
ID Factory

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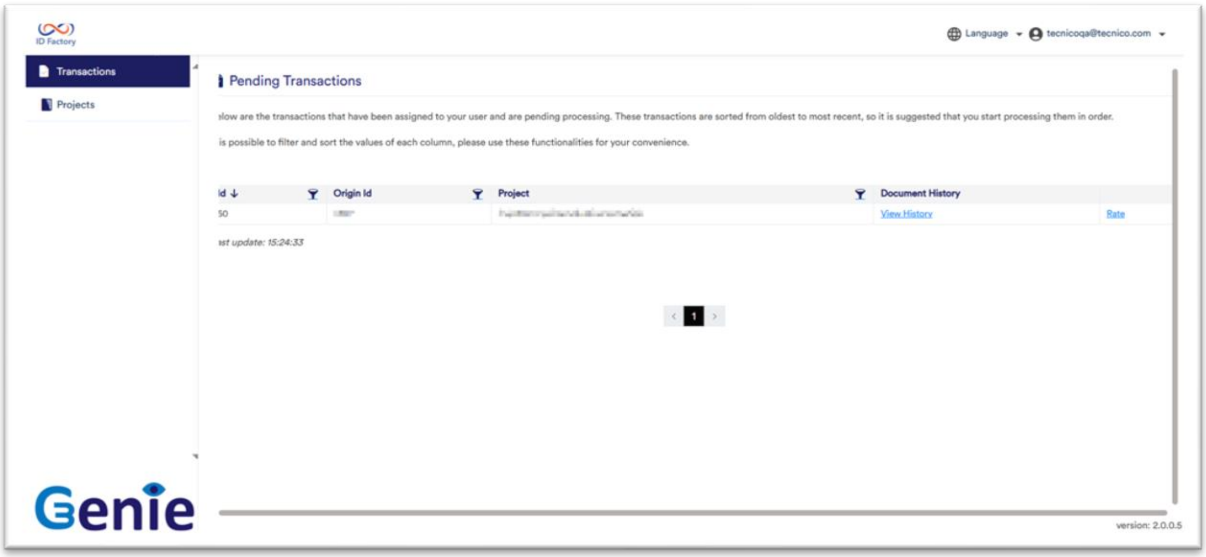
1. Login

The user with the technical role must log in by entering the following link: https://dashboard.idfactory.me/login with the username and password provided.

