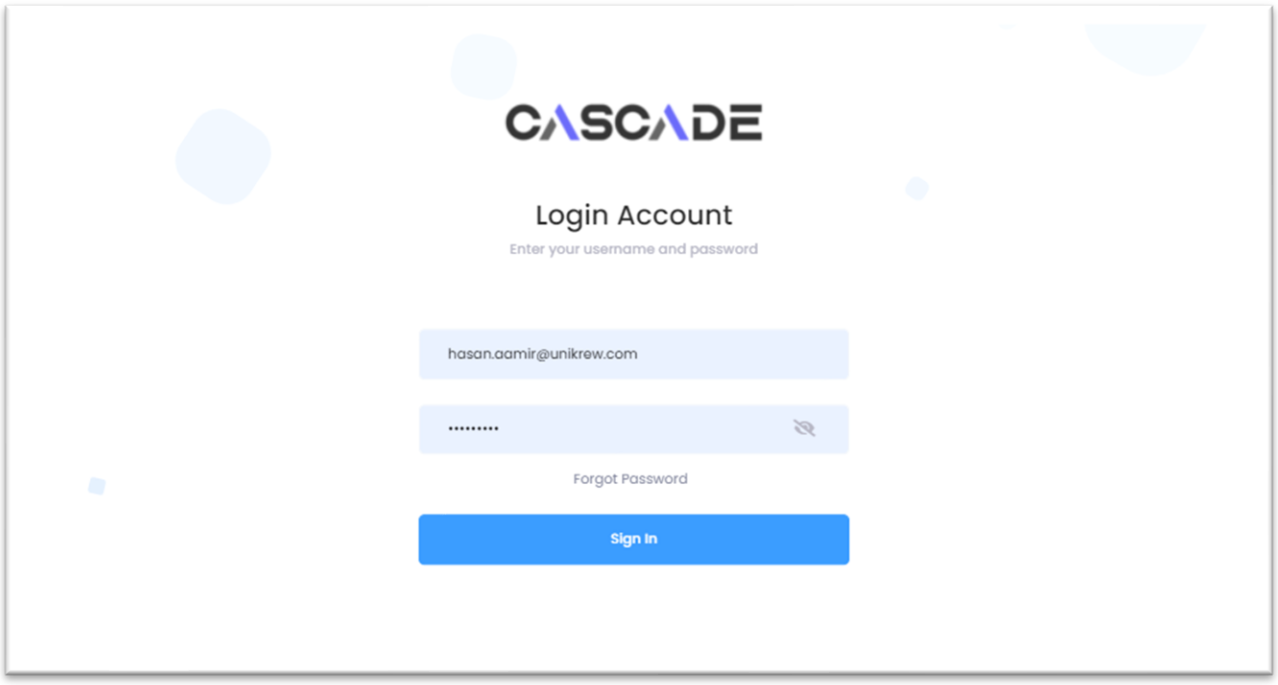
SAAF Guide

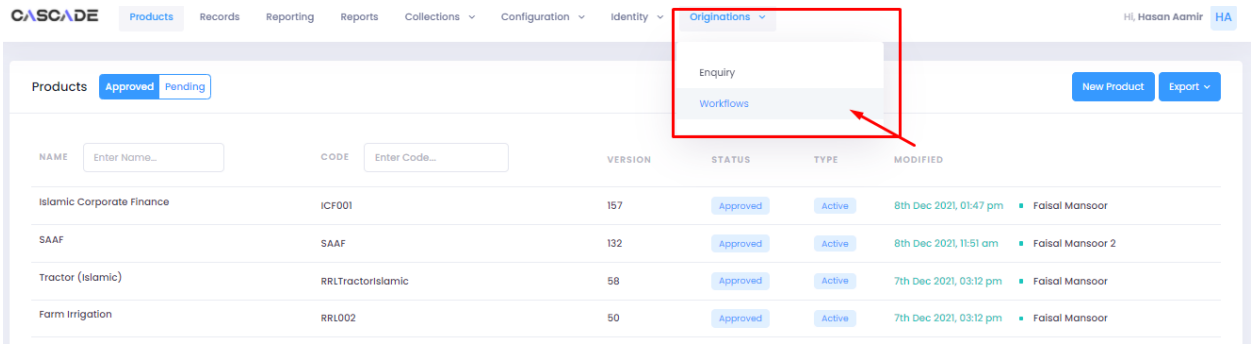
UNIKREW SOLUTION

Maker

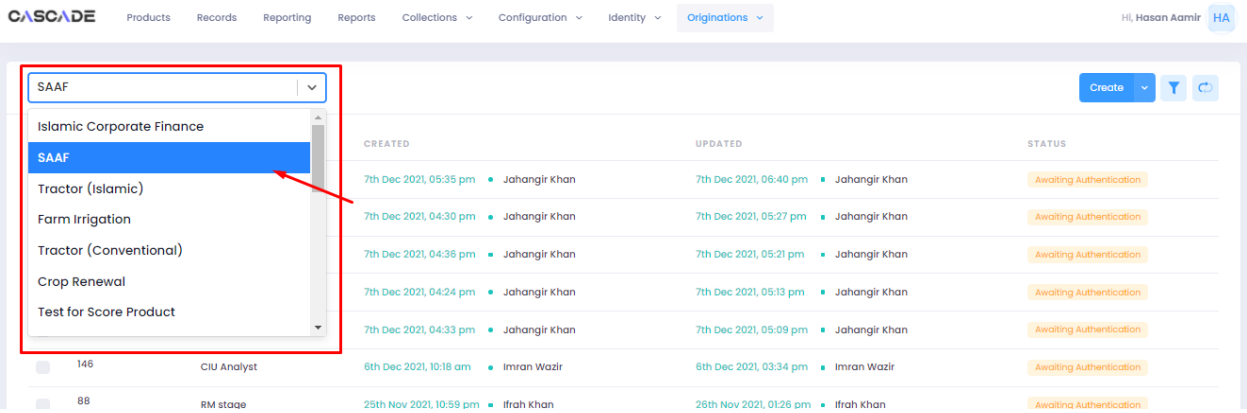
1. Login Page. Log in with your credentials to proceed.



