

Safetoken Admin Portal

User Guide (Issuer Admin, Operator, and Reader)

Feb 2024

Date



TABLE OF CONTENTS

General Information	-	3	User Guide for Issuer Operator	-	41
Application Overview	-	4	Registration & Login	-	42 – 46
Description of Application Features	-	5	Dashboard	-	47
User Guide for Issuer Admin	-	6	Add/Upload Tokens	-	48 – 51
Registration & Login	-	7 – 11	Tokens & Token Management	-	52 – 56
Dashboard	-	12	Reports	-	57 – 62
Add/Upload Tokens	-	13 – 16	User Guide for Issuer Reader	-	63
Issuer Details	-	17 – 19	Registration & Login	-	64 – 68
Users & User Management	-	20 – 24	Dashboard	-	69
Tokens & Token Management	-	25 – 29	Token & Token Management	-	70 – 74
Reports	-	30 – 35	Reports	-	75 – 78
Audits	-	36 – 40	Contact Email	-	79

General Information

This guide shows the features and functionalities of the Safetoken Admin Portal.

Application Overview

Safetoken is a Two-factor Authentication (2FA) system that generates a one-time password (OTP) for an online transaction.

The Safetoken portal was designed and developed to streamline the token enrolment process.

A Verve Admin onboards institutions to enable them to create users within their institution, add/upload tokens, manage tokens, manage users, view/download reports, and view audit logs.

Description of Application Features

Safetoken Admin Portal

User Guide [Issuer Admin]

Feb 2024

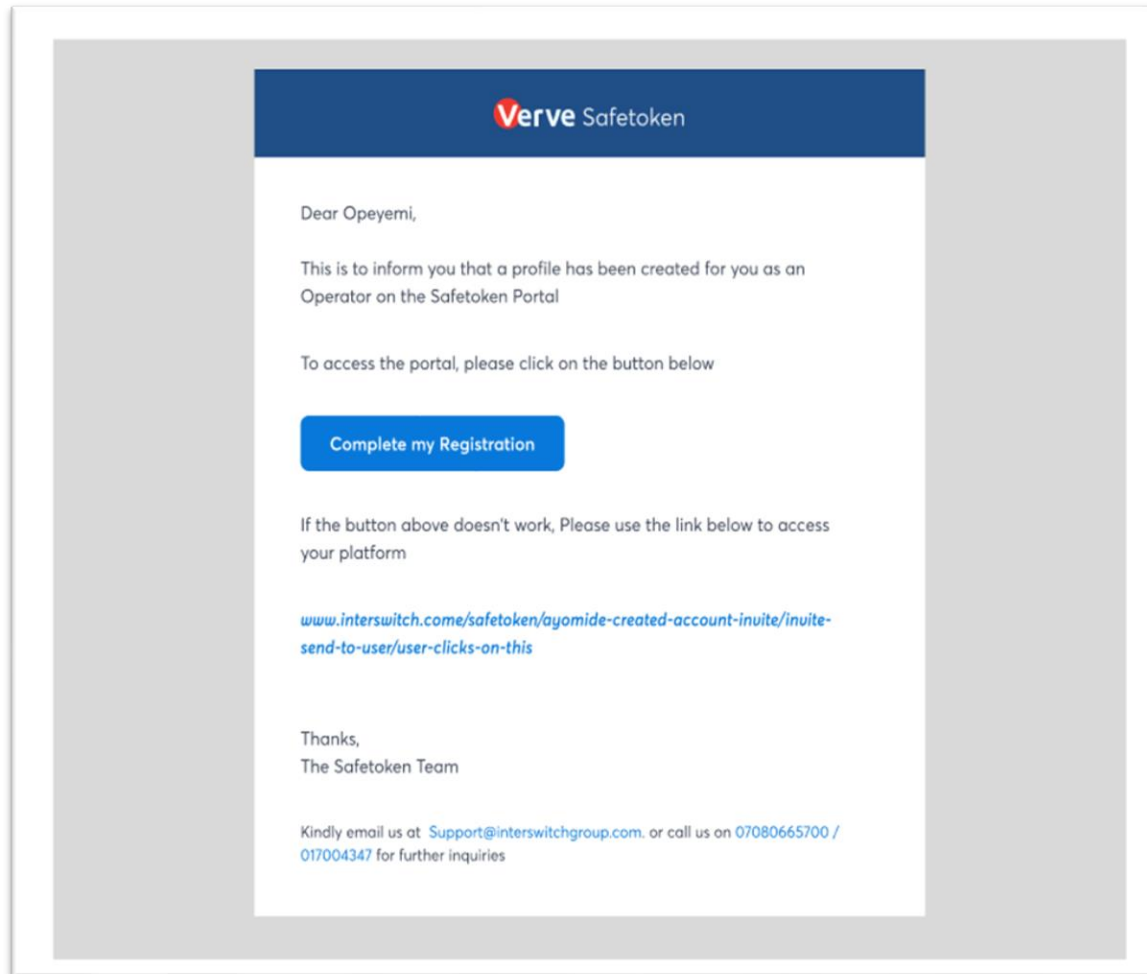
Date



Registration and Login

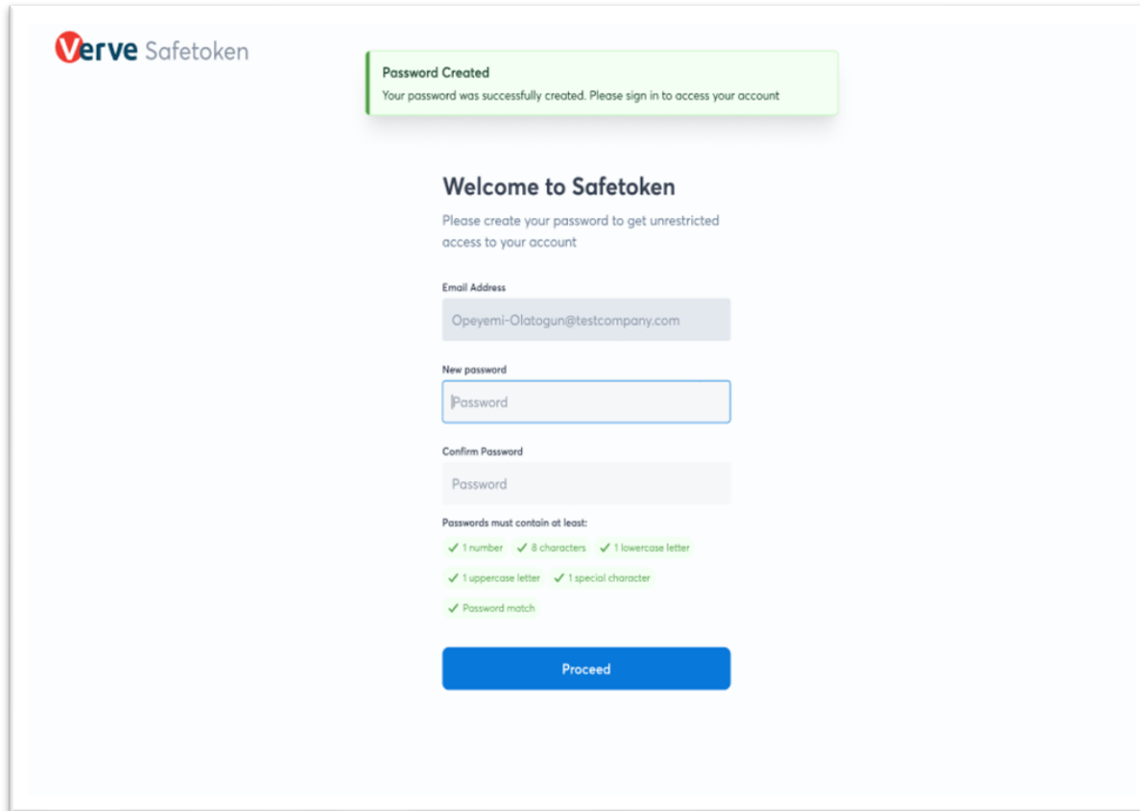
This grants you access to the Safetoken Admin Portal to add/upload tokens, add users, view institution details, generate reports and view audit logs.

Registration



- To complete your registration, click on the 'complete my registration' button received in the welcome email.

Password Creation



The screenshot shows the Verve Safetoken Password Creation interface. At the top left is the Verve Safetoken logo. A green success message box at the top center states: "Password Created. Your password was successfully created. Please sign in to access your account." Below this, the heading "Welcome to Safetoken" is followed by the instruction "Please create your password to get unrestricted access to your account". The form includes three input fields: "Email Address" (containing "Opeyemi-Olatogun@testcompany.com"), "New password" (containing "Password"), and "Confirm Password" (containing "Password"). Below the inputs, a list of password requirements is shown with green checkmarks: "1 number", "8 characters", "1 lowercase letter", "1 uppercase letter", "1 special character", and "Password match". A blue "Proceed" button is at the bottom.

Verve Safetoken

Password Created
Your password was successfully created. Please sign in to access your account

Welcome to Safetoken
Please create your password to get unrestricted access to your account

Email Address
Opeyemi-Olatogun@testcompany.com

New password
Password

Confirm Password
Password

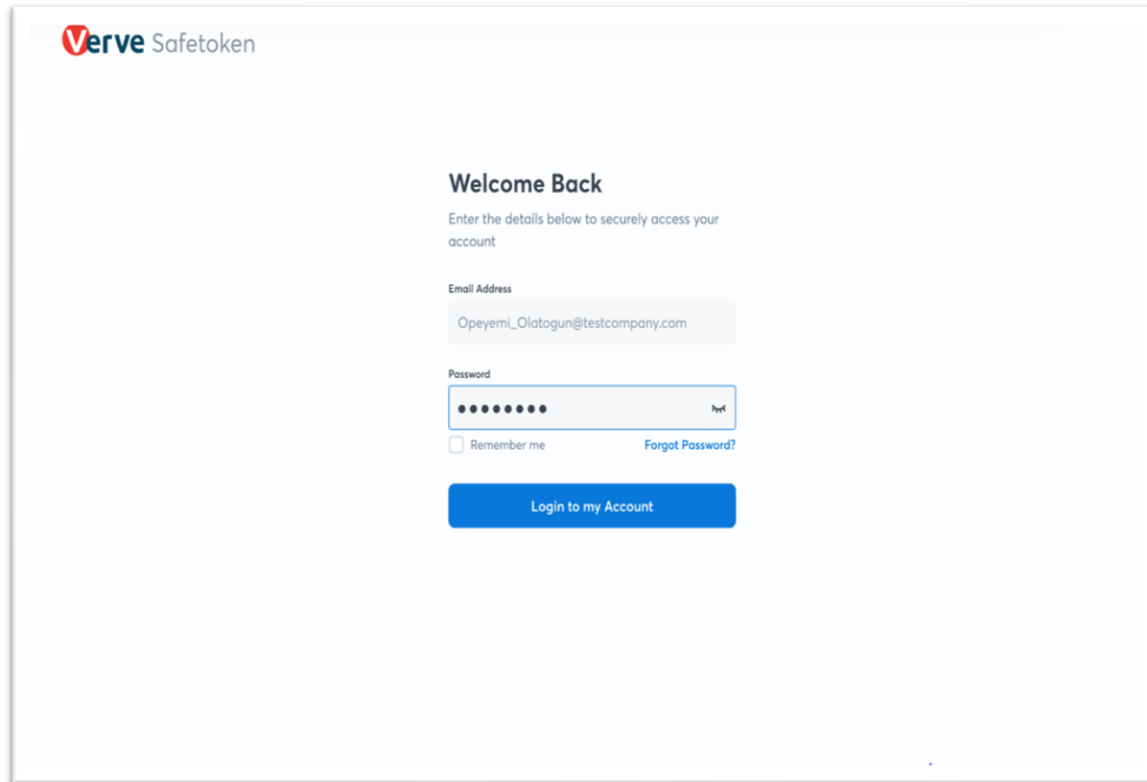
Passwords must contain at least:

- ✓ 1 number ✓ 8 characters ✓ 1 lowercase letter
- ✓ 1 uppercase letter ✓ 1 special character
- ✓ Password match

Proceed

- Password creation and confirmation are required to complete the account activation process.
- Click on 'Proceed' after entering and confirming a password.

Login



The image shows a login page for Verve Safetoken. The page has a light blue background. At the top left, there is a logo with a red 'V' and the text 'verve Safetoken'. In the center, there is a 'Welcome Back' heading followed by the instruction 'Enter the details below to securely access your account'. Below this, there are two input fields: 'Email Address' with the value 'Opeyemi_Olatogun@testcompany.com' and 'Password' with masked characters. There is a 'Remember me' checkbox and a 'Forgot Password?' link. At the bottom, there is a blue button labeled 'Login to my Account'.