Upon entering, the technician will see the following screen

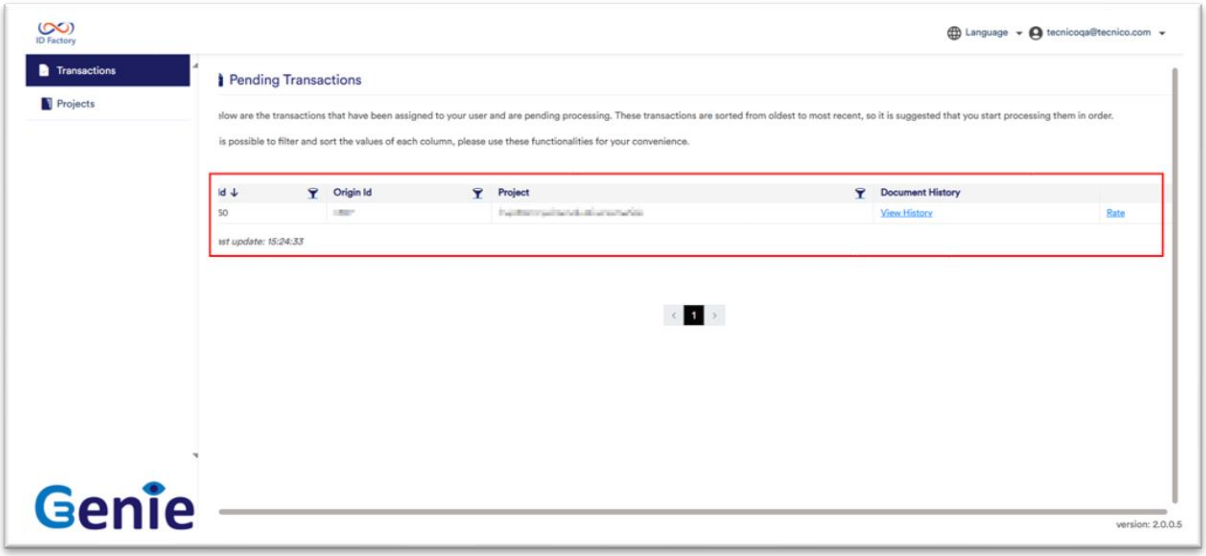


2. Options

2.1 Transactions

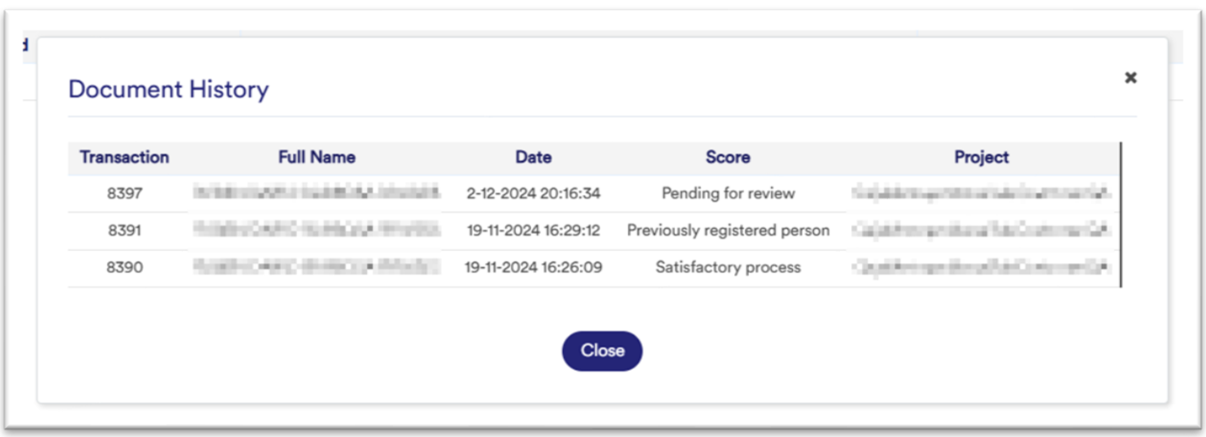
As soon as you log in, the system will show you the transactions window. In the central section, you will see a list of pending transactions to be qualified and those that have been associated with that specific technician.

For each pending rate transaction displayed in the list, there will be two options: “View History” and “Rate”.