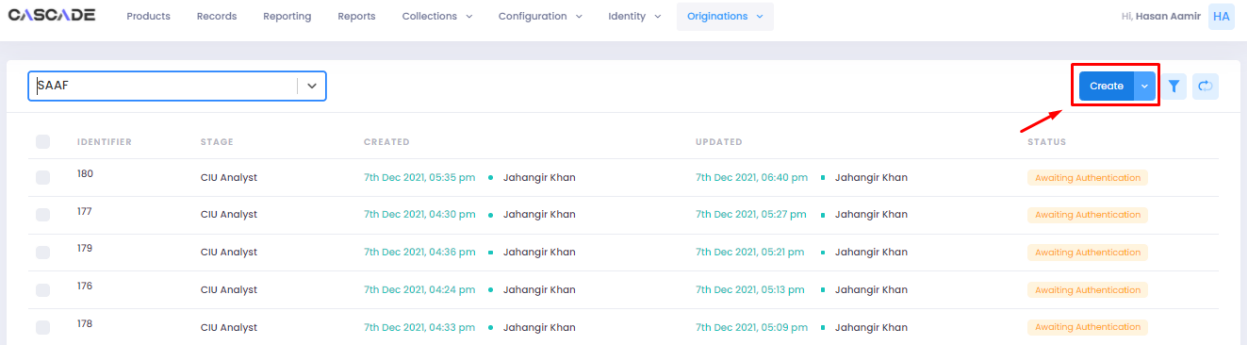
2. Click on the ‘originations’ tab then on ‘workflows’.



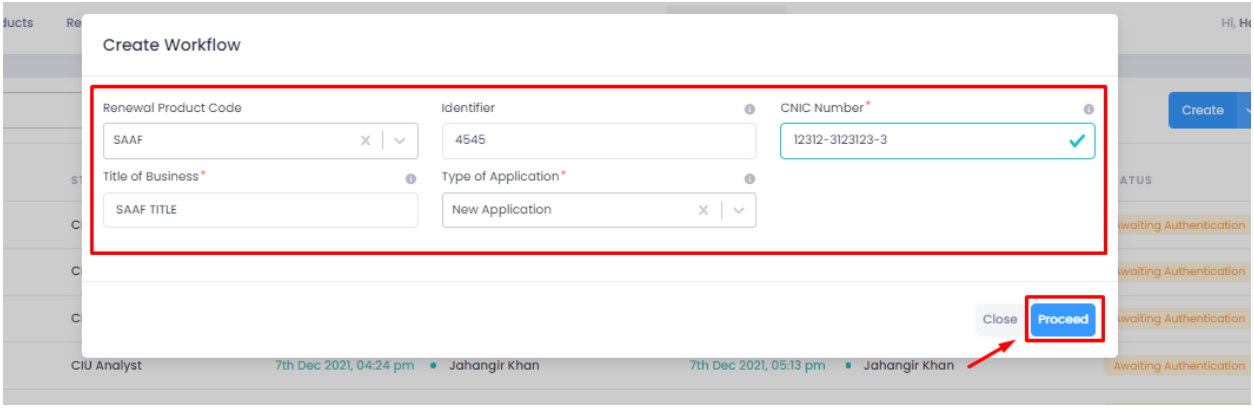
3. Select ‘SAAF’ from the product drop down menu.