Verve Safetoken

Welcome Back
Enter the details below to securely access your account

Email Address
Opeyemi_Olatogun@testcompany.com


Password
••••••••

☐ Remember me [Forgot Password?](#)

[Login to my Account](#)

To log in to the Safetoken Admin portal after account activation, please follow these steps:

1. Enter your email address.
2. Enter your password.
3. Click “Login to my account”.



Welcome Back

Enter the details below to securely access your account

Email Address

Opeyemi_Olatogun@testcompany.com

Password

••••••••

☐ Remember me [Forgot Password?](#)

Login to my Account

Forgot Password

Don't worry, it happens to all of us. Enter your registered email and we will send a reset code.

Email

Submit

Reset Password

To reset your password, please follow these steps:

1. Click on "Forgot Password".
2. Enter your official email address.
3. Click "Submit".

The system will send password recovery instructions to the email address provided.



Dashboard

Issuer Details

Users

Tokens

Reports

KP

Kevinhart Pearson
Issuer Muinat

Logout

Administrator

Hi, Kevinhart
kevinpearson@qa.team

KP

Welcome back, Kevinhart

Get an overview of all your system activities

Select date

Add Token

Upload Tokens

Enrolled Tokens

186

Processed Batches

247

Single Tokens

164

Batch Tokens

22

Failed Tokens

400,545

Recent Tokens

See a directory of recent tokens on this system.

Token ID	Mobile Number	Email Address	Upload Date
GT8119*****2X7I	+2348165622906	JDoe@qa.team	Jan 30, 2024, 8:38 AM
The SM***** ***** ***ter!	+2348165622906	JDoe@qa.team	Jan 30, 2024, 8:38 AM
****E+15	+2348134567809	---	Jan 27, 2024, 8:35 AM
IE4704*****0092	+2348165622906	JDoe@qa.team	Jan 27, 2024, 8:34 AM
Use th***** ***** *tem!	+2348165622906	JDoe@qa.team	Jan 27, 2024, 8:34 AM
SE0406*****0050	+2348165622906	JDoe@qa.team	Jan 22, 2024, 2:20 PM
naviga***** ***** *****eed!	+2348165622906	JDoe@qa.team	Jan 22, 2024, 2:20 PM
AD4798*****7253	+2348165622906	JDoe@qa.team	Jan 22, 2024, 1:57 PM

Dashboard

The dashboard shows an overview of the portal’s features including the recent tokens that were added to the portal.



Add/Upload Tokens – The add token feature allows you to perform the following actions:

- **Add tokens**
- **Download enrollment template**
- **Upload multiple tokens in batches**

Add Token

Verve Safetoken

Administrator Hi, kevi

Dashboard Welcome back, Kevinhart
Get an overview of all your system activities

Select date Add Token

Add a Token

First Name Last Name

Email Address

Account ID

Mobile Number

Type

Token ID Expiry Date

Cancel Add Token

To add a single token, please follow these steps:

1. Enter the first and last name of the token owner
2. Enter the email address
3. Enter the account ID (account number)
4. Enter the mobile number
5. Select 'Card' as the type
6. Enter the token ID (card number or PAN)
7. Enter the expiry date
8. Click 'add token' to complete the process

Upload Tokens

Administrator

Hi, Kevinhart
kevinpearson@qa.team

KP

Dashboard

Welcome back, Kevinhart
Get an overview of all your system activities

Select date

Add Token

Upload Tokens

Upload File

Create enrollment file in CSV format.
Download [template file](#) as a guide.

To upload tokens, please follow these steps:

- 1. Download the template file.
- 2. Enter the token owner information as shown in the template below.
- 3. Change the file format to 'text' as indicated by the arrow.
- 4. Rename and save the file.

FileHomeInsertPage LayoutFormulasDataReviewViewHelp

CutCopyFormat Painter

Calibri11

B I U

Font

Wrap TextMerge & Center

Alignment

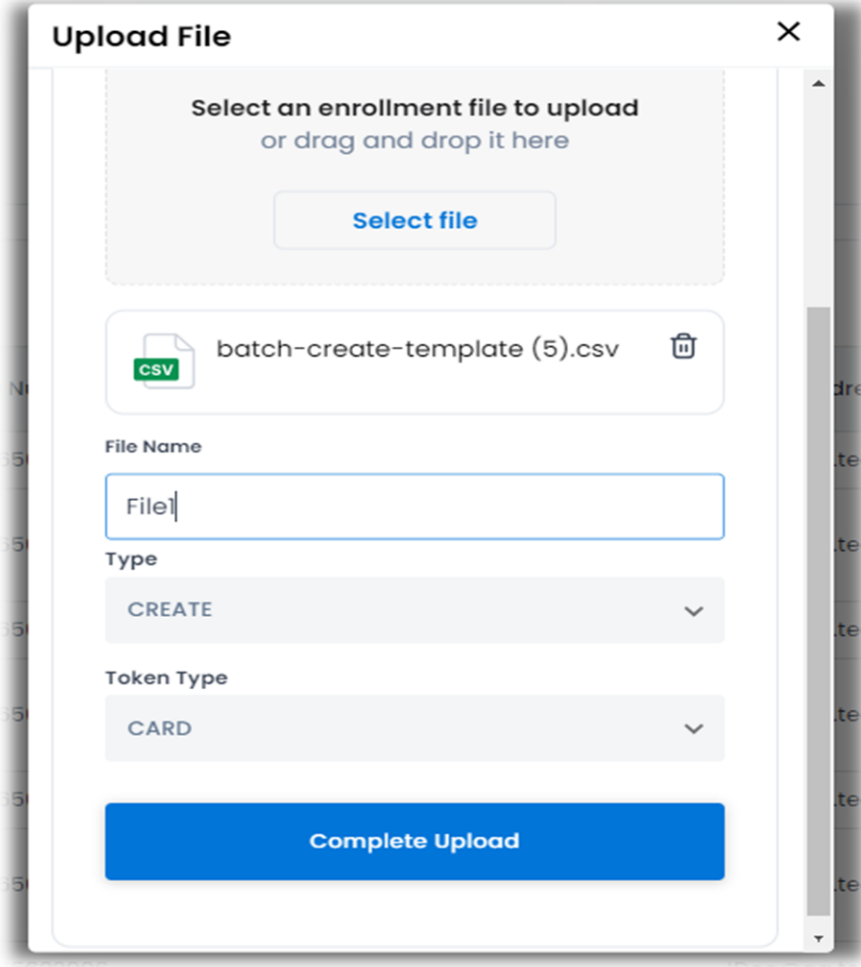
Text

Number

Token ID	Expiry Date	Account ID	Last Name	First Name	Mobile Number	Email
506103000000000	0225	0113254001	Ted	Ebear	08033258770	softqa78654@yopmail.com



B. Upload Tokens



Upload File [X]

Select an enrollment file to upload
or drag and drop it here

Select file

batch-create-template (5).csv

File Name
File

Type
CREATE

Token Type
CARD

Complete Upload

To upload tokens, please follow these steps:

1. Select the correct file from your computer.
2. Enter the file name.
3. Select 'Create' as the type.
4. Select 'Card' as the token type.
5. Click on 'complete upload' to complete the process.

Issuer Details – The issuer details feature allows you to perform the following actions:

- **View issuer details**
- **Edit issuer details**

Verve Safetoken

Administrator

Hi, Kevinhart
kevinpearson@qa.team

KP

Dashboard

Issuer Details


Users

Tokens

Reports

Issuer Details

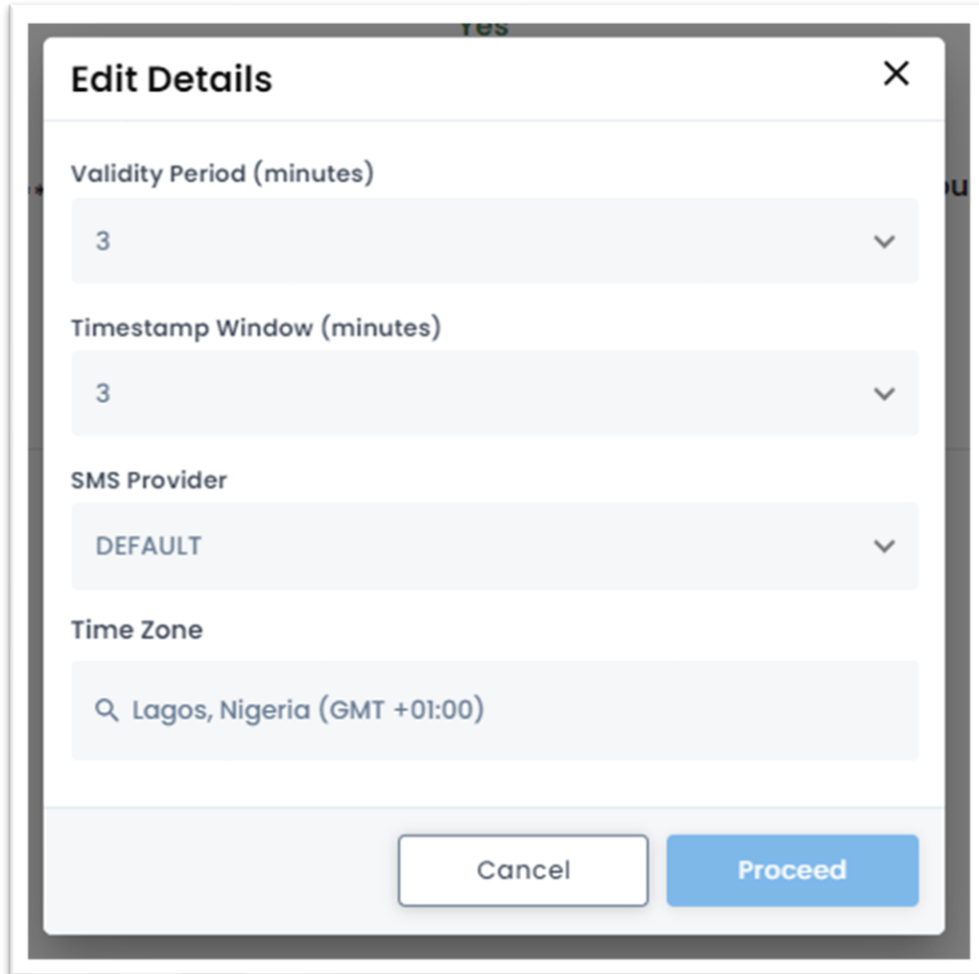
Edit Details

Name Issuer Muinat	Code BENAGOS	Store Token Details Yes	Validity Period (minutes) 3
Timestamp Window (minutes) 3	Sms Provider Default	Api Key ***** 	Created By muinat.alanamu@interswitchgroup.co m
Created On Sep 7, 2023, 1:45 PM	Last Updated By kevinpearson@qa.team	Last Updated On Jan 30, 2024, 8:37 AM	

Issuer Details

A page that shows an overview of your institution details

Edit Issuer Details



Edit Details [X]

Validity Period (minutes)

3 [v]

Timestamp Window (minutes)

3 [v]

SMS Provider

DEFAULT [v]

Time Zone

🔍 Lagos, Nigeria (GMT +01:00)

Cancel Proceed

To edit issuer details, please follow these steps:

1. Select a validity period.
2. Select a timestamp window
3. Select an SMS provider.
4. Select a time zone.
5. Click on 'Proceed' to complete the process.

Users and User Management – The user management feature allows you to perform the following actions:

- **Add a user**
- **Edit a user's information**
- **Activate/Deactivate a user's account**
- **Resend activation email**
- **Filter users by roles and status**

User Management

Verve Safetoken

Administrator Hi, Kevinhart kevinpearson@qa.team KP

User Management
Get an overview of all your users

Add User

Status: All Role: All Email: Search Apply

Users
See a directory of all users on this system.