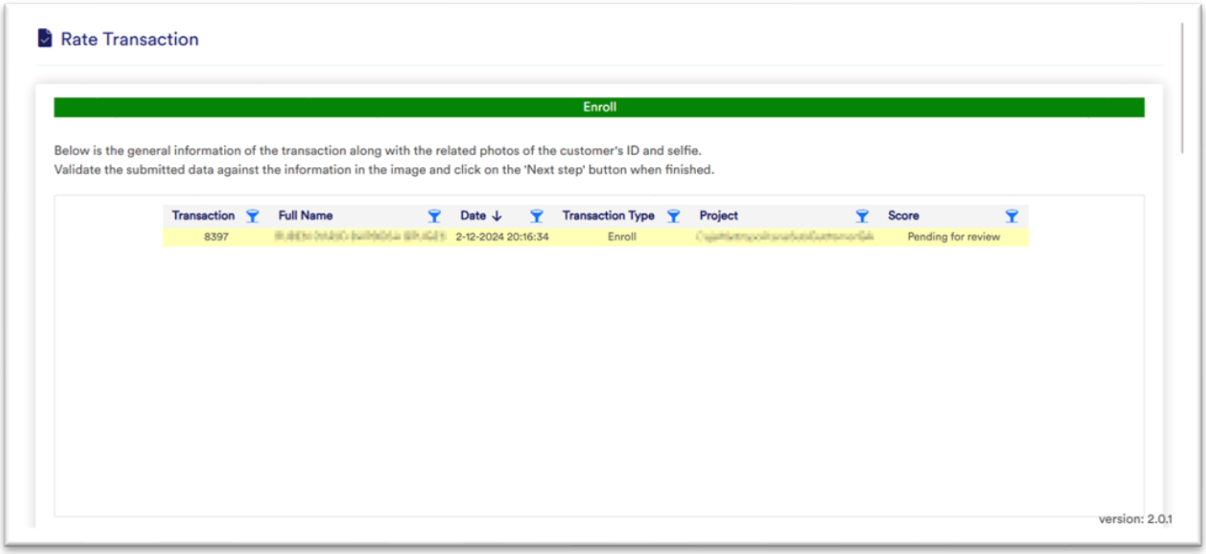
2.1.1 History

Clicking on the “View History” option will open a new pop-up window showing the history of all transactions made to date related to that identity.



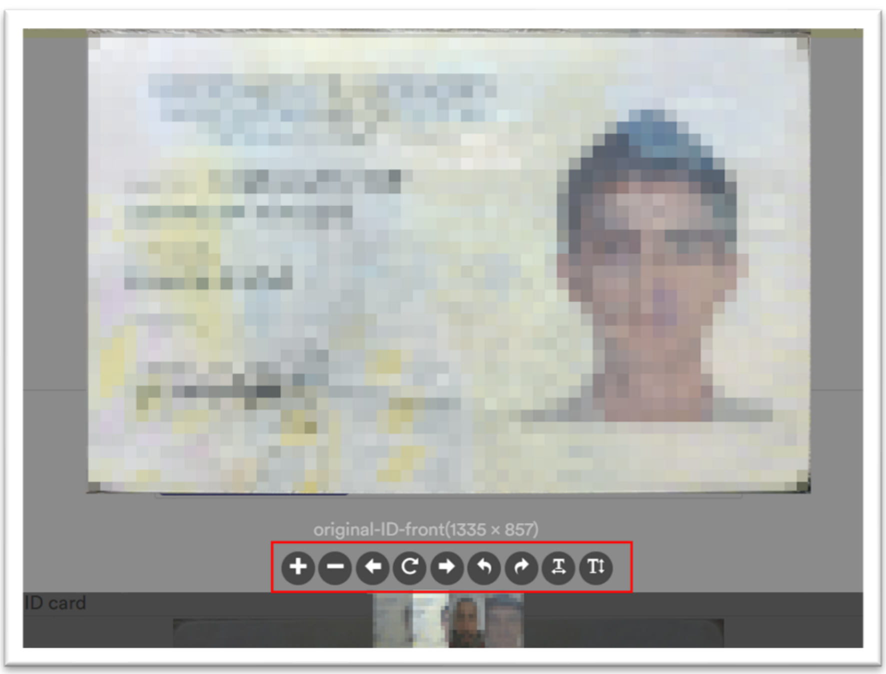
2.1.2 Rate Transaction.

When the technician clicks on the “Rate” option, the system will open a new window in the browser with the view shown in the following image, where the list of transactions associated with that identity is initially displayed.

