login screen below will be presented to you



The screenshot shows a web browser window with the address bar displaying `localhost:86/icadofi/`. The main content area features a login form with a header image and the word "Login" in white text. Below the header, there are two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox labeled "REMEMBER ME" and a link labeled "FORGOT password?". At the bottom of the form, there is a blue "Login" button. At the very bottom of the page, there is a copyright notice: "Copyright © 2017 Nioeria Inter-Bank Settlement System Plc..".

Figure 5: Login Screen

Enter the username and the new password you created to access the ICAD OFI Portal. The screen below will be presented to you.

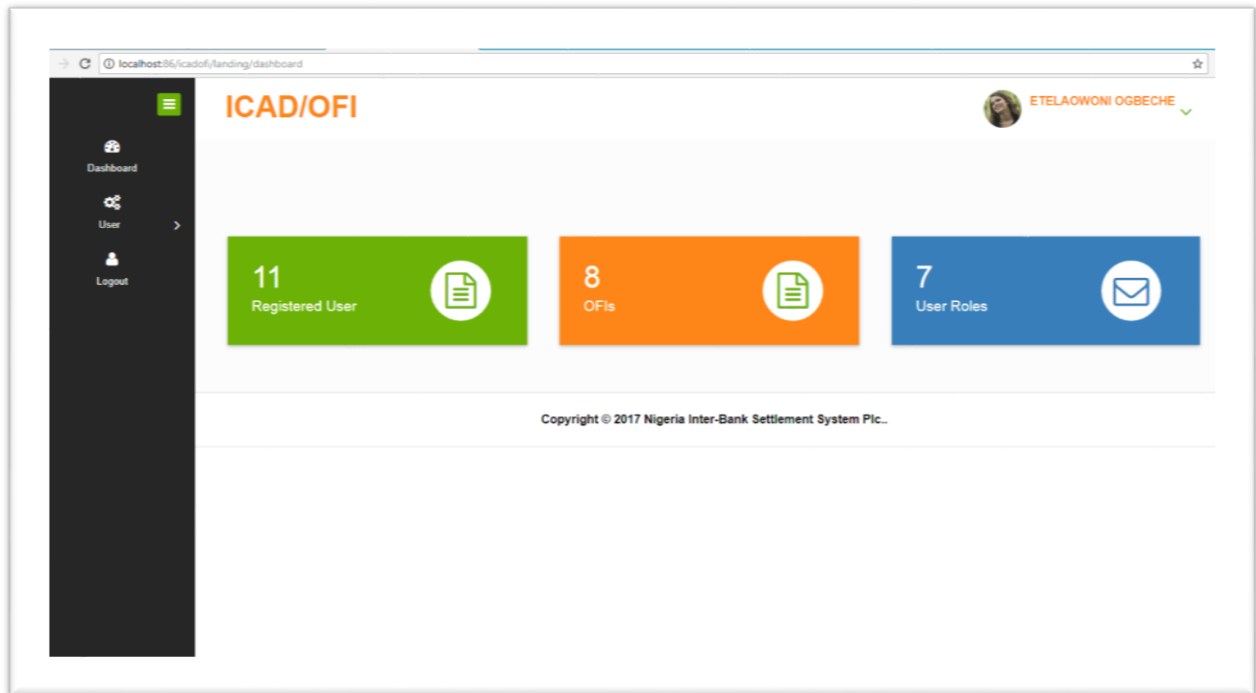


Figure 6: Home Page

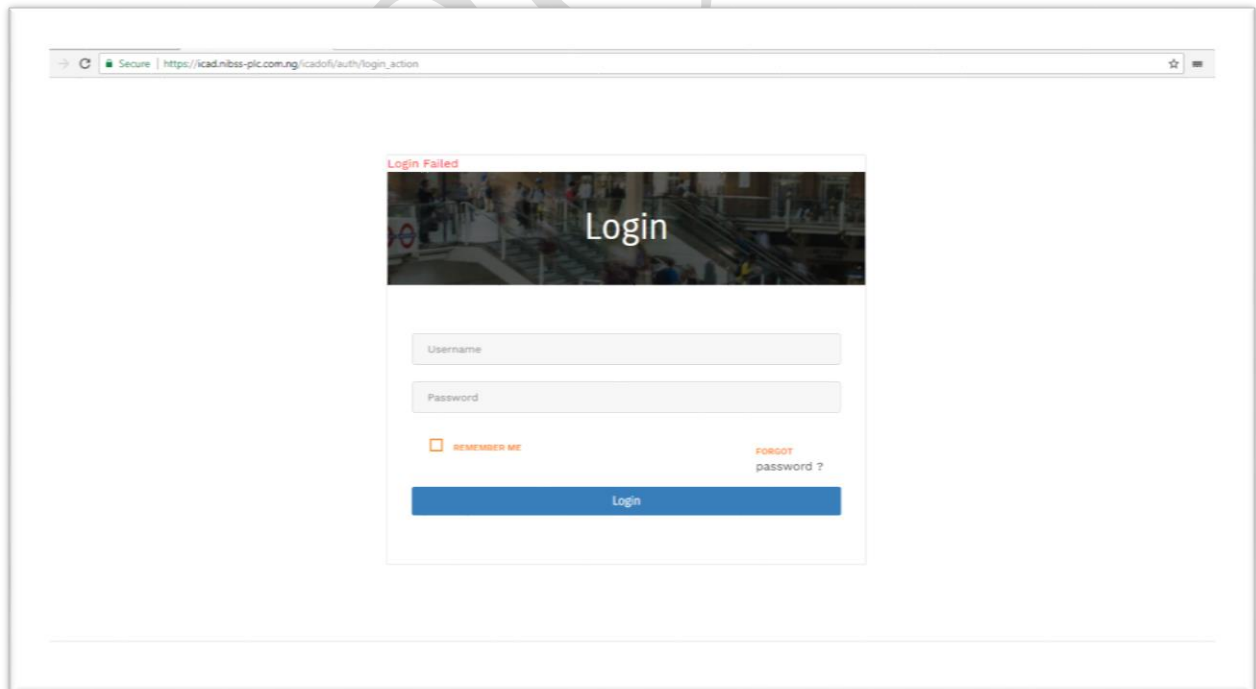


Figure 7: Failed Login

The page above is a sample screen you will get when your log in credentials are incorrect. You are required to always provide the right combination for username and password for a successful authentication.