First Name	Last Name	Email Address	Role	Status
IATFX	daBLUEIATFX	softqa51774@yopmail.com	Administrator	New
Jude	Hope	jhope@yopmail.com	Operator	Active
Tope	Rich	topeerich@yopmail.com	Reader	Active
Tope	Rich	toperich@yopmail.team	Reader	New
deja	pearson	dejapearson@qa.team	Operator	Active
Racheal	Pearson	rachealpearson@qa.team	Reader	New
randie	pearson	randallpearson@qa.team	Reader	Active
kevinhart	pearson	kevinpearson@qa.team	Administrator	Active
Katie	Pearson	katepearson@qa.team	Operator	Active

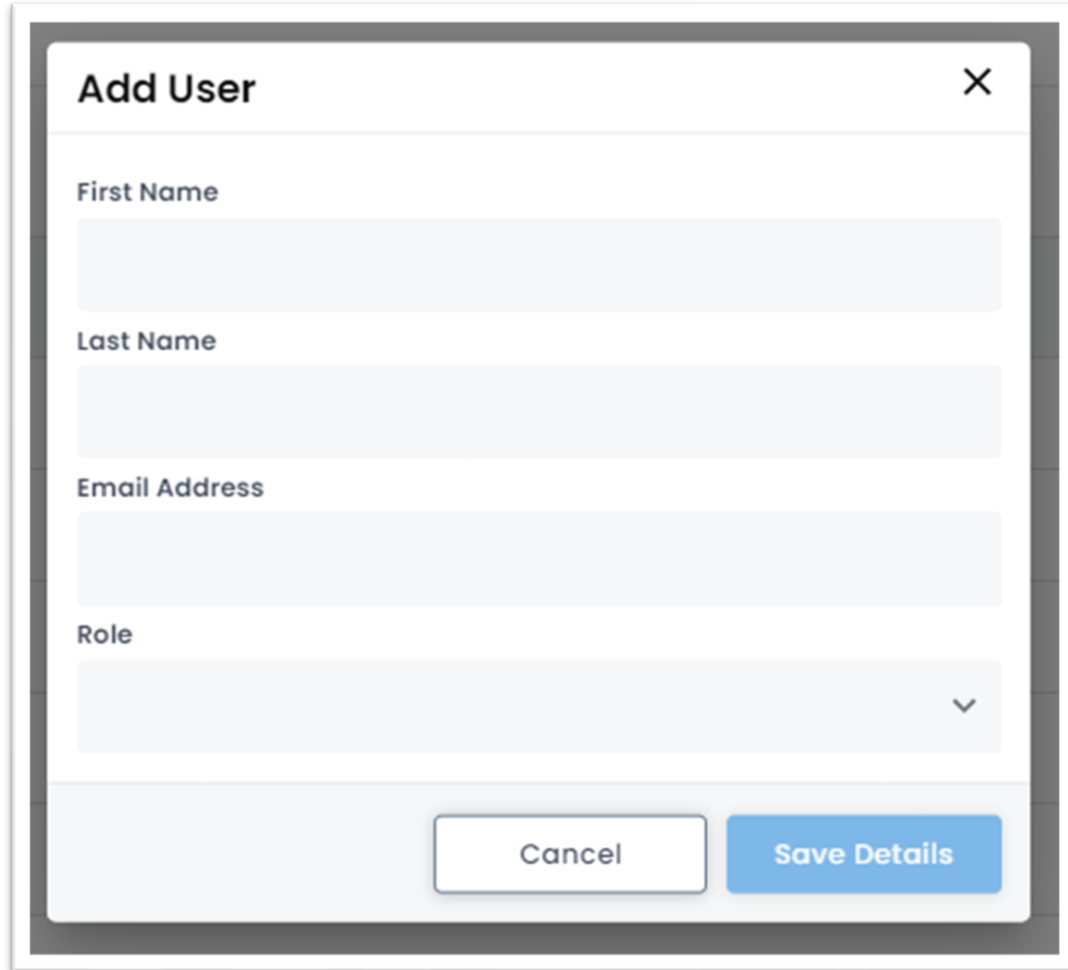
Kevinhart Pearson
Issuer Manager

Here, you can view all users on the portal, add a new user, edit user details, and activate or deactivate a user.

You can filter the table of users by status, role or email.



Users – Add a new user

A modal dialog box titled "Add User" with a close button (X) in the top right corner. The dialog contains four input fields: "First Name", "Last Name", "Email Address", and "Role". The "Role" field is a dropdown menu with a downward arrow. At the bottom of the dialog are two buttons: "Cancel" and "Save Details".

Add User ✕

First Name

Last Name

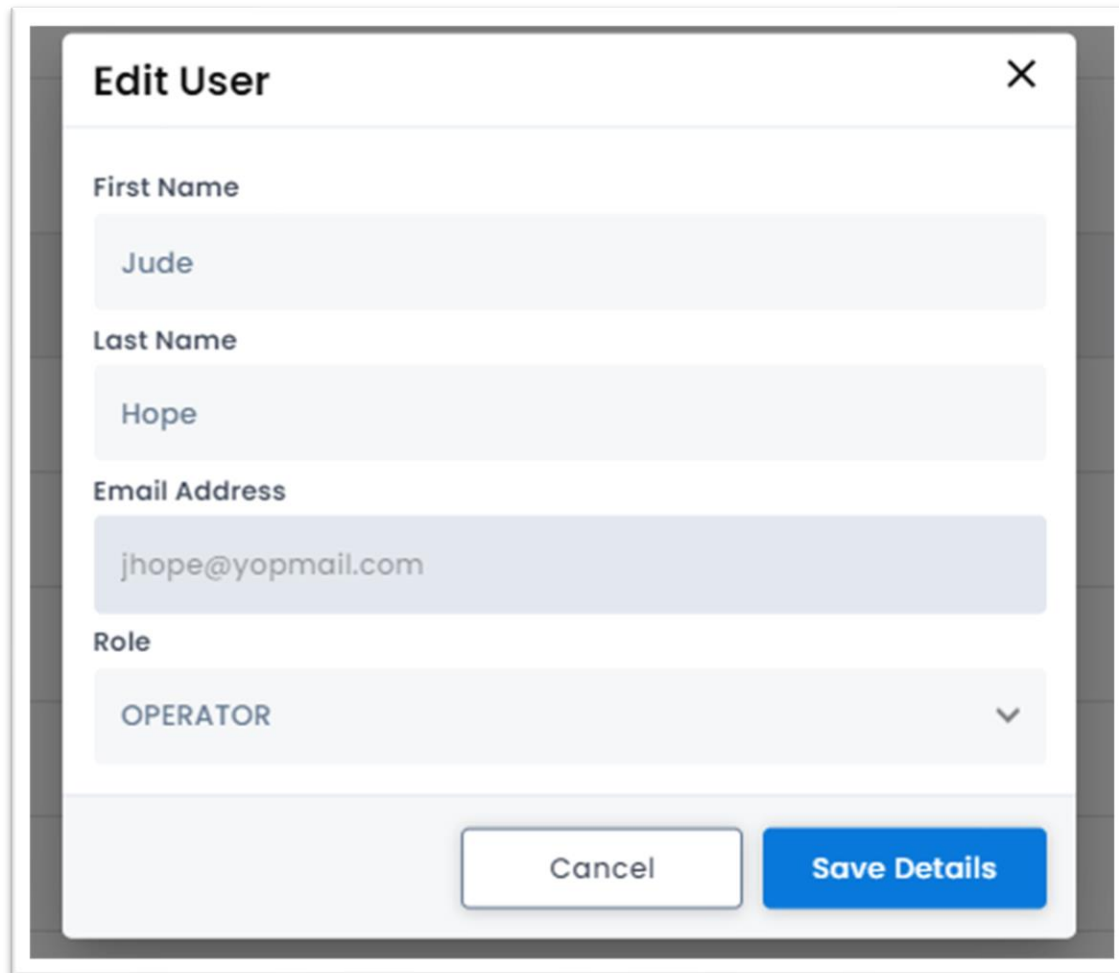
Email Address

Role

To add a new user, please follow these steps:

1. Enter the first and last name of the user.
2. Enter the user's email address.
3. Select a role for the user.
4. Click "Save Details" to complete the addition.

Users – Edit User

A screenshot of a web application dialog box titled "Edit User" with a close button (X) in the top right corner. The dialog contains four input fields: "First Name" with the value "Jude", "Last Name" with the value "Hope", "Email Address" with the value "jhope@yopmail.com", and "Role" with a dropdown menu showing "OPERATOR". At the bottom of the dialog are two buttons: "Cancel" and "Save Details".

Edit User ✕

First Name
Jude

Last Name
Hope

Email Address
jhope@yopmail.com

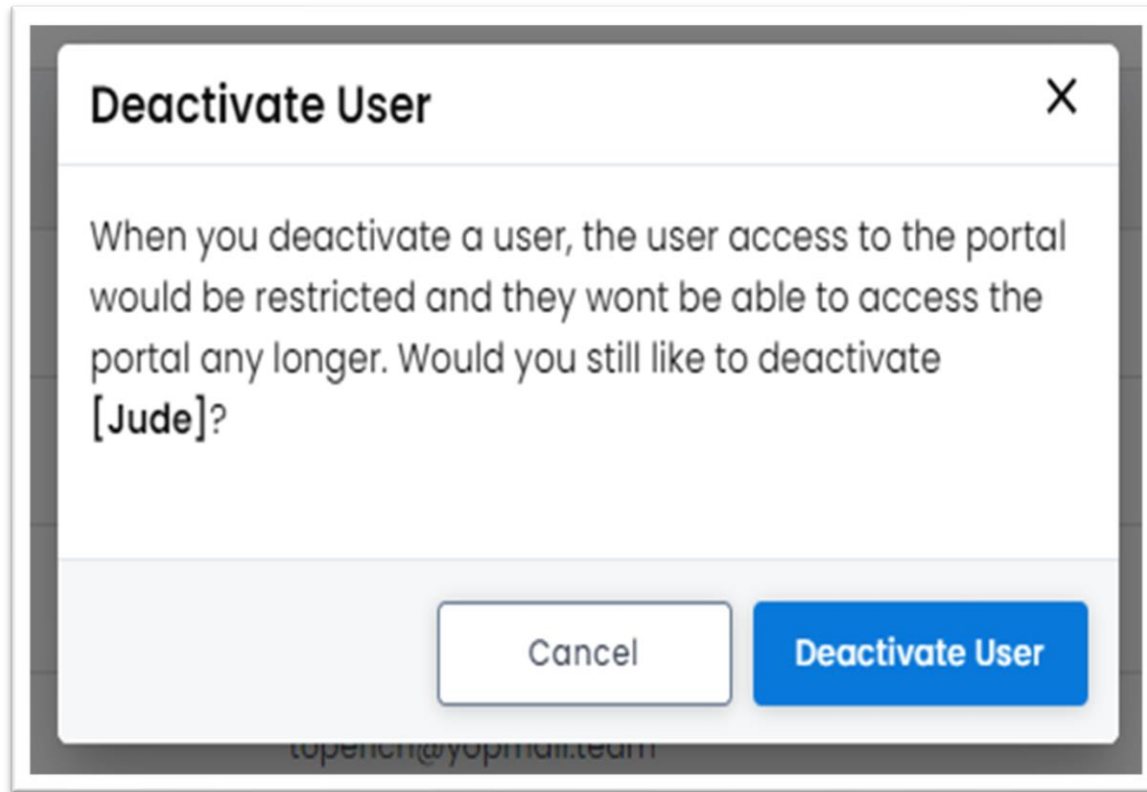
Role
OPERATOR ▼

Cancel Save Details

To edit a user's profile, follow these steps:

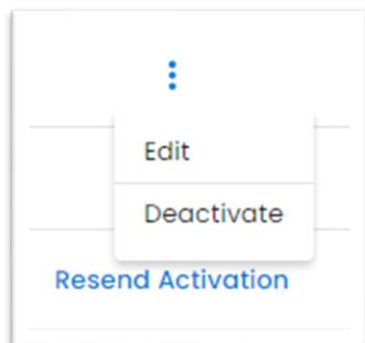
1. Enter the first name and last name of the user.
2. Select a role for the user.
3. Click "Save Details" to complete the update.

Users – Deactivate User



To deactivate a user's profile, follow these steps:

1. Select "Deactivate" from the action column.
2. Click "Deactivate User" to complete the process.



Token Management – The token management feature allows you to perform the following actions:

- **Add token**
- **Upload token**
- **View tokens directory**
- **View bulk upload directory**
- **Filter token directory**

Verve Safetoken

Administrator | Hi, Kevinhart | kevinpearson@qa.team | KP

Token Management
Get an overview of all Tokens

Filters:

- Token ID:
- Start Date:
- End Date:
- Source Channel:
- Mobile Number:
- Email Address:
-

TOKEN DIRECTORY | BULK UPLOADS DIRECTORY

Tokens [Refresh](#)

See a directory of all Tokens on this system

Token ID	Mobile Number	Email Address	Upload Date	
CH8002*****2287	+2348165622906	JDoe@qa.team	Feb 5, 2024, 8:20 AM	View
Use th***** *****ter!	+2348165622906	JDoe@qa.team	Feb 5, 2024, 8:20 AM	View
XK9710*****8689	+2348165622906	JDoe@qa.team	Feb 2, 2024, 4:01 PM	View
Try to***** *****sor!	+2348165622906	JDoe@qa.team	Feb 2, 2024, 4:01 PM	View
HR8978*****4009	+2348165622906	JDoe@qa.team	Feb 2, 2024, 8:34 AM	View
You ca***** *****am!	+2348165622906	JDoe@qa.team	Feb 2, 2024, 8:34 AM	View

Kevinhart Pearson
Issuer Multat

Token Management – Token Directory

To view the token directory, navigate to the 'token directory' tab and scroll through the list of tokens. To view additional token details, click on "View". You can filter the token directory by token ID, start/end date, mobile number etc.