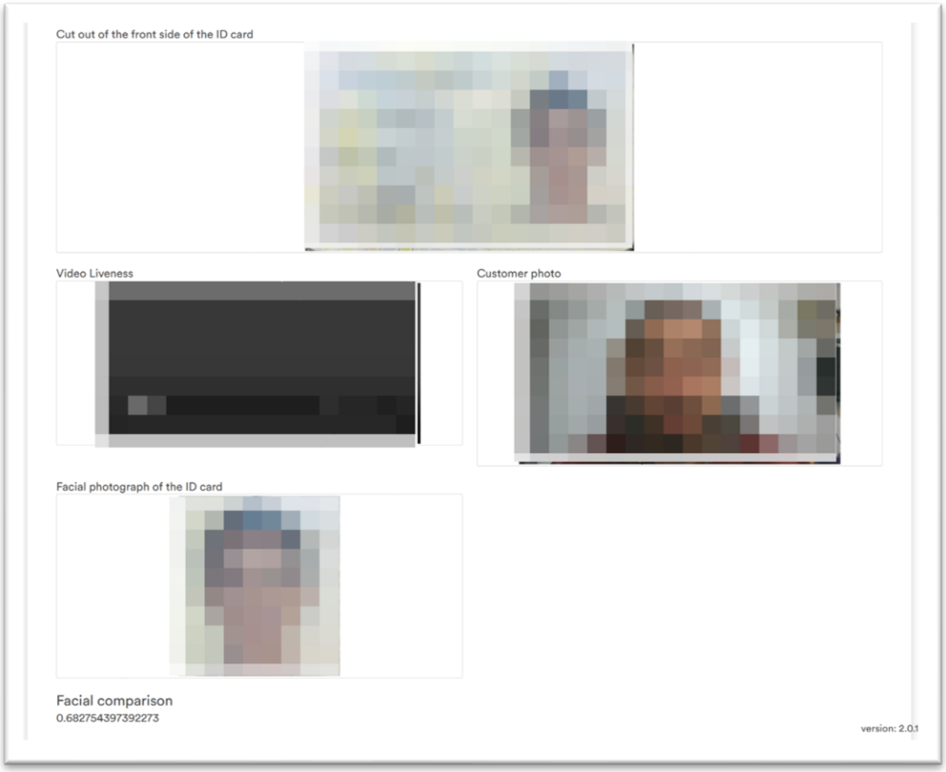


At the bottom of the screen you will see steps 1, 2 and 3, the system will automatically go to step 1, which will grade the front of the document.

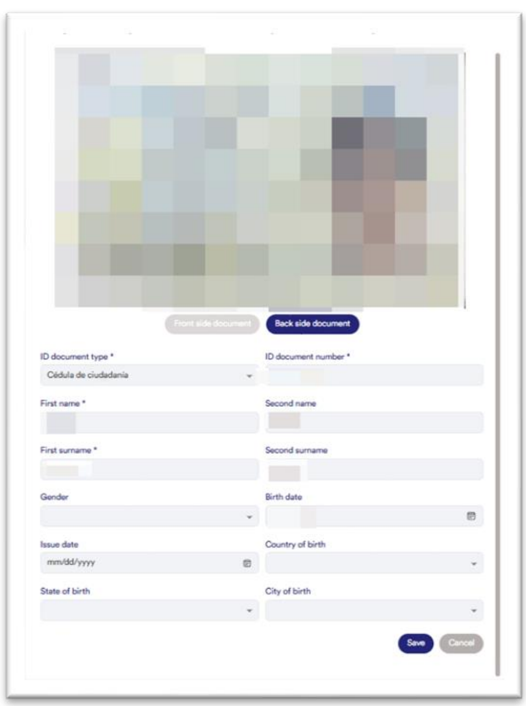
Clicking on the “View document” button will open all the images that the system captured from the transaction made by the client.



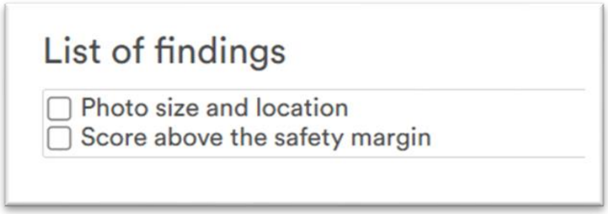
In the center of the screen you will see the images from the front of the document, along with the liveness video.



By closing the images and scrolling to the bottom of the page, you will find the process for modifying the client's personal data.