Note: Passwords are a combination of alpha numeric, upper case, lower case and special characters.

3.2 Resetting a Password

A password reset can be initiated either for security reasons or if you forget it. Your ICADOFI account password is used to access the platform to either upload baseline data, create users and view reports. Click on the **“Forgot Password”** to enable the request. A sample screen is shown in Figure 8 and you will be presented with Figure 9 to reset.

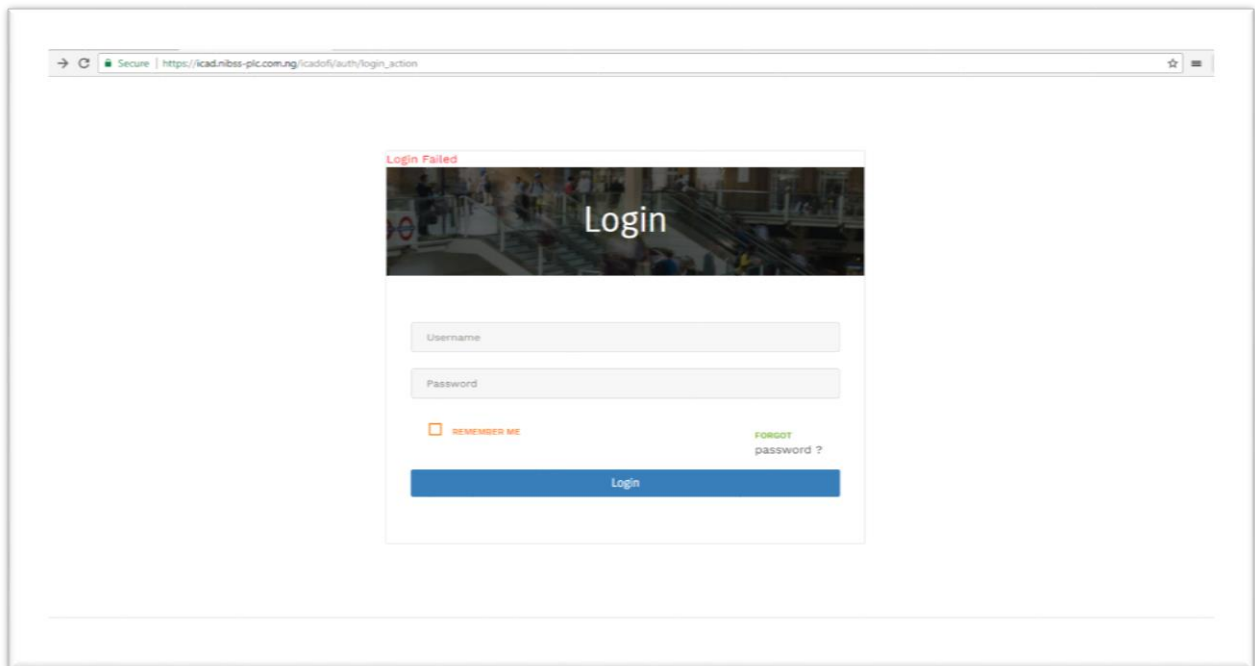


Figure 8: Forgot Password

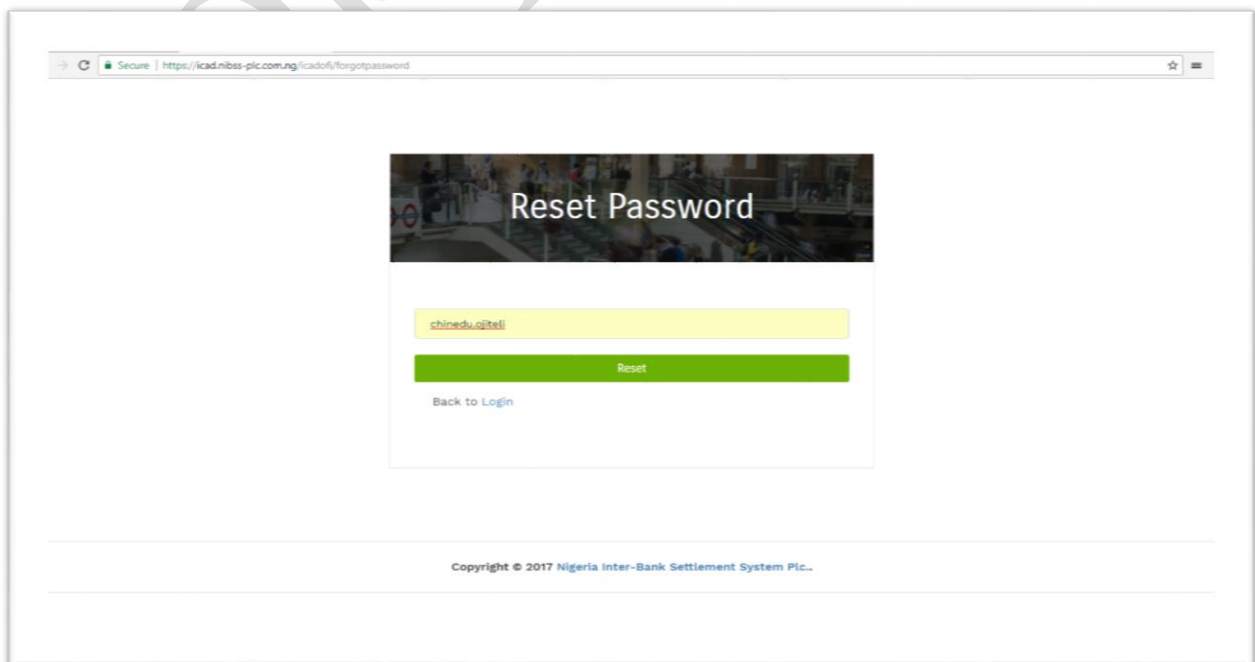


Figure 9: Resetting a Password

The password reset will enable a user to choose a new password. A sample screen is shown in figure 5. Follow the steps below:

- Enter your username and click on reset
- A password recovery email will be sent to your inbox. Please check and follow the instructions.
- If you don't find it, check your Spam or Bulk Mail folders
- Choose a password that you haven't already used with this account (*Refer to Tips in creating a strong Password.*

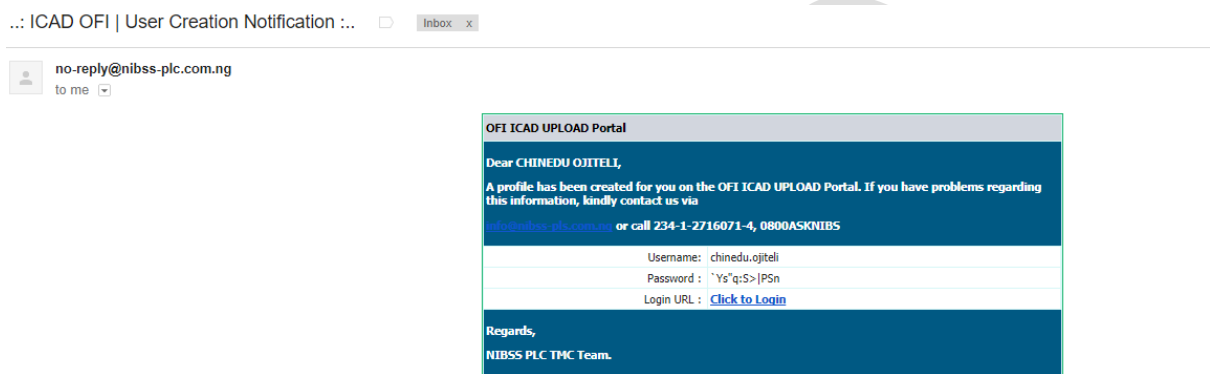


Figure 10: A sample mail for password reset.

3.3 Tips In creating a Strong Password

- Use a mix of letters (Upper and lower case) , numbers and symbols in your password
- Don't use personal information or common words as a password
- A minimum length of 10
- Use special characters (like all in colour code yellow): `"'!#@$%^&*()_+;}{[]~\<.>?/`

Figure 11: Password Reset

To reactivate your password, check your mail box and use the default password sent to you to initiate log in. You need to choose a new password using the ***“tips in creating password”*** as a guideline. Type in a new password and confirm on the second text field. Click on ***“Change”***. If both fields match the sample screen below will be presented to you.

Note: Passwords must match for a successful reactivation.

Figure 12: Password activation Screen

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At this point, the new password is used to authenticate. The screen below will be presented to you:

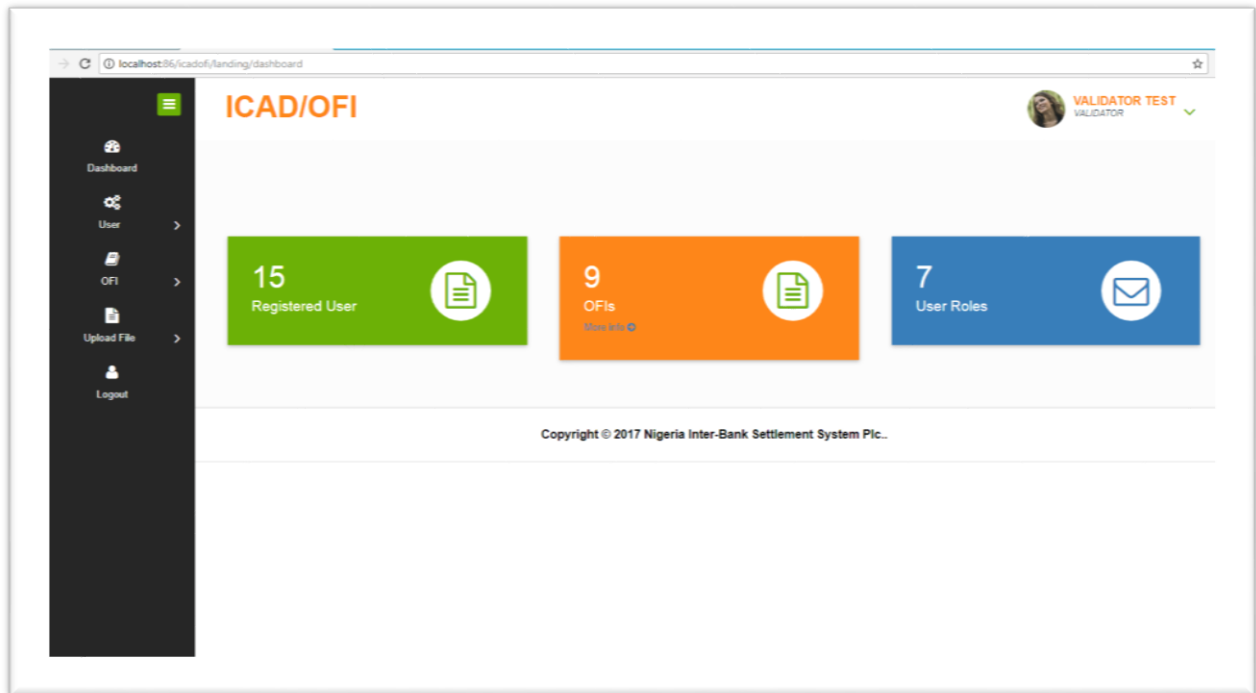


Figure 13: Login after a successful password change

4 Uploader Profile

The Uploader profile allows for the processing of files for validation.

1. Upload account details
2. View reports

4.1.1 Upload account details

Prior to the upload of account details file for processing, a schedule is created in a spreadsheet and save a file location using the format below and saved as .csv

SN	AccountName	AccountNumber	DateOfBirth	Email	FirstName	MiddleName	LastName	OldAccountNumber	PhoneNumber	AccountDesignation	AccountStatus	AccountType	BVN
1	Jane Doe	010121223	25091984	janedoe@yahoo.com	Jane	festus	DOe	2000000000	23480568000009	2	1	1	2222222222
2	John Doe	010320056	30091996	johnndoe@yahoo.com	John	joseph	Doe	12222222008	23480300000911	2	2	1	2222222200

Table 2: Upload file format with account details.