<

Token Management

>

John10 Doe10

Token Owner Details

JD

John10 Doe10

+2348165622906

JDoe@qa.team

Token Overview

Issuer

Issuer Muinat

Account ID

3868363

Token ID

CH8002*****22B7

Expiry Date

2028-04-30

Transaction Date	Token ID	Account ID	Mobile Number	Amount	Site Name
------------------	----------	------------	---------------	--------	-----------

Token Directory – View Details



Token Management

Get an overview of all Tokens

Add Token

Upload Tokens

File Name

Start Date

End Date

Q Search

dd/mm/yyyy

dd/mm/yyyy

Apply

TOKEN DIRECTORY

BULK UPLOADS DIRECTORY

Bulk Uploads

See a directory of all Bulk Uploads on this system

File Name	Upload Date	Total Records	Upload Status			
BatchTest06-1706859356509.csv	Feb 2, 2024, 8:35 AM	2	0	0	2	View
BatchTest06-1706859355602.csv	Feb 2, 2024, 8:35 AM	2	0	0	2	View
BatchTest06-1706859355049.csv	Feb 2, 2024, 8:35 AM	2	0	0	2	View
BatchTest06-1706859354253.csv	Feb 2, 2024, 8:35 AM	2	0	1	1	View
BatchTest06-1706859353560.csv	Feb 2, 2024, 8:35 AM	1	0	0	1	View
BatchTest06-1706859352306.csv	Feb 2, 2024, 8:35 AM	2	0	0	2	View
BatchTest06-1706859351304.csv	Feb 2, 2024, 8:35 AM	2	0	0	2	View
BatchTest06-1706859348742.csv	Feb 2, 2024, 8:35 AM	2	0	1	1	View
BatchTest06-1706859347806.csv	Feb 2, 2024, 8:35 AM	2	0	0	2	View
BatchTest06-1706859347003.csv	Feb 2, 2024, 8:35 AM	2	0	0	2	View

278 results found

Rows per page: 10 1-10 of 278 |< < > >|

Token Management – Bulk Upload Directory

To view the bulk upload directory, navigate to the ‘bulk upload directory’ tab and scroll through the list of tokens. To view additional upload details, click on “View”. You can filter the bulk uploads directory by file name and start/end date.



<

Token Management

>

BatchTest06-1706859345877.csv

File Name

BatchTest06-1706859345877.csv

Upload Date

Feb 2, 2024, 8:34 AM

Total Records

10

Upload Status

0

6

4

First Name

Last Name

Token Id

Expiry Date

Mobile Number

Email Address

</

Bulk Upload Directory – View Details

Reports - the reports feature allows you to perform the following actions

- **View transaction details**
- **View transaction summary**
- **Filter transaction details**
- **Filter transaction summary**
- **Generate and download transaction reports**

The screenshot shows the Verve Safetoken web application. The top header includes the Verve Safetoken logo on the left, and on the right, a user profile for 'Hi, Kevinhart' (kevinpearson@qa.team) with the role 'Administrator' and initials 'KP'. A left-hand navigation menu contains links for Dashboard, Issuer Details, Users, Tokens, Reports (highlighted in blue), and Audits. The main content area is titled 'Report Management' with the subtitle 'Get an overview of all your system activities'. It features two primary sections: 'Transaction Details' and 'Transaction Summary'. Each section includes a descriptive text line and a 'View Details' button with a right-pointing arrow.

Verve Safetoken

Administrator Hi, Kevinhart
kevinpearson@qa.team KP

Report Management
Get an overview of all your system activities

Transaction Details
See an overview of your entire transaction details
[View Details →](#)

Transaction Summary
See an overview of your entire transaction summary
[View Details →](#)

Report Management

The transaction details report shows a directory of all token owner transactions.

The transaction summary report shows a summary of transactions for each token owner.

Verve Safetoken

Administrator

Hi, Kevinhart
kevinpearson@qa.team

KP

Dashboard

Issuer Details

Users

Tokens

Reports

Audits

Reports > Transaction Details

Token ID

Start Date

End Date

Transaction Reference

Apply

TRANSACTION DETAILS DIRECTORY

GENERATED REPORTS DIRECTORY

Transaction Details

See a directory of all transactions on this system

Transaction Date	Token ID	Mobile Number	Amount	Transaction Reference	Site Name
Mar 5, 2024	503003*****5434	+2342547262728	KES 722,275.00	SALT	Via BOKKU
Mar 5, 2024	503003*****5434	+2342547262728	KES 722,275.00	POWER	Via BESTBUY

Reports – Transaction Details Directory

To view token owners’ transaction details, navigate to the ‘transaction details directory’ tab and scroll through the list of transactions. You can filter the transaction details directory by token ID, start/end date, or transaction reference.



The screenshot displays the Verve Safetoken web application interface. On the left is a sidebar menu with options: Dashboard, Issuer Details, Users, Tokens, Reports (highlighted in blue), and Audits. The top right shows the user is an Administrator named Kevinhart (kevinpearson@qa.team) with initials KP.

The main content area is titled 'Transaction Details' under the 'Reports' section. It features search filters for Token ID, Start Date (01/03/2024), End Date (08/04/2024), and Transaction Reference. An 'Apply' button and a 'Generate Report' dropdown menu (with options for CSV and PDF) are present.

Below the filters, there are two tabs: 'TRANSACTION DETAILS DIRECTORY' (active) and 'GENERATED REPORTS DIRECTORY'. The 'Transaction Details' section includes a table with the following data:

Transaction Date	Token ID	Mobile Number	Amount	Transaction Reference	Site Name
Mar 5, 2024	503003*****5434	+2342547262728	KES 722,275.00	SALT	Via BOKKU

Reports – Generate Report

To generate a transaction details report, please follow these steps:

1. Enter search criteria (Token ID, Start/End Date, or Transaction Reference).
2. Click 'Apply'.
3. Select a file format (CSV or PDF).
4. Click 'Generate Report'.



Verve Safetoken

Administrator | Hi, Kevinhart
kevinpearson@qa.team | KP

< Reports > Transaction Details

File Name: Search | Status: All | Start Date: dd/mm/yyyy | End Date: dd/mm/yyyy | File Type: All | Apply

TRANSACTION DETAILS DIRECTORY | **GENERATED REPORTS DIRECTORY**

Generated Reports

See a directory of all generated reports on this system

File Name	Initiated By	Initiated Date	Format	Status
benagos-validation-20240305-1709626301521.csv	kevinpearson@qa.team	Mar 5, 2024, 9:10 AM	CSV	Completed Download
Test-1698911727938.csv	kevinpearson@qa.team	Nov 2, 2023, 8:55 AM	CSV	Completed Download

Reports – Generated Reports Directory

Click on 'Download' to download a previously generated report.

A confirmation will be displayed upon successful/failed download.

You can filter the generated transaction reports by file name, start/end date, or file type.

The screenshot shows the Verve Safetoken web application interface. The top header includes the Verve Safetoken logo on the left and user information (Administrator, Hi, Kevinhart, kevinpearson@qa.team, KP) on the right. A left sidebar contains navigation links: Dashboard, Issuer Details, Users, Tokens, Reports (highlighted in blue), and Audits. The main content area is titled 'Transaction Summary' and includes a breadcrumb trail: < Reports > Transaction Summary. Below the title, there are filter fields for 'Token ID' (with a search icon and a 'Reset' button), 'Start Date' (01/03/2024), and 'End Date' (31/03/2024), followed by an 'Apply' button. The main data area displays a table with the following content:

Token ID	Count
503003*****5434	1

Below the table, it indicates '1 results found'. At the bottom right, there is a pagination control showing 'Rows per page: 10', '1-1 of 1', and navigation arrows.

Reports – Transaction Summary

The transaction summary report shows a summary of transactions for each token owner.

You can filter the transaction summary by start/end date or token ID.

Audits – the audits feature allows you to perform the following actions

- View audit logs
- Filter audit log
- Generate and download audit reports

Verve Safetoken

Administrator

Hi, Kevinhart
kevinpearson@qa.team

KP

Dashboard

Issuer Details

Users

Tokens

Reports

Audits

Audit Management

Get an overview of all Audit Logs.

Start Date

dd/mm/yyyy

End Date

dd/mm/yyyy

Action

All

Actor

Q Search

Apply

AUDIT LOGS DIRECTORY

GENERATED REPORTS DIRECTORY

Audit Logs

See a directory of all audit actions on this system.

Action	Actor	Timestamp	Resource ID	
Create Token Batch	katepearson@qa.team	Apr 15, 2024, 2:14 PM	3071	View
Create Token	katepearson@qa.team	Apr 14, 2024, 7:56 AM	null	View

Audit Log Directory

To view the actions performed on the portal, navigate to the ‘audit logs directory’ tab and scroll through the list of entries. To view additional details, click on “View”. You can filter the audit logs by start/end date, action, or actor.

View Audit Log Entry

View Audit log

Token Id

5.06E+15

Requestor Id

1044320

Type

OTHER

Source Channel

WEB

First Name

Test

Last Name

Muinat

Mobile No

+2348135801113

Email

test1@qa.team


Approved

True

Approved By

katepearson@qa.team





AdministratorHi, Kevinhart
kevinpearson@qa.teamKP

Dashboard

Issuer Details

Users

Tokens

Reports

Audits

Audit Management

Get an overview of all Audit Logs.

Start Date09/04/2024

End Date10/04/2024

ActionCreate Token

ActorSearch

Apply

Generate Report

as CSVas PDF

AUDIT LOGS DIRECTORY

GENERATED REPORTS DIRECTORY

Audit Logs

See a directory of all audit actions on this system.

Action	Actor	Timestamp	Resource ID	
Create Token	katepearson@qa.team	Apr 10, 2024, 7:56 AM	null	View
Create Token	katepearson@qa.team	Apr 10, 2024, 7:54 AM	null	View

Audit – Generate Report

To generate an audit report, please follow these steps:

1. Enter search criteria (Start/End Date, Action or Actor).
2. Click 'Apply'.
3. Select a file format (CSV or PDF).
4. Click 'Generate Report'.



Verve Safetoken

Administrator

Hi, Kevinhart
kevinpearson@qa.team

KP

Dashboard

Issuer Details

Users

Tokens

Reports

Audits

Audit Management

Get an overview of all Audit Logs.

File Name

Status

Start Date

End Date

File Type

Apply

AUDIT LOGS DIRECTORY

GENERATED REPORTS DIRECTORY

Generated Reports

See a directory of all generated reports on this system

File Name	Initiated By	Initiated Date	Format	Status
benagos-audit-20240405-1712311011292.pdf	kevinpearson@qa.team	Apr 5, 2024, 11:55 AM	PDF	Failed
benagos-audit-20240404-1712241972459.csv	kevinpearson@qa.team	Apr 4, 2024, 4:45 PM	CSV	Failed
benagos-audit-20240404-1712241815455.pdf	kevinpearson@qa.team	Apr 4, 2024, 4:42 PM	PDF	Failed

Generated Audit Reports

To view generated audit reports, navigate to the ‘generated reports directory’ tab and scroll through the list of reports. You can filter the audit reports by file name, status, start/end date, or file type.