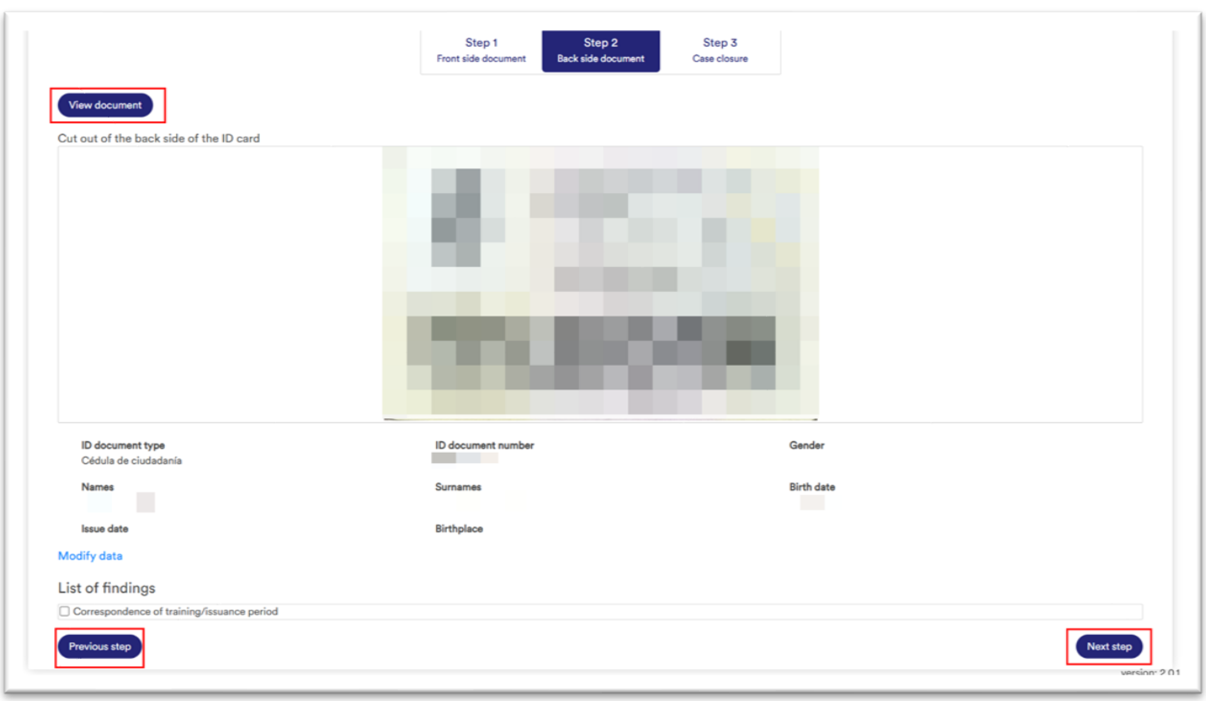


In the last section you will find the findings you made in the review of Step 1, select if it corresponds with what you found.

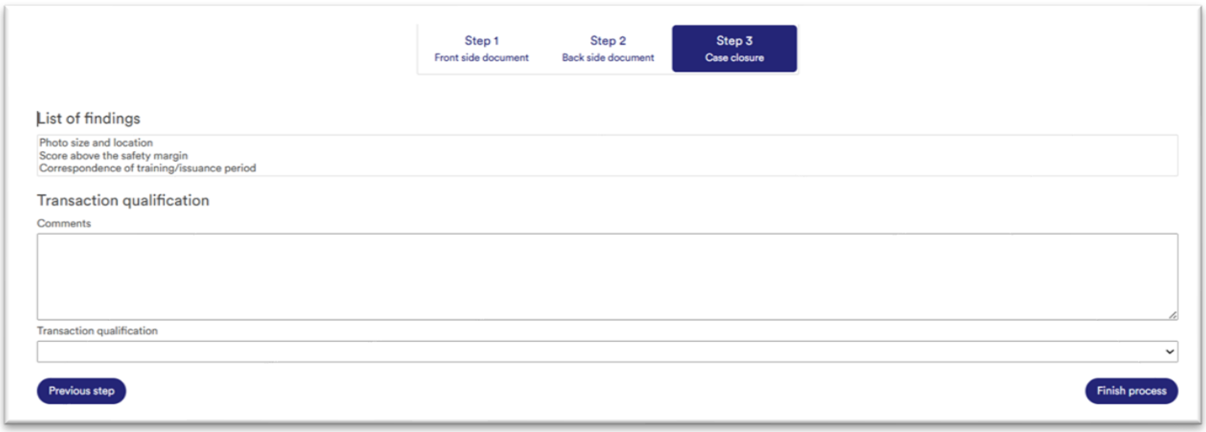


After completing Step 1, click the “Next Step” button.