Note: Upload file size allowed on the portal is 1MB

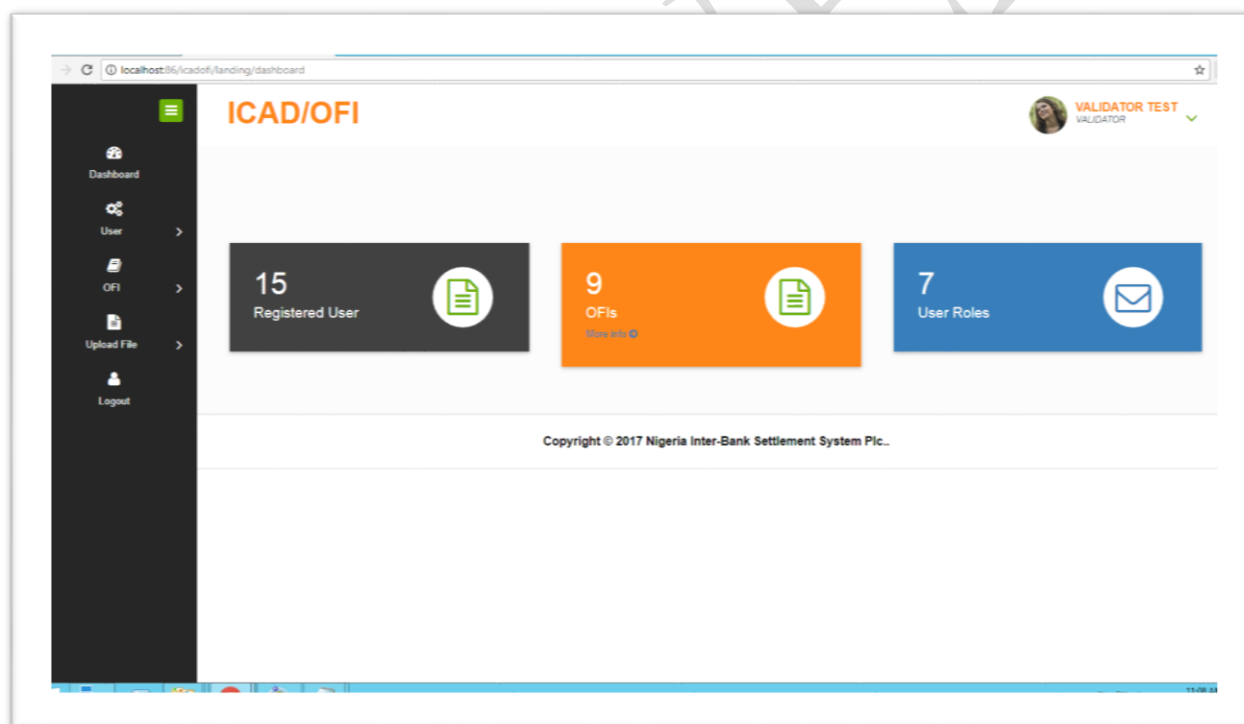


Figure 14: Uploader Login Screen

Account details schedule are generated from the OFI banking application, the file must be pushed to the processing engine in same format described in table 2. To upload a schedule, Click on “**Upload file**”, then “**Validate**” the screen below will be presented to you

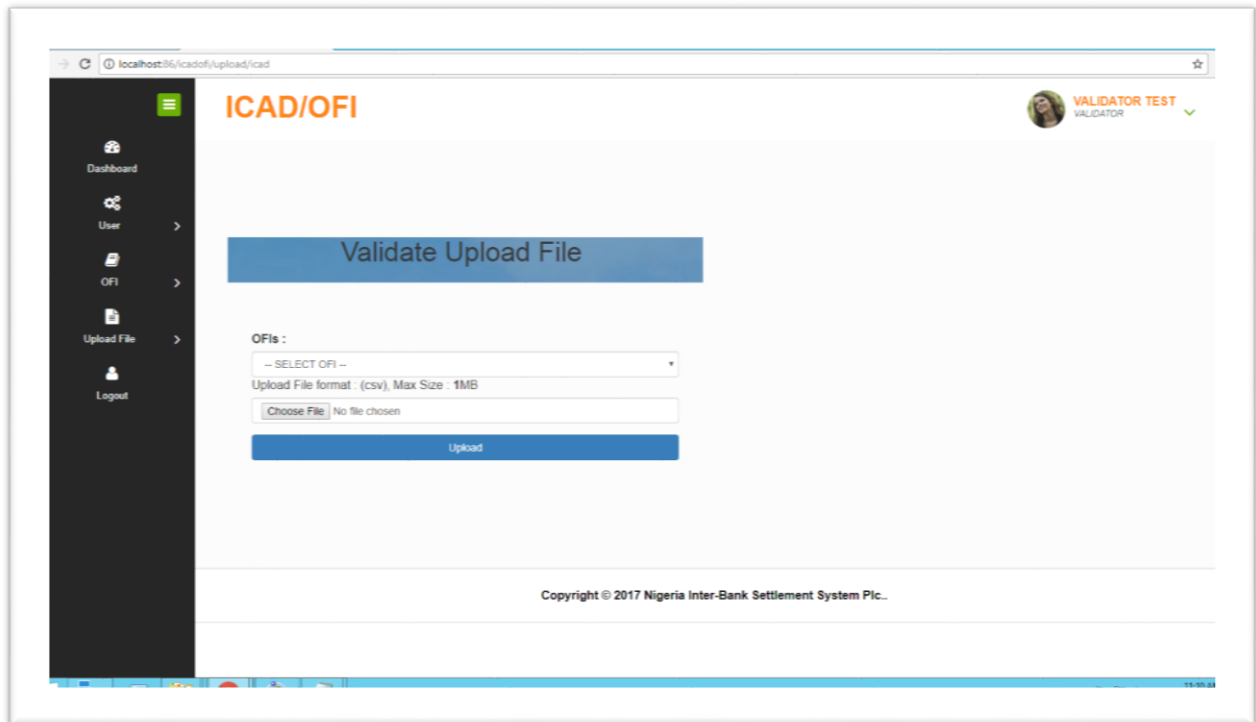


Figure 15: Upload Schedule Screen

You will choose the **OFI** from the dropdown menu. The Account details schedule is the sample files described in Table 1. Click on “**Choose File**” to upload the file, use the file explorer screen to pick the file from the location it was saved and click open. The file will be updated on the Validate upload field screen. A sample screen is shown in Figure 16. Click on “**Upload**” the screen in Figure 17 will be presented to you.