Safetoken Admin Portal

User Guide [Issuer Operator]

Feb 2024

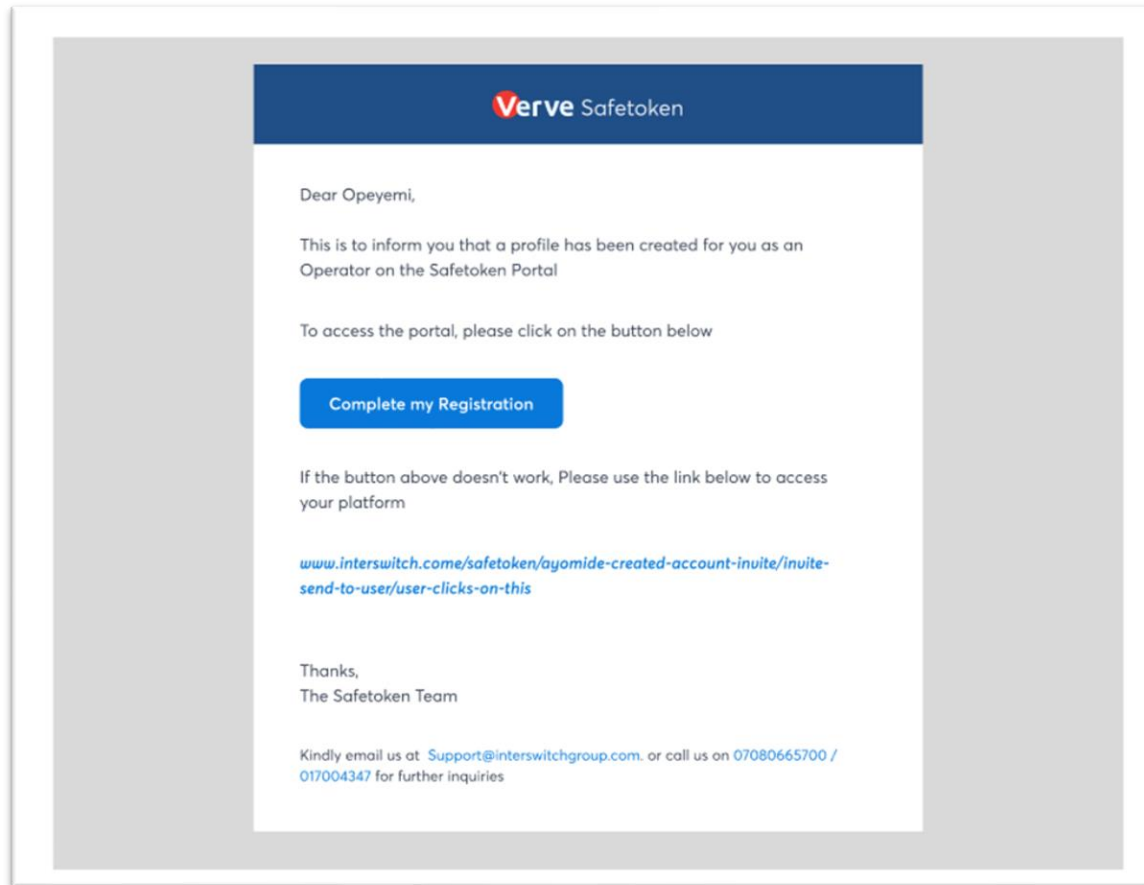
Date



Registration and Login

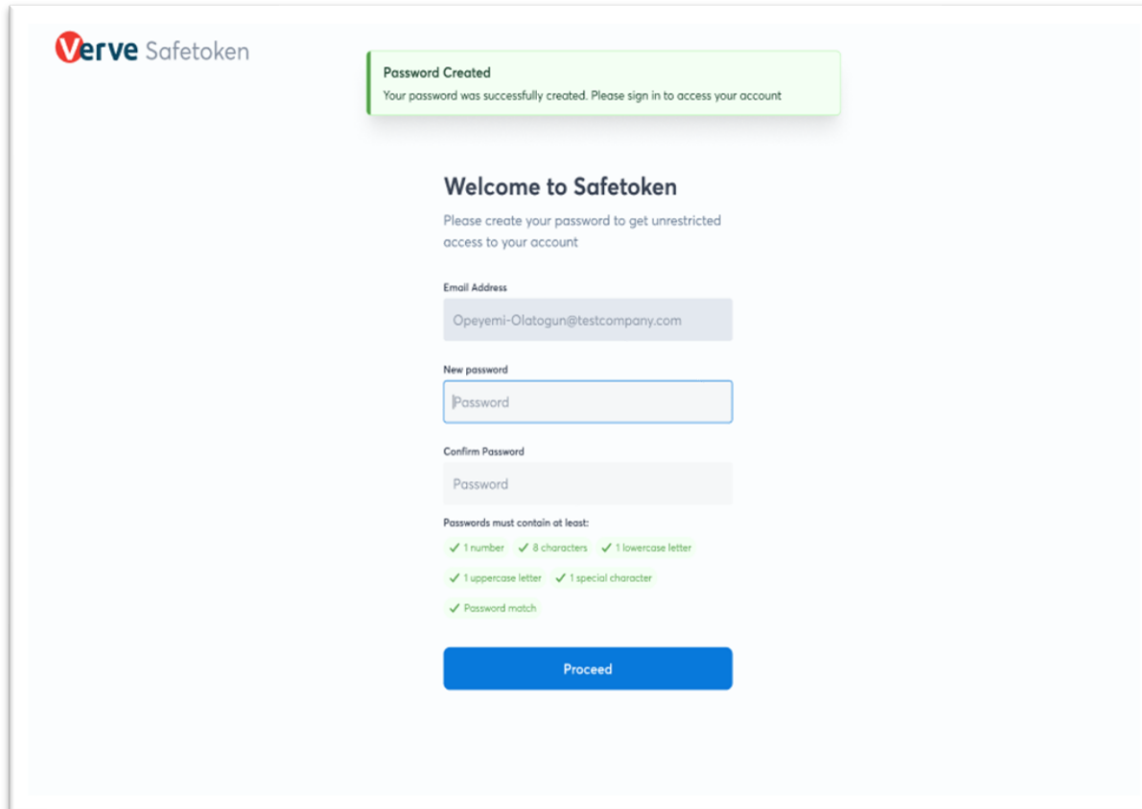
This grants you access to the Safetoken Admin Portal to add/upload tokens, generate reports and view audit logs.

Registration



- To complete your registration, click on the 'complete my registration' button received in the welcome email.

Password Creation



The image shows a web form for creating a password on the Verve Safetoken platform. At the top left is the Verve Safetoken logo. A green success message box at the top center states: 'Password Created. Your password was successfully created. Please sign in to access your account.' Below this, the heading 'Welcome to Safetoken' is followed by the instruction 'Please create your password to get unrestricted access to your account'. The form contains three input fields: 'Email Address' with the value 'Opeyemi-Olatogun@testcompany.com', 'New password' with the placeholder 'Password', and 'Confirm Password' with the placeholder 'Password'. Below the input fields, a list of password requirements is shown with green checkmarks: '1 number', '8 characters', '1 lowercase letter', '1 uppercase letter', '1 special character', and 'Password match'. At the bottom of the form is a blue button labeled 'Proceed'.

Verve Safetoken

Password Created
Your password was successfully created. Please sign in to access your account

Welcome to Safetoken
Please create your password to get unrestricted access to your account

Email Address
Opeyemi-Olatogun@testcompany.com

New password
Password

Confirm Password
Password

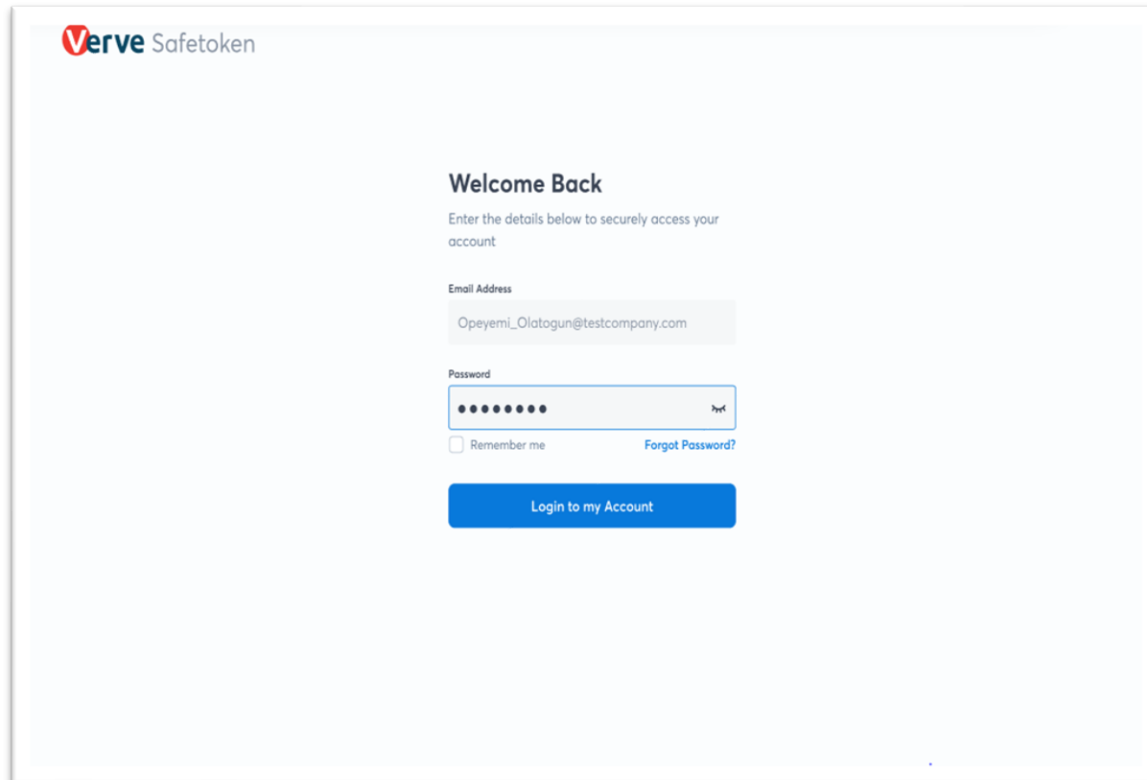
Passwords must contain at least:

- ✓ 1 number
- ✓ 8 characters
- ✓ 1 lowercase letter
- ✓ 1 uppercase letter
- ✓ 1 special character
- ✓ Password match

Proceed

- Password creation and confirmation are required to complete the account activation process.
- Click on 'Proceed' after entering and confirming a password.

Login



The image shows a login page for Verve Safetoken. At the top left is the Verve Safetoken logo. The main heading is "Welcome Back", followed by the instruction "Enter the details below to securely access your account". There are two input fields: "Email Address" with the value "Opeyemi_Olatogun@testcompany.com" and "Password" with masked characters. Below the password field are checkboxes for "Remember me" and a link for "Forgot Password?". A blue "Login to my Account" button is at the bottom.

Verve Safetoken

Welcome Back

Enter the details below to securely access your account

Email Address

Opeyemi_Olatogun@testcompany.com

Password


••••••••

☐ Remember me [Forgot Password?](#)

Login to my Account

To log in to the Safetoken portal as an operator user, please follow these steps:

1. Enter your email address.
2. Enter your password.
3. Click "Login to my account".



Welcome Back

Enter the details below to securely access your account

Email Address

Opeyemi_Olatogun@testcompany.com

Password

••••••••

☐ Remember me [Forgot Password?](#)

Login to my Account

Forgot Password

Don't worry, it happens to all of us. Enter your registered email and we will send a reset code.

Email

Submit

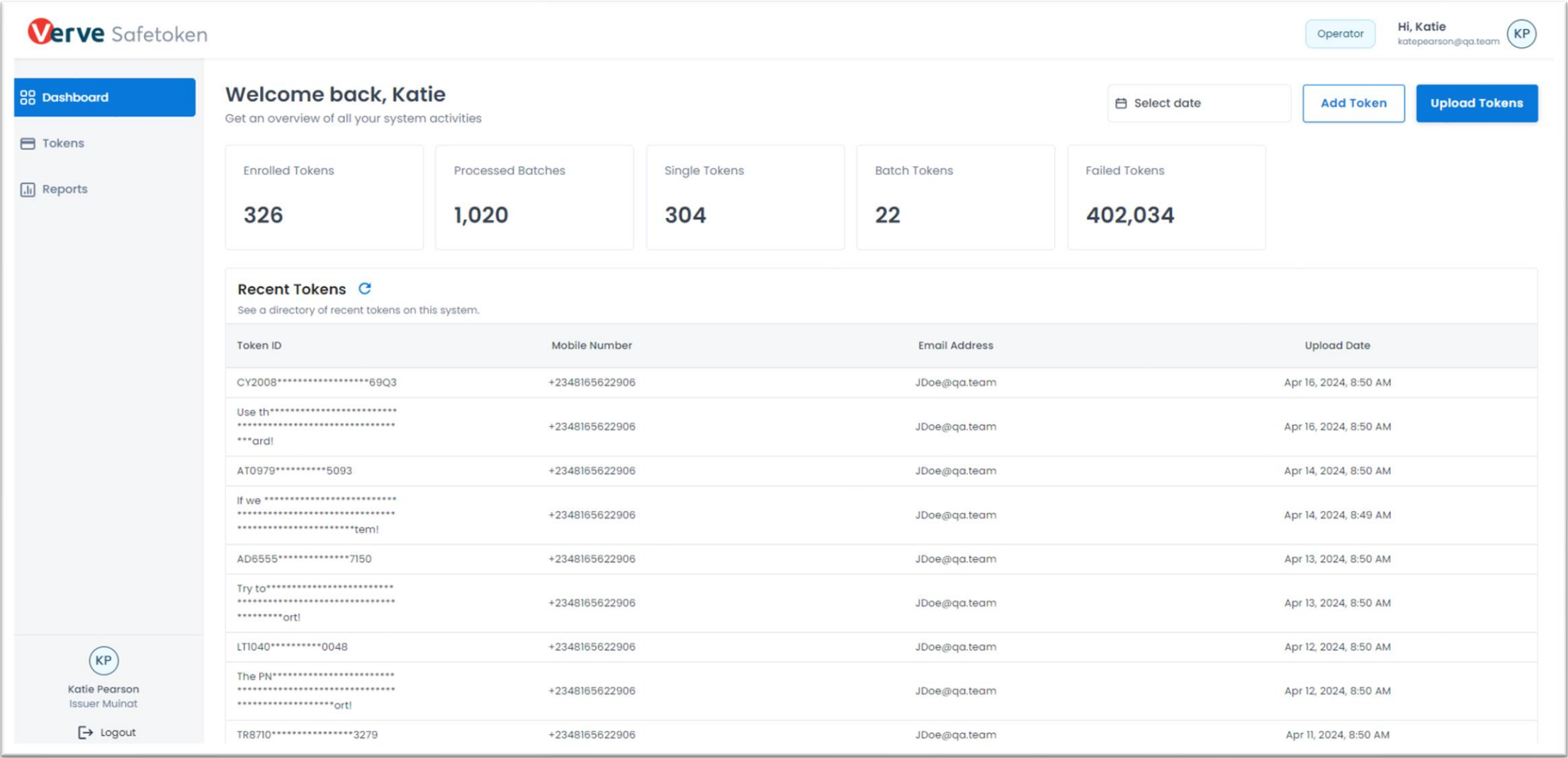
Reset Password

To reset your password, please follow these steps:

1. Click on “Forgot Password”.
2. Enter your official email address.
3. Click “Submit”.

The system will send password recovery instructions to the email address provided.