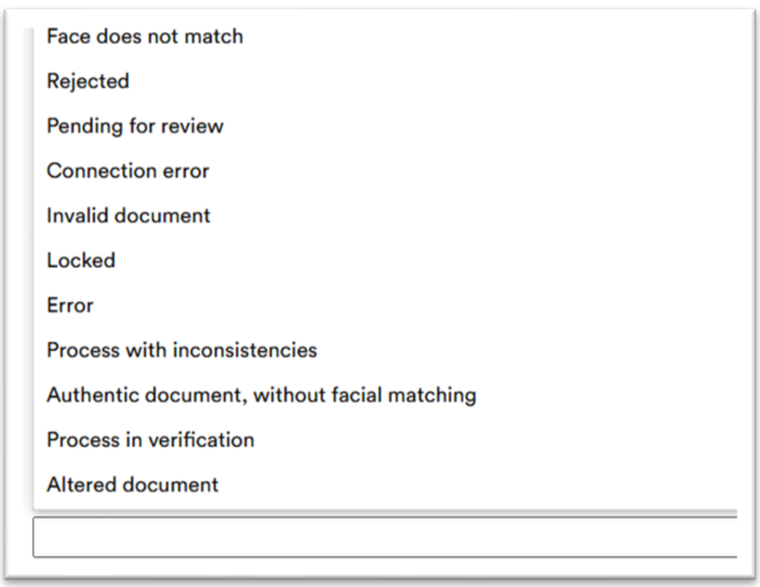
The system will take you to Step 2, where you can rate the back of the document. You will also find the option to “View document”, “List of findings”, “Previous step”, “Next step” and “Modify data”.



After completing the rating in Step 2 on the back of the document and clicking the "Next Step" button, you will be taken to Step 3 where you can add comments and rating of the transaction, as well as return to either of the previous two steps..



Las posibles calificaciones a las transacciones son las siguiente:

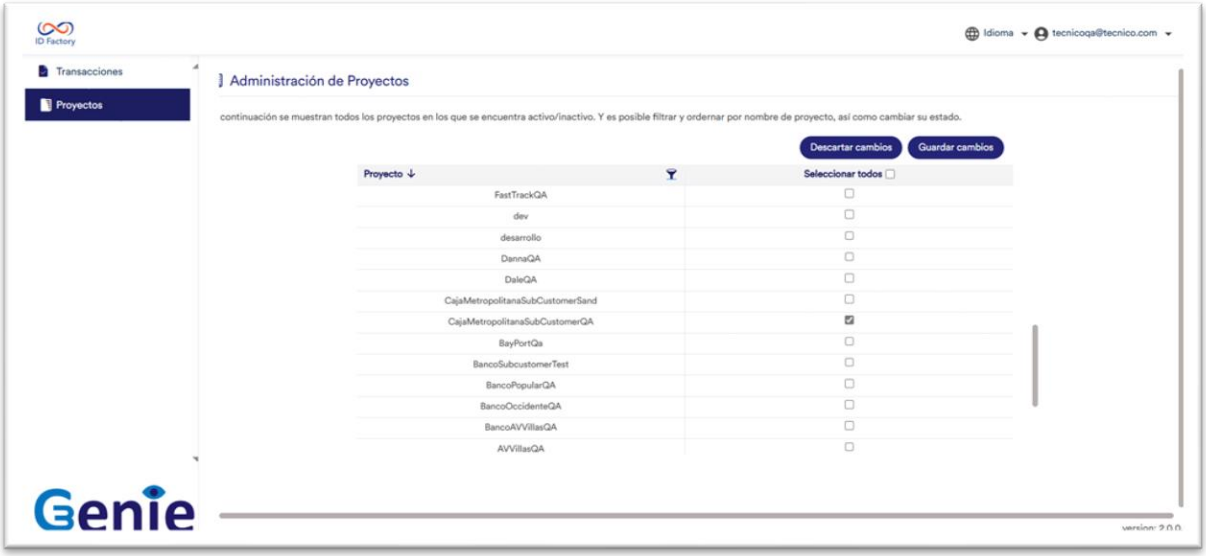


Finally, click on "Finish process", the system will show you confirmation of the process.

2.2 Projects

In the "Projects" section, the technician will see the names of the clients listed and will be able to select or deselect them. He will be able to select more than one and by doing so, the system will begin to assign the transactions that arrive from the client or clients he has selected.

Once you select the project(s) to which you are going to associate, you can revert the changes or save them.



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