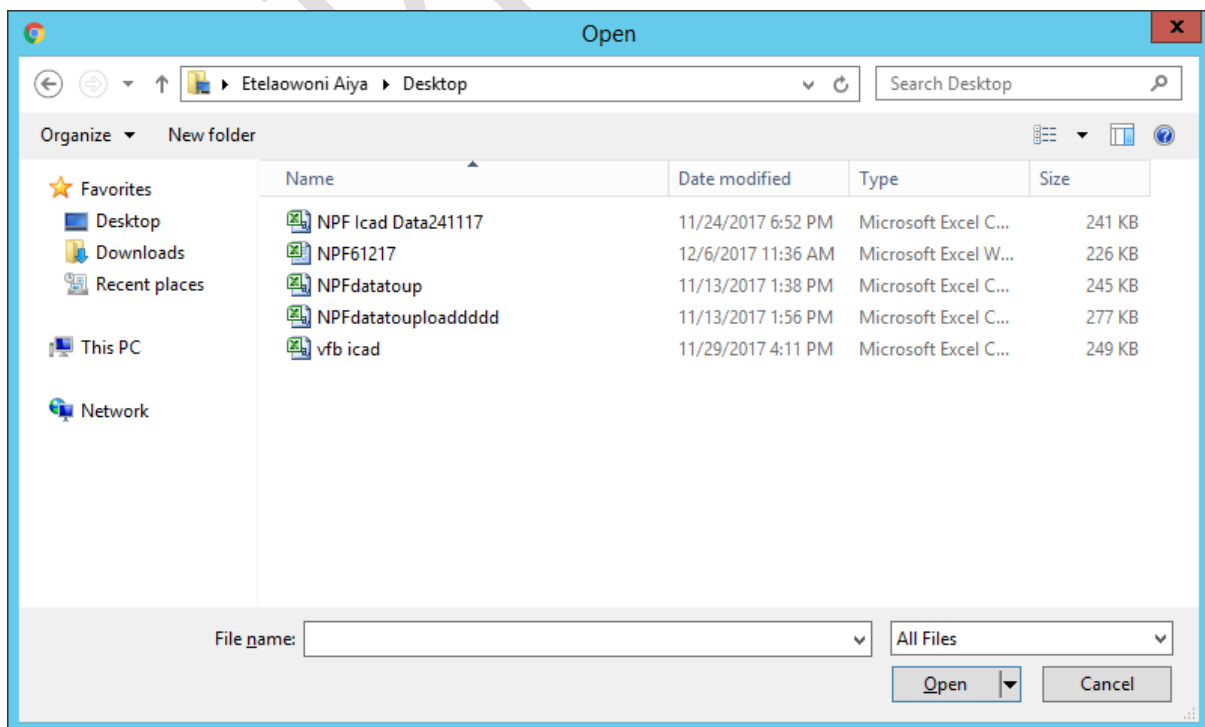


Figure 16: File selection

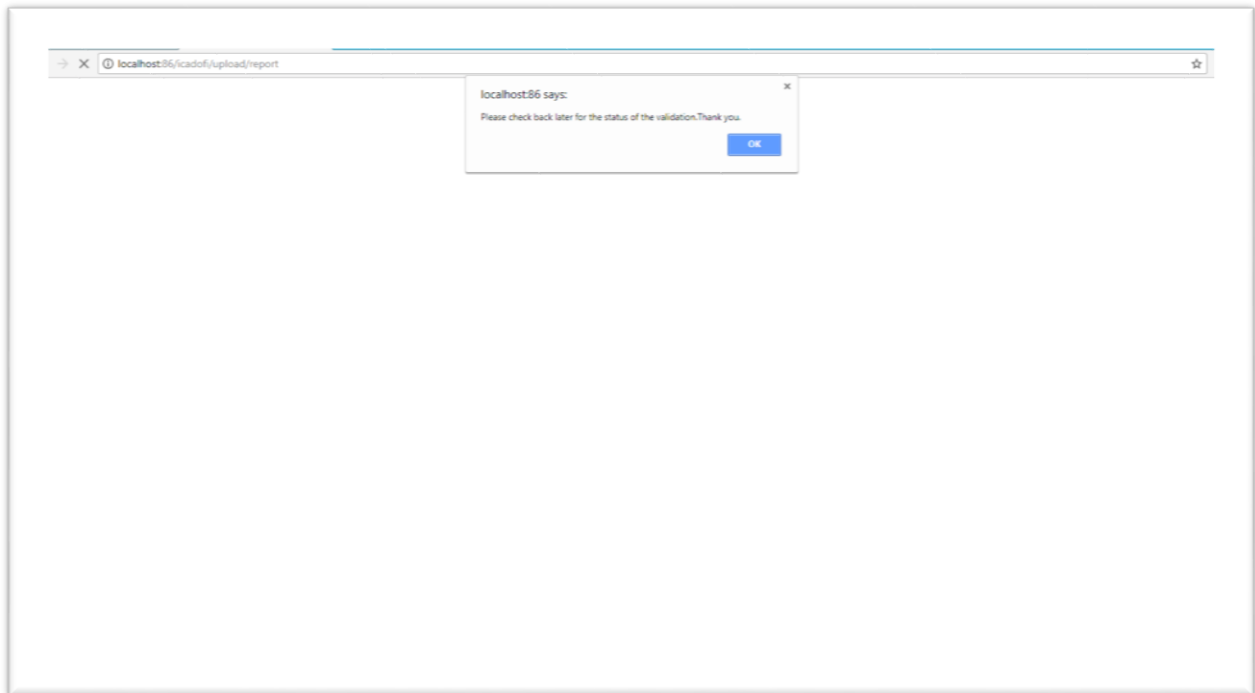


Figure 17: Successful Upload

The above screen shows confirmation of the upload. The screen below shows the details of the upload. It captures the **OFI name**, **OFI CBN Code**, **File Name**, **Upload status**, **Uploader's name**, **error file name**, **error download path**, **date uploaded**, **validation status** and **Date processed**.