Dashboard

The dashboard shows an overview of the portal’s features including the recent tokens that were added to the portal.



Add/Upload Tokens – the add token feature allows you to add/upload tokens

- **Add tokens**
- **Download enrollment template**
- **Upload multiple tokens in batches**

Add Token

Verve Safetoken Administrator H

Dashboard Welcome back, Kevinhart
Get an overview of all your system activities

Select date Add Token

Add a Token

First Name Last Name

Email Address

Account ID

Mobile Number

Type

Token ID Expiry Date

Cancel Add Token

To add a single token, please follow these steps:

1. Enter the first and last name of the token owner
2. Enter the email address
3. Enter the account ID (account number)
4. Enter the mobile number
5. Select 'Card' as the type
6. Enter the token ID (card number or PAN)
7. Enter the expiry date
8. Click 'add token' to complete

Upload Tokens

Administrator

Hi, Kevinhart
kevinpearson@qa.team

KP

Dashboard

Welcome back, Kevinhart
Get an overview of all your system activities

Select date

Add Token

Upload Tokens

Upload File

Create enrollment file in CSV format.
Download [template file](#) as a guide.

To upload tokens, please follow these steps:

- 1. Download the template file.
- 2. Enter the token owner information as shown in the template below.
- 3. Change the file format to 'text' as indicated by the arrow.
- 4. Rename and save the file.

FileHomeInsertPage LayoutFormulasDataReviewViewHelp

CutCopyFormat Painter

Calibri11

B I U

Font Color

Alignment

Wrap TextMerge & Center

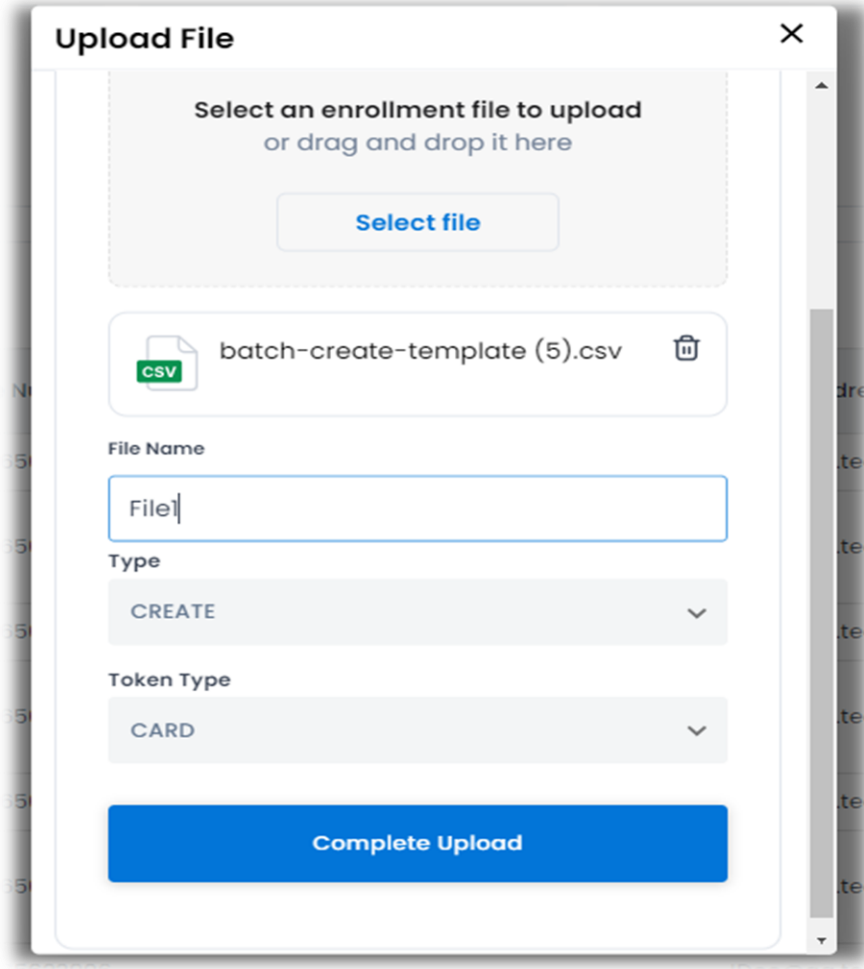
Text

Number

	A	B	C	D	E	F	G
1	Token ID	Expiry Date	Account ID	Last Name	First Name	Mobile Number	Email
2	506103000000000	0225	0113254001	Ted	Ebear	08033258770	softqa78654@yopmail.com



B. Upload Tokens



The screenshot shows a modal window titled "Upload File" with a close button (X) in the top right corner. Inside the modal, there is a dashed box containing the text "Select an enrollment file to upload or drag and drop it here" and a "Select file" button. Below this, a file named "batch-create-template (5).csv" is shown with a CSV icon and a trash icon. Underneath the file name, there is a "File Name" input field containing the text "File". Below the input field, there is a "Type" dropdown menu with "CREATE" selected. Below the "Type" dropdown, there is a "Token Type" dropdown menu with "CARD" selected. At the bottom of the modal, there is a large blue button labeled "Complete Upload".

To upload tokens, please follow these steps:

1. Select the correct file from your computer.
2. Enter the file name.
3. Select 'Create' as the type.
4. Select 'Card' as the token type.
5. Click on 'complete upload' to complete the process.

Token Management – The token management feature allows you to perform the following actions:

- **Add token**
- **Upload token**
- **View tokens directory**
- **View bulk upload directory**
- **Filter token directory**

Dashboard

Tokens

Reports

Token Management

Get an overview of all Tokens

Token ID

Start Date

End Date

Source Channel

Mobile Number

Email Address

Apply

TOKEN DIRECTORY

BULK UPLOADS DIRECTORY

Tokens

See a directory of all Tokens on this system

Token ID	Mobile Number	Email Address	Upload Date	
AT0979*****5093	+2348165622906	JDoe@qa.team	Apr 14, 2024, 8:50 AM	View
If we ***** ***** *****tem!	+2348165622906	JDoe@qa.team	Apr 14, 2024, 8:49 AM	View

Operator

Hi, Katie
katepearson@qa.team

KP

Add Token

Upload Tokens

Token Management – Token Directory

To view the token directory, navigate to the ‘token directory’ tab and scroll through the list of tokens. To view additional token details, click on “View”. You can filter the token directory by token ID, start/end date, mobile number etc.



<

Token Management >

John10 Doe10

Token Owner Details

JD

John10 Doe10

+2348165622906

JDoe@qa.team

Token Overview

Issuer

Issuer Muinat

Account ID

3868363

Token ID

CH8002*****22B7

Expiry Date

2028-04-30

Transaction Date	Token ID	Account ID	Mobile Number	Amount	Site Name
------------------	----------	------------	---------------	--------	-----------

Token Directory – View Details



Token Management

Get an overview of all Tokens

Add Token

Upload Tokens

File Name

Start Date

End Date

Q Search

dd/mm/yyyy

dd/mm/yyyy

Apply

TOKEN DIRECTORY

BULK UPLOADS DIRECTORY

Bulk Uploads

See a directory of all Bulk Uploads on this system

File Name	Upload Date	Total Records	Upload Status				
BatchTest06-1706859356509.csv	Feb 2, 2024, 8:35 AM	2	0	0	2		View
BatchTest06-1706859355602.csv	Feb 2, 2024, 8:35 AM	2	0	0	2		View
BatchTest06-1706859355049.csv	Feb 2, 2024, 8:35 AM	2	0	0	2		View
BatchTest06-1706859354253.csv	Feb 2, 2024, 8:35 AM	2	0	1	1		View
BatchTest06-1706859353560.csv	Feb 2, 2024, 8:35 AM	1	0	0	1		View
BatchTest06-1706859352306.csv	Feb 2, 2024, 8:35 AM	2	0	0	2		View
BatchTest06-1706859351304.csv	Feb 2, 2024, 8:35 AM	2	0	0	2		View
BatchTest06-1706859348742.csv	Feb 2, 2024, 8:35 AM	2	0	1	1		View
BatchTest06-1706859347806.csv	Feb 2, 2024, 8:35 AM	2	0	0	2		View
BatchTest06-1706859347003.csv	Feb 2, 2024, 8:35 AM	2	0	0	2		View

278 results found

Rows per page: 10 1-10 of 278 < > >>

Token Management – Bulk Upload Directory

To view the bulk upload directory, navigate to the ‘bulk upload directory’ tab and scroll through the list of tokens. To view additional upload details, click on “View”. You can filter the bulk uploads directory by file name and start/end date.



<

Token Management

>

BatchTest06-

1706859345877.csv

File Name

BatchTest06-1706859345877.csv

Upload Date

Feb 2, 2024, 8:34 AM

Total Records

10

Upload Status

0

6

4

First Name

Last Name

Token Id

Expiry Date

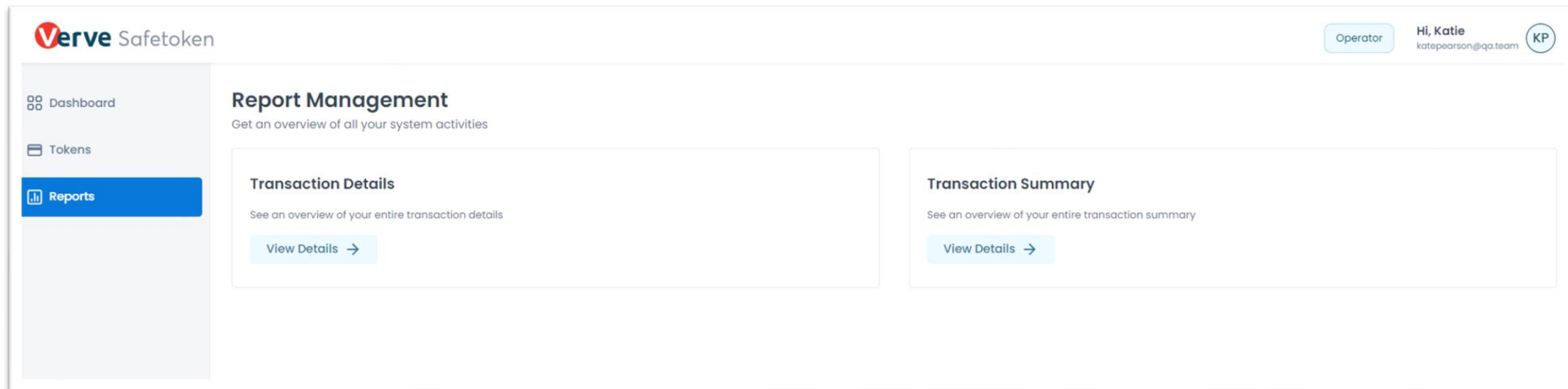
Mobile Number

Email Address

Bulk Upload Directory – View Details

Reports - the reports feature allows you to perform the following actions

- **View transaction details**
- **View transaction summary**
- **Filter transaction details**
- **Filter transaction summary**
- **Generate and download transaction reports**



Report Management

The transaction details report shows a directory of all token owner transactions.

The transaction summary report shows a summary of transactions for each token owner.