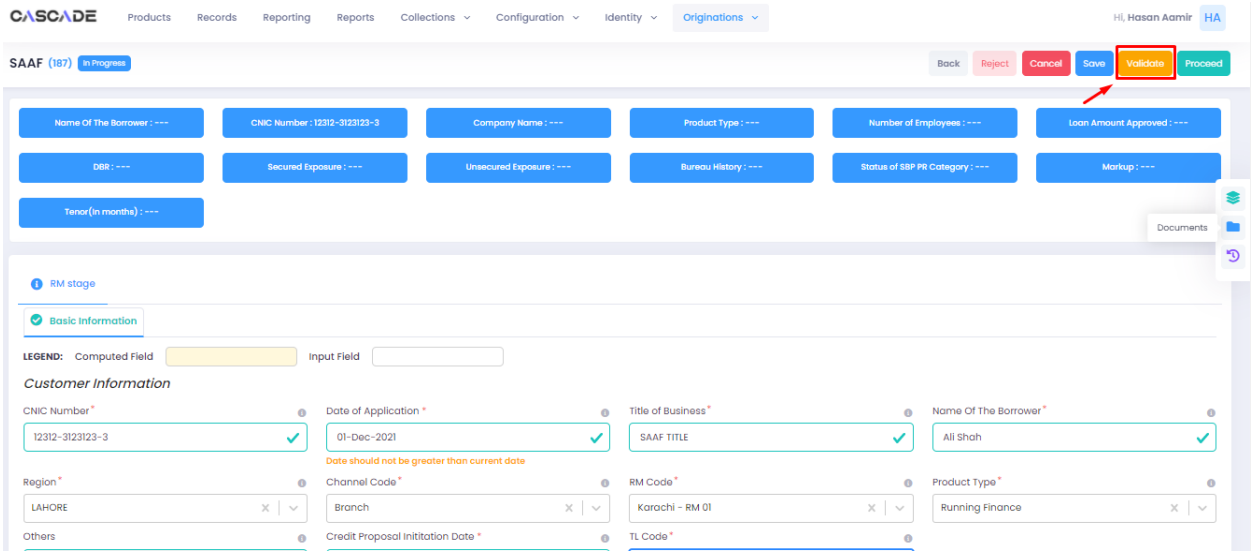
4. After selecting ‘SAAF’, you will be able to see all applications under ‘SAAF. To start a new application, click on the ‘create’ button.



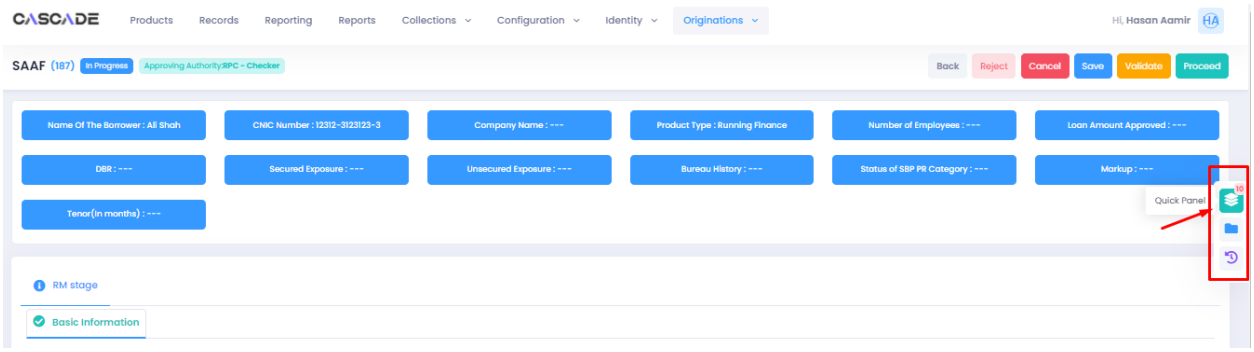
5. Fill all the required fields, then click on ‘proceed’.