The screenshot shows the 'View Upload Report' page in the ICAD/OFI application. The page has a dark sidebar with navigation links: Dashboard, User, OFI, Upload File, and Logout. The main content area displays a table of upload reports. The table has columns: OFI Name, OFI CBN Code, File Name, Upload Status, Uploaded By, Error File Name, Error Download Path, Date Uploaded, Validation Status, and Date Processed. The table shows 11 entries, with the first 10 visible. The status of the uploads varies, with some being 'Failed' and others 'Successful'. A search bar is located at the top right of the table. At the bottom, there are pagination controls showing 'Showing 11 to 20 of 26 entries' and buttons for 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'.

OFI Name	OFI CBN Code	File Name	Upload Status	Uploaded By	Error File Name	Error Download Path	Date Uploaded	Validation Status	Date Processed
NPF	244	Npf ICAD data edited format 5.csv	Failed	Uploader1	Npf ICAD data edited format 5_2017_11_07_18_06_24_Error.csv	Download	2017-11-07 04:07:24 PM	Failed	2017-11-07 04:08:21 PM
NPF	244	Npf ICAD data edited format 4.csv	Successful	Uploader1		N/A	2017-11-07 01:27:40 PM	Successful	2017-11-07 01:28:20 PM
NPF	244	Npf ICAD data edited format 4.csv	Successful	Uploader1		N/A	2017-11-07 12:06:21 PM	Successful	2017-11-07 12:09:21 PM
DBN TEST	020	Npf ICAD data edited format 4.csv	Successful	chmedu.qltel		N/A	2017-11-07 11:42:07 AM	Successful	2017-11-07 11:46:02 AM
NPF	244	Npf ICAD data edited format 4.csv	Successful	chmedu.qltel		N/A	2017-11-07 10:34:49 AM	Successful	2017-11-07 10:36:19 AM
PADE NFB	009	Npf ICAD data edited format 4.csv	Successful	chmedu.qltel		N/A	2017-11-07 10:10:52 AM	Successful	2017-11-07 10:10:14 AM
ABBEY MORTGAGE BANK	037	Npf ICAD data edited format 4.csv	Successful	chmedu.qltel		N/A	2017-11-07 09:41:04 AM	Successful	2017-11-07 09:42:25 AM
FFFFF NFB	012	Npf ICAD data edited format 4.csv	Successful	chmedu.qltel		N/A	2017-11-07 09:34:09 AM	Successful	2017-11-07 09:42:25 AM
ACORN MICROFINANCE BANK	008	Npf ICAD data edited format 4.csv	Successful	chmedu.qltel		N/A	2017-11-07 09:27:46 AM	Successful	2017-11-07 09:42:25 AM
NPF	244	NPF ICAD DATA_1_new.csv	Failed	chmedu.qltel	NPF ICAD DATA_1_new_2017_11_07_18_06_24_Error.csv	Download	2017-11-07 09:27:15 AM	Failed	2017-11-07 09:36:21 AM

Figure 18: Upload Report

The following are the descriptions of the column:

- The **Error file name** shows the error of the file name generated.
- The **Error Download path** is only active when the file uploaded is processed and has an error. It allows the uploader to download the error report.
- The **Date Uploaded** shows the date the file was uploaded.
- The **Validation status** are categorized into three: Pending, Failed and Successful.
- The **Date Processed** is the date the validation system processed the files.

An email notification is sent to the uploader's email address to update d status of the upload.

The screen below will presented to you if the file format is wrong.

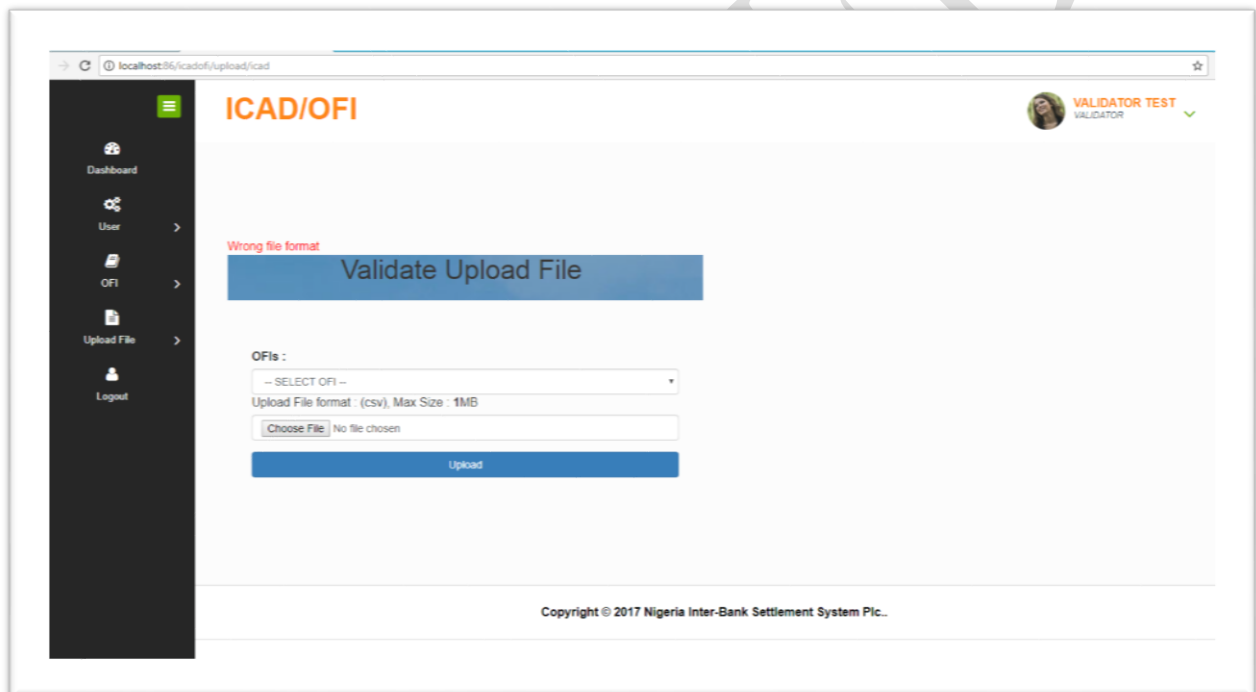


Figure 19: File Format Error

Note: The following must be adhered to for a successful upload

- *File name must always be unique, A duplicate filename can throw an error(Example is shown on Figure 17)*
- *File must be .csv extension*
- *Text format is recommended for saving each column when editing on an Excel sheet.*
- *All fields must be completed for the upload account information to be validated.*