The screenshot shows the Verve Safetoken web application interface. The top right corner displays the user's name 'Hi, Katie' and email 'katepearson@qa.team' next to a profile icon 'KP'. The left sidebar contains navigation links for 'Dashboard', 'Tokens', and 'Reports', with 'Reports' being the active selection. The main content area is titled 'Transaction Details' and includes a breadcrumb 'Reports > Transaction Details'. Below this, there are four filter input fields: 'Token ID' with a search icon, 'Start Date' with a date picker icon, 'End Date' with a date picker icon, and 'Transaction Reference' with a search icon. An 'Apply' button is positioned to the right of these filters. Below the filters, there are two tabs: 'TRANSACTION DETAILS DIRECTORY' (which is active) and 'GENERATED REPORTS DIRECTORY'. Under the active tab, the heading 'Transaction Details' is followed by a sub-header 'See a a directory of all transactions on this system'. A table displays transaction data with the following columns: Transaction Date, Token ID, Mobile Number, Amount, Transaction Reference, and Site Name. The table contains two rows of data for transactions dated Mar 5, 2024.

Transaction Date	Token ID	Mobile Number	Amount	Transaction Reference	Site Name
Mar 5, 2024	503003*****5434	+2342547262728	KES 722,275.00	SALT	Via BOKKU
Mar 5, 2024	503003*****5434	+2342547262728	KES 722,275.00	POWER	Via BESTBUY

Reports – Transaction Details Directory

To view token owners' transaction details, navigate to the 'transaction details directory' tab and scroll through the list of transactions.

You can filter the transaction details directory by token ID, start/end date, or transaction reference.

The screenshot shows the Verve Safetoken interface. On the left is a sidebar with 'Dashboard', 'Tokens', and 'Reports' (highlighted). The top right shows the user 'Hi, Katie' with email 'katepearson@qa.team' and initials 'KP'. The main area is titled 'Reports > Transaction Details'. It features search filters for 'Token ID', 'Start Date' (01/03/2024), 'End Date' (05/04/2024), and 'Transaction Reference'. An 'Apply' button and a 'Generate Report' dropdown (with options 'as CSV' and 'as PDF') are on the right. Below the filters, there are two tabs: 'TRANSACTION DETAILS DIRECTORY' (active) and 'GENERATED REPORTS DIRECTORY'. The 'Transaction Details' section includes a refresh icon and a description: 'See a directory of all transactions on this system'. A table displays transaction data with columns: Transaction Date, Token ID, Mobile Number, Amount, Transaction Reference, and Site Name.

Transaction Date	Token ID	Mobile Number	Amount	Transaction Reference	Site Name
Mar 5, 2024	503003*****5434	+2342547262728	KES 722,275.00	SALT	Via BOKKU
Mar 5, 2024	503003*****5434	+2342547262728	KES 722,275.00	POWER	Via BESTBUY
Mar 5, 2024	503003*****9143	+2348165622926	NGN 786,875.00	POWER	Via BESTBUY

Reports – Generate Report

To generate a transaction details report, please follow these steps:

1. Enter search criteria (Token ID, Start/End Date, or Transaction Reference).
2. Click 'Apply'.
3. Select a file format (CSV or PDF).
4. Click 'Generate Report'.

The screenshot shows the Verve Safetoken web application interface. The top right corner displays the user's name 'Hi, Katie' and email 'katepearson@qa.team' next to a profile icon labeled 'KP'. The left sidebar contains navigation links for 'Dashboard', 'Tokens', and 'Reports' (which is highlighted in blue). The main content area is titled 'Reports > Transaction Details'. It features a filter bar with fields for 'File Name' (with a search icon), 'Status' (set to 'All'), 'Start Date' (format 'dd/mm/yyyy'), 'End Date' (format 'dd/mm/yyyy'), and 'File Type' (set to 'All'), followed by an 'Apply' button. Below the filter bar, there are two tabs: 'TRANSACTION DETAILS DIRECTORY' and 'GENERATED REPORTS DIRECTORY' (which is active). The 'Generated Reports' section includes a sub-header 'Generated Reports' with a refresh icon and a description 'See a a directory of all generated reports on this system'. Below this is a table with the following data:

File Name	Initiated By	Initiated Date	Format	Status
benagos-validation-20240305-1709626301521.csv	kevinpearson@qa.team	Mar 5, 2024, 9:10 AM	CSV	Completed Download
Test-1698911727938.csv	kevinpearson@qa.team	Nov 2, 2023, 8:55 AM	CSV	Completed Download

Reports – Generated Reports Directory

Click on 'Download' to download a previously generated report.

A confirmation will be displayed upon successful/failed download.

You can filter the generated reports by file name, status, start/end date, or file type.

The screenshot shows the Verve Safetoken web application. The top header includes the Verve Safetoken logo on the left and user information on the right: 'Operator', 'Hi, Katie', 'katepearson@qa.team', and a profile icon with 'KP'. A left sidebar contains navigation links: 'Dashboard', 'Tokens', and 'Reports' (which is highlighted in blue). The main content area shows a breadcrumb trail 'Reports > Transaction Summary'. Below this is a filter section with three input fields: 'Token ID' with a search icon, 'Start Date' with a date picker icon, and 'End Date' with a date picker icon. An 'Apply' button is to the right of these fields. The main section is titled 'Transaction Summary' with a refresh icon and a description: 'See a directory of all transactions summary on this platform.' Below this is a table with two columns: 'Token ID' and 'Count'. The table contains one row with the token ID '503003*****5434' and a count of '1'.

Verve Safetoken

Operator Hi, Katie katepearson@qa.team KP

Dashboard Tokens Reports

Reports > Transaction Summary

Token ID Start Date End Date Apply

Q Search dd/mm/yyyy dd/mm/yyyy

Transaction Summary ↻

See a directory of all transactions summary on this platform.

Token ID	Count
503003*****5434	1

Transaction Summary

The transaction summary report shows a summary of transactions for each token owner.

You can filter the transaction summary by start/end date or token ID.

Safetoken Admin Portal

User Guide [Issuer Reader]

Feb 2024

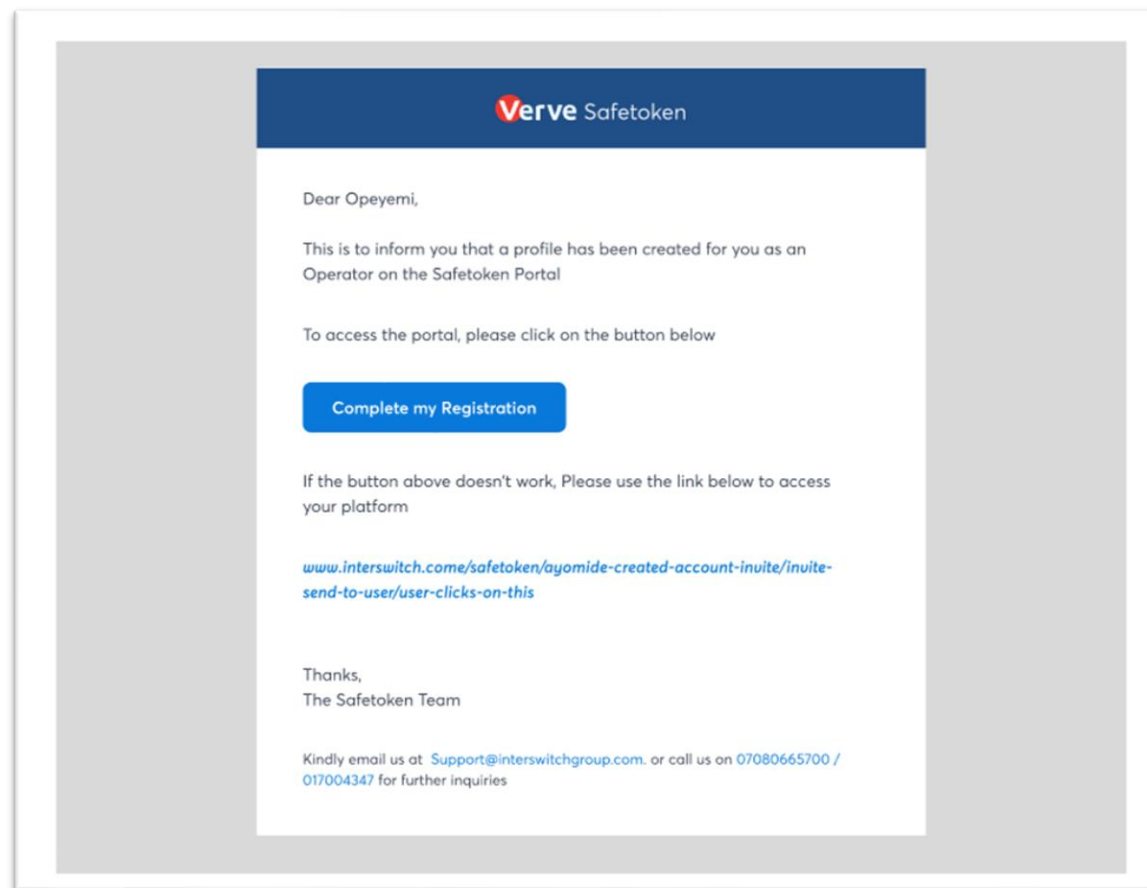
Date



Registration and Login

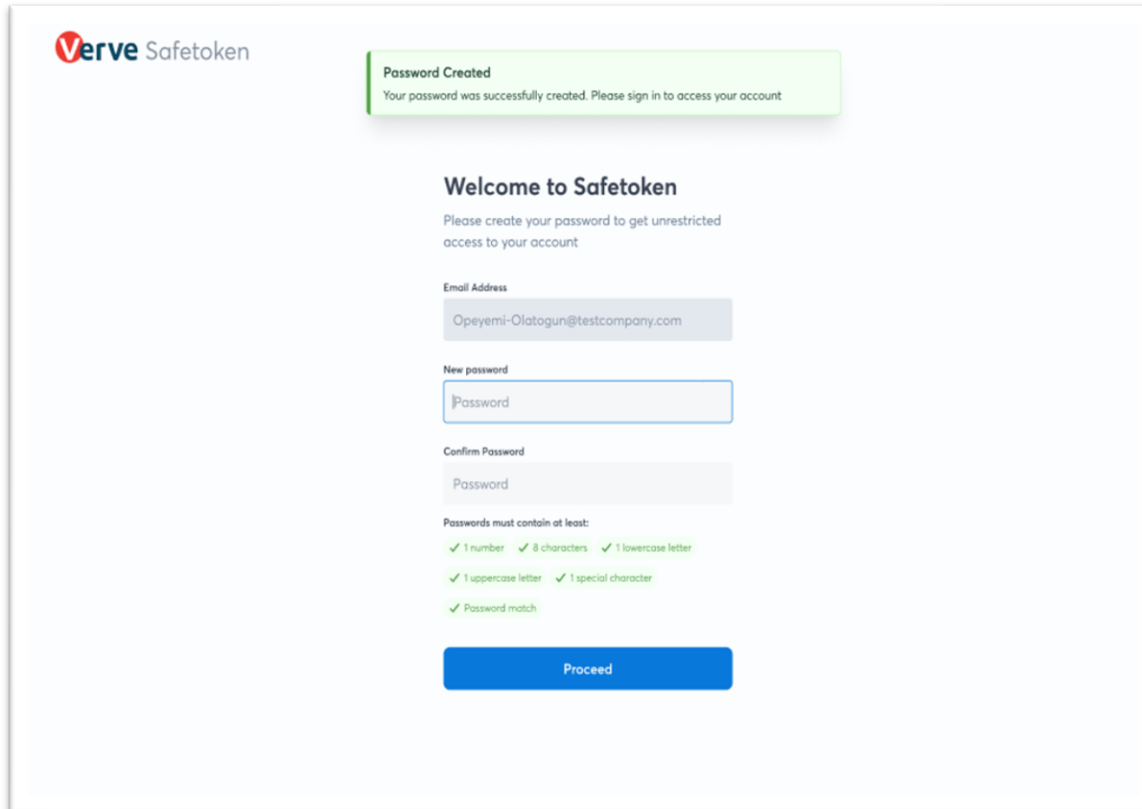
This grants you access to the Safetoken Admin Portal to view token details and view reports.

Registration



- To complete your registration, click on the 'complete my registration' button received in the welcome email.