4.1.2 Audit Trail

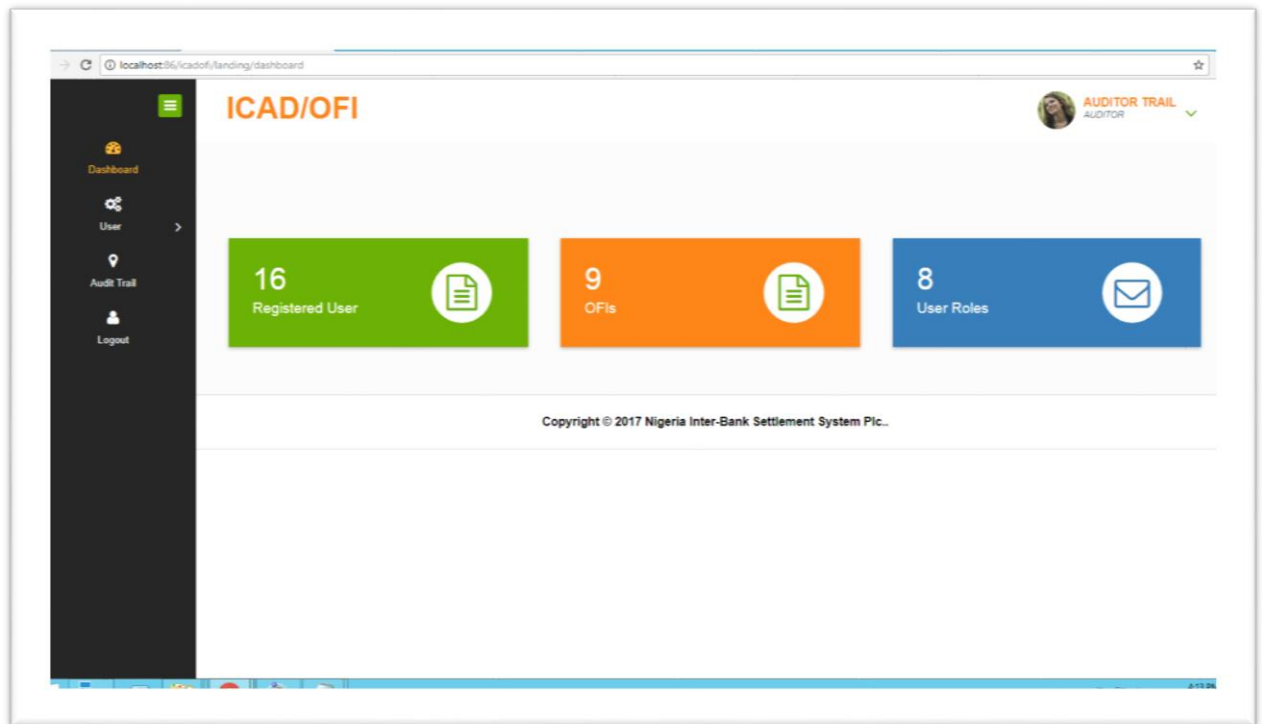


Figure 20: Audit Trail Dashboard

The Audit trail functionality allows the Auditor to see the status of users logged in and events that occur during that login session. The sample screen shows the dashboard when the various events take place and the IP address the request is routed from.

The Audit trail functionality can also change password. Please refer to Figure 11 and 12 for password reset. The screen below shows the audit trail.

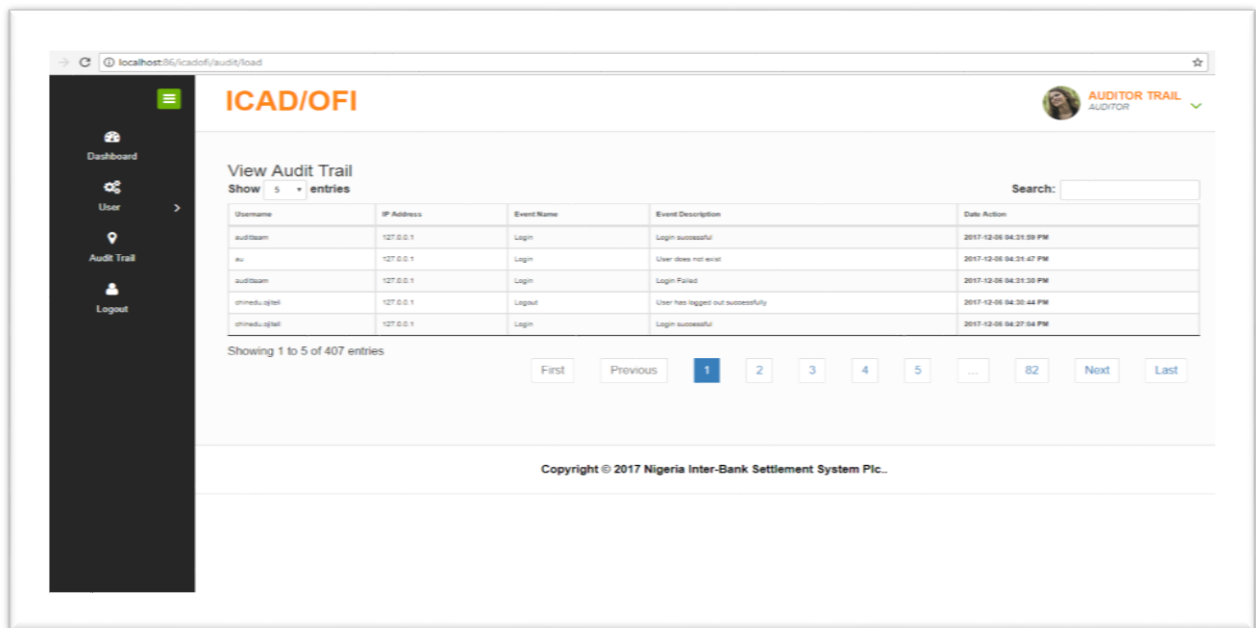


Figure 21: Audit Trail

5 Log Out

If you are done with uploading account details and viewing audit trail of users, Logging out of ICADOFI from your laptop is simple and can be done in a click.