Password Creation



Verve Safetoken

Password Created
Your password was successfully created. Please sign in to access your account

Welcome to Safetoken
Please create your password to get unrestricted access to your account

Email Address
Opeyemi-Olatogun@testcompany.com

New password
Password

Confirm Password
Password

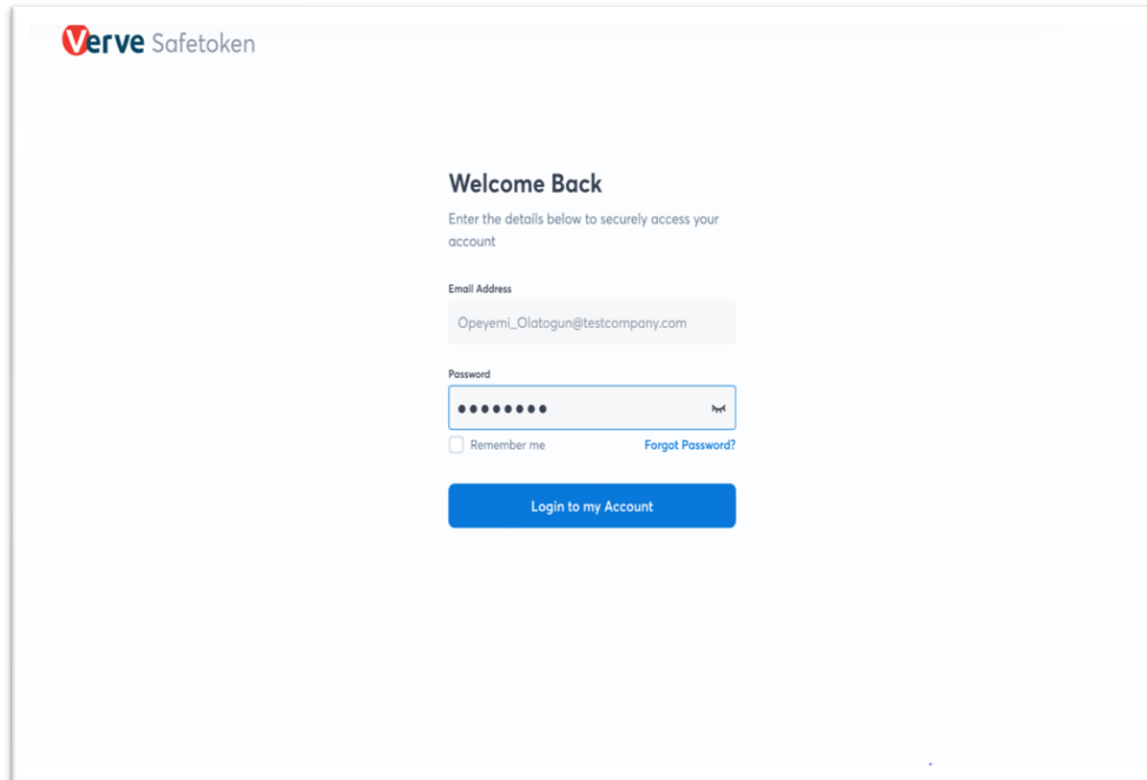
Passwords must contain at least:

- ✓ 1 number ✓ 8 characters ✓ 1 lowercase letter
- ✓ 1 uppercase letter ✓ 1 special character
- ✓ Password match

Proceed

- Password creation and confirmation are required to complete the account activation process.
- Click on 'Proceed' after entering and confirming a password.

Login



The image shows a login page for Verve Safetoken. At the top left is the Verve Safetoken logo. The main heading is "Welcome Back", followed by the instruction "Enter the details below to securely access your account". There are two input fields: "Email Address" with the value "Opeyemi_Olatogun@testcompany.com" and "Password" with masked characters. Below the password field are checkboxes for "Remember me" and a link for "Forgot Password?". A blue "Login to my Account" button is at the bottom.

Verve Safetoken

Welcome Back

Enter the details below to securely access your account

Email Address

Opeyemi_Olatogun@testcompany.com

Password


••••••••

☐ Remember me [Forgot Password?](#)

Login to my Account

To log in to the Safetoken portal as an operator user, please follow these steps:

1. Enter your email address.
2. Enter your password.
3. Click "Login to my account".



Welcome Back

Enter the details below to securely access your account

Email Address

Opeyemi_Olatogun@testcompany.com

Password

••••••••

☐ Remember me [Forgot Password?](#)

Login to my Account

Forgot Password

Don't worry, it happens to all of us. Enter your registered email and we will send a reset code.

Email

Submit

Reset Password

To reset your password, please follow these steps:

1. Click on “Forgot Password”.
2. Enter your official email address.
3. Click “Submit”.

The system will send password recovery instructions to the email address provided.



Dashboard

Tokens

Reports

RP

Randle Pearson
Issuer Muinat

Logout

Reader

Hi, Randle
randallpearson@qa.te...

RP

Select date

Welcome back, Randle

Get an overview of all your system activities

Enrolled Tokens

326

Processed Batches

1,020

Single Tokens

304

Batch Tokens

22

Failed Tokens

402,034

Recent Tokens

See a directory of recent tokens on this system.

Token ID	Mobile Number	Email Address	Upload Date
CY2008*****69Q3	+2348165622906	JDoe@qa.team	Apr 16, 2024, 8:50 AM
Use th***** ***** ***ard!	+2348165622906	JDoe@qa.team	Apr 16, 2024, 8:50 AM
AT0979*****5093	+2348165622906	JDoe@qa.team	Apr 14, 2024, 8:50 AM
If we ***** ***** *****tem!	+2348165622906	JDoe@qa.team	Apr 14, 2024, 8:49 AM
AD6555*****7150	+2348165622906	JDoe@qa.team	Apr 13, 2024, 8:50 AM
Try to***** ***** *****ort!	+2348165622906	JDoe@qa.team	Apr 13, 2024, 8:50 AM
LT1040*****0048	+2348165622906	JDoe@qa.team	Apr 12, 2024, 8:50 AM
The PN***** ***** *****ort!	+2348165622906	JDoe@qa.team	Apr 12, 2024, 8:50 AM
700710*****2070	+2348165622906	JDoe@qa.team	Apr 11, 2024, 8:50 AM

Dashboard

The dashboard shows an overview of the portal’s features including the recent tokens that were added to the portal.



Token Management – The token management feature allows you to perform the following actions:

- **View tokens directory**
- **View bulk upload directory**
- **Filter token directory**

Dashboard

Tokens

Reports

Verve

Safetoken

Reader

Hi, Randie

randalipearson@qa.te...

RP

Token Management

Get an overview of all Tokens

Token ID

Q Search

Start Date

dd/mm/yyyy

End Date

dd/mm/yyyy

Source Channel

All

Mobile Number

Q Search

Email Address

Q Search

Apply

TOKEN DIRECTORY

BULK UPLOADS DIRECTORY

Tokens

See a directory of all Tokens on this system

Token ID	Mobile Number	Email Address	Upload Date	
CY2008*****69Q3	+2348165622906	JDoe@qa.team	Apr 16, 2024, 8:50 AM	View
Use th***** ***** ***ard!	+2348165622906	JDoe@qa.team	Apr 16, 2024, 8:50 AM	View
AT0979*****5093	+2348165622906	JDoe@qa.team	Apr 14, 2024, 8:50 AM	View
If we ***** ***** *****tem!	+2348165622906	JDoe@qa.team	Apr 14, 2024, 8:49 AM	View

Token Management – Token Directory

To view the token directory, navigate to the ‘token directory’ tab and scroll through the list of tokens. To view additional token details, click on “View”. You can filter the token directory by token ID, start/end date etc.

<

Token Management

>

John10 Doe10

Token Owner Details

JD

John10 Doe10

+2348165622906

JDoe@qa.team

Token Overview

Issuer

Issuer Muinat

Account ID

3868363

Token ID

CH8002*****22B7

Expiry Date

2028-04-30

Transaction Date

Token ID

Account ID

Mobile Number

Amount

Site Name

Token Directory – View Details



Verve

Safetoken

Dashboard

Tokens

Reports

Reader

Hi, Randie
randallpearson@qa.te...

RP

Token Management

Get an overview of all Tokens

File Name

Start Date

End Date

Apply

Q Search

dd/mm/yyyy

dd/mm/yyyy

TOKEN DIRECTORY

BULK UPLOADS DIRECTORY

Bulk Uploads

See a directory of all Bulk Uploads on this system

File Name	Upload Date	Total Records	Upload Status			
BatchTest06-1713250342655.csv	Apr 16, 2024, 8:51 AM	2	0	0	2	View
BatchTest06-1713250341453.csv	Apr 16, 2024, 8:51 AM	2	0	0	2	View
BatchTest06-1713250340126.csv	Apr 16, 2024, 8:51 AM	2	0	0	2	View
BatchTest06-1713250338778.csv	Apr 16, 2024, 8:51 AM	2	0	1	1	View
BatchTest06-1713250337414.csv	Apr 16, 2024, 8:51 AM	1	0	0	1	View
BatchTest06-1713250336054.csv	Apr 16, 2024, 8:51 AM	2	0	0	2	View

Token Management – Bulk Upload Directory

To view the bulk upload directory, navigate to the ‘bulk upload directory’ tab and scroll through the list of tokens. To view additional upload details, click on “View”. You can filter the bulk uploads directory by file name or start/end date.



Token Management > BatchTest06-1706859345877.csv

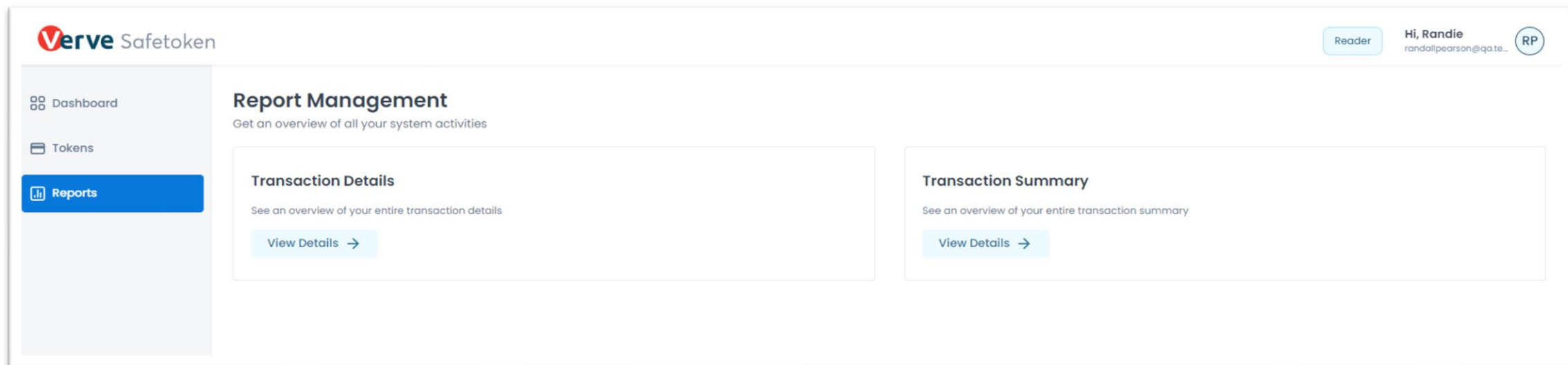
File Name	Upload Date	Total Records	Upload Status
BatchTest06-1706859345877.csv	Feb 2, 2024, 8:34 AM	10	0 6 4

First Name	Last Name	Token Id	Expiry Date	Mobile Number	Email Address
<div></div>					

Bulk Upload Directory – View Details

Reports - the reports feature allows you to perform the following actions

- **View transaction details**
- **View transaction summary**
- **Filter transaction details**
- **Filter transaction summary**



Report Management

The transaction details report shows a directory of all token owner transactions.

The transaction summary report shows a summary of transactions for each token owner.

Dashboard

Tokens

Reports

Reports > Transaction Details

Token ID

Start Date

End Date

Transaction Reference

Apply

TRANSACTION DETAILS DIRECTORY

Transaction Details

See a directory of all transactions on this system

Transaction Date	Token ID	Mobile Number	Amount	Transaction Reference	Site Name
Mar 5, 2024	503003*****5434	+2342547262728	KES 722,275.00	SALT	Via BOKKU
Mar 5, 2024	503003*****5434	+2342547262728	KES 722,275.00	POWER	Via BESTBUY
Mar 5, 2024	503003*****9143	+2348165622926	NGN 786,875.00	POWER	Via BESTBUY
Mar 5, 2024	503003*****9143	+2348165622926	NGN 752,500.00	BAKERY	Via REMIT
Mar 5, 2024	503003*****9143	+2348165622926	NGN 752,500.00	BAKERY	Via REMIT


5 results found

Rows per page: 10 1-5 of 5

Reports – Transaction Details Directory

To view token owners’ transaction details, navigate to the ‘transaction details directory’ tab and scroll through the list of transactions. You can filter the transaction details directory by token ID, start/end date, or transaction reference.





Reader

Hi, Randie
randallpearson@qa.te...

RP

Dashboard

Tokens

Reports

Reports > Transaction Summary

Token ID

Start Date

End Date

Apply

Transaction Summary

See a directory of all transactions summary on this platform.

Token ID	Count
503003*****5434	1

1 results found

Rows per page: 10 1-1 of 1

Transaction Summary

The transaction summary report shows a summary of transactions for each token owner.

You can filter the transaction summary by start/end date or token ID.



Verve Digital and New Business

- Susan Waziri – swaziri@verveinternational.com
- Abiodun Adebisi – aadebisi@verveinternational.com



Thank You

Verve