Here's how it's done:

- On the ICADOFI platform, click on “**Log Out**” at the side menu button to log out and end the session. A sample screen is shown below

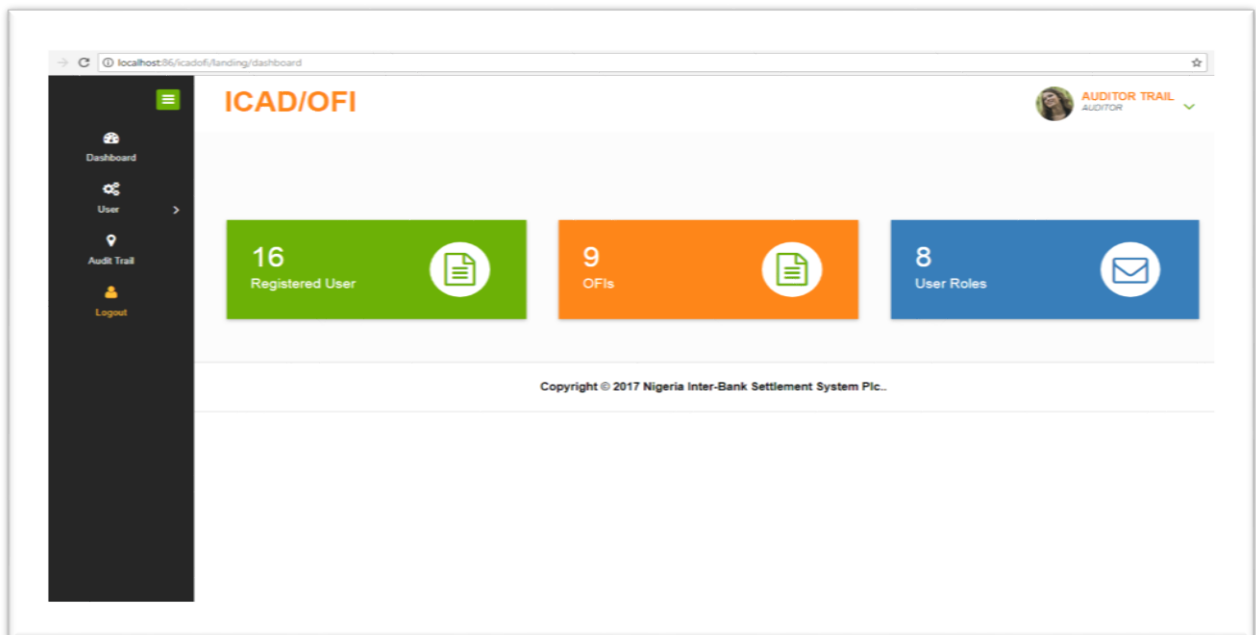


Figure 22: Logout

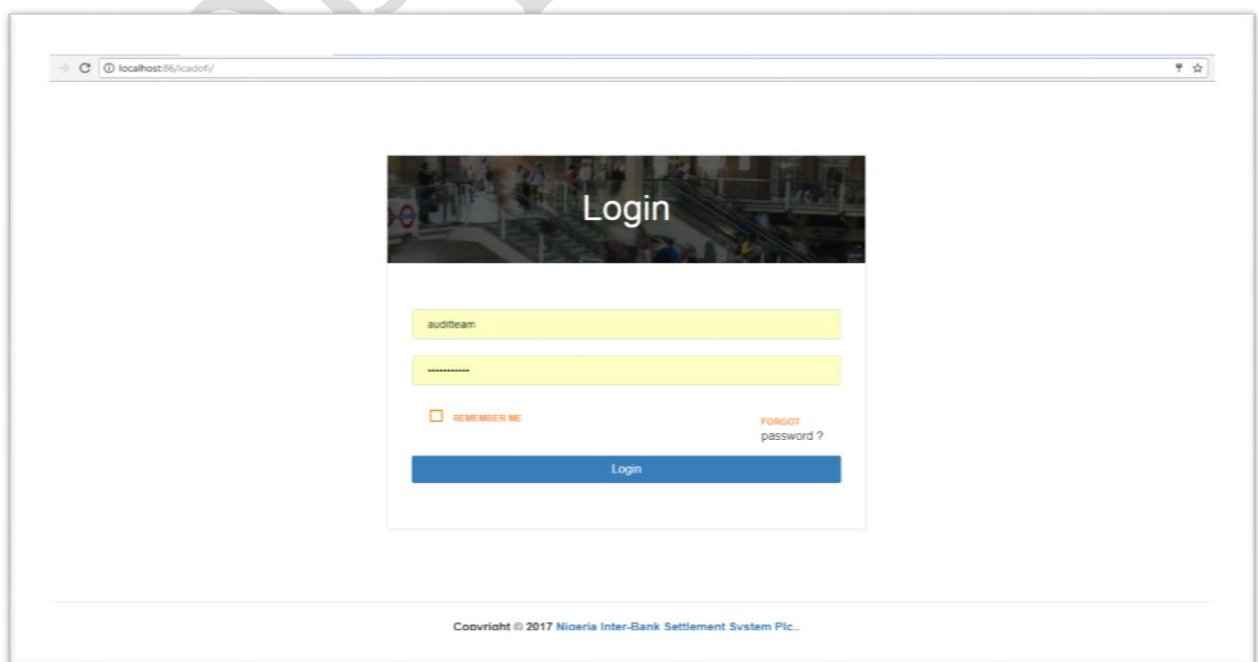


Figure 23: Successful Logout