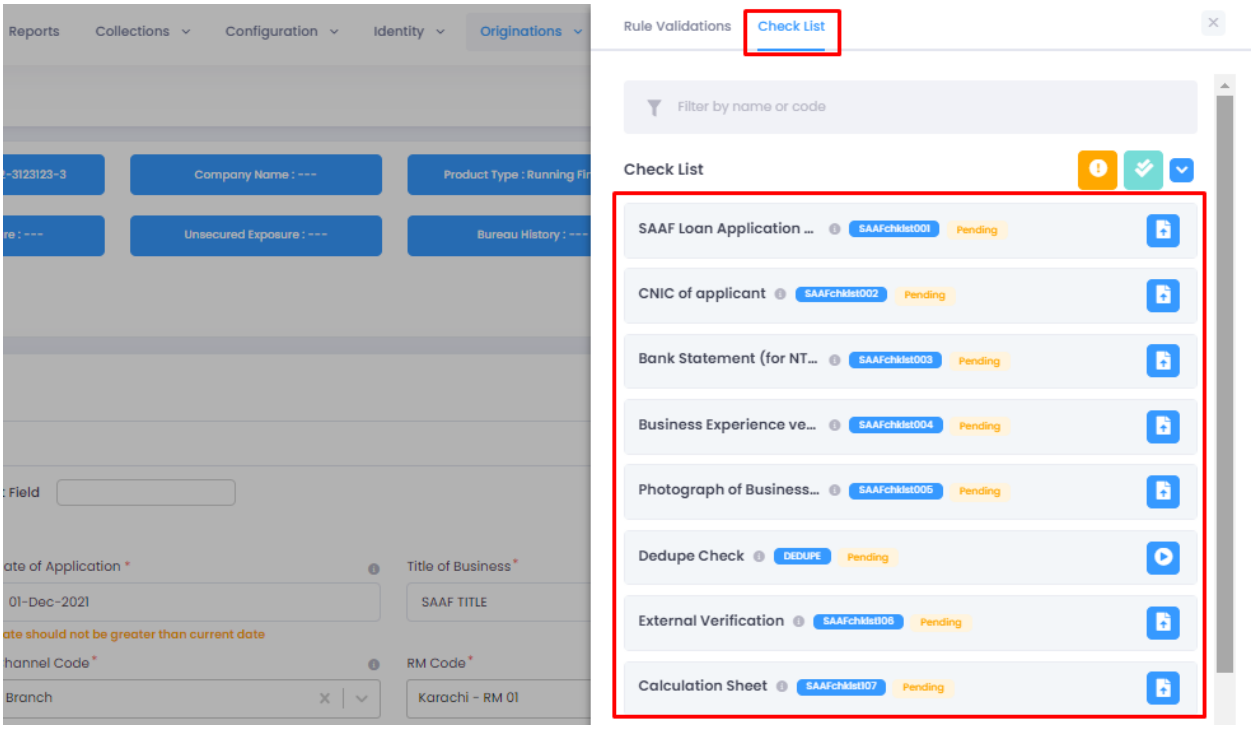
6. The workflow will now be created. Fill all the required fields then click on ‘validate’.



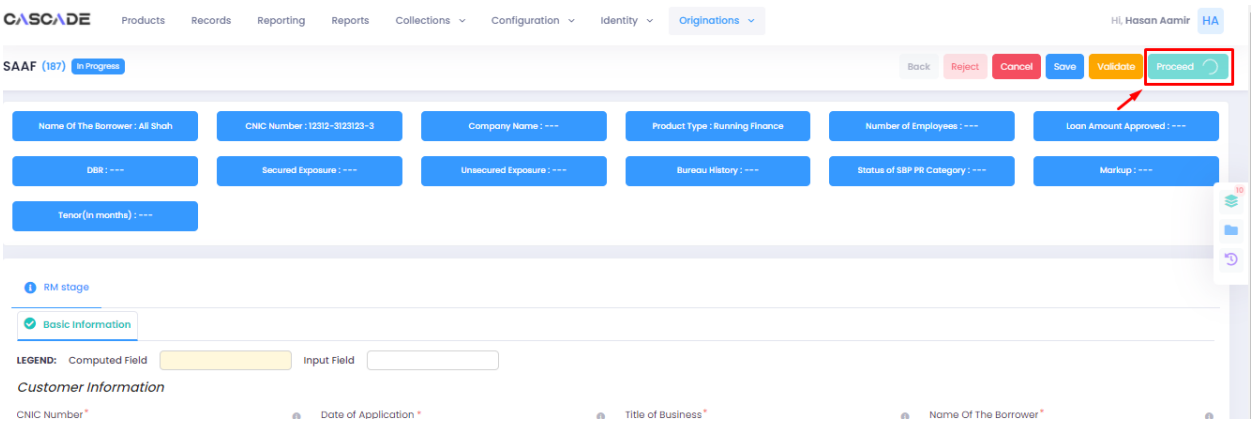
7. Then click on ‘quick panel’ on the right side of the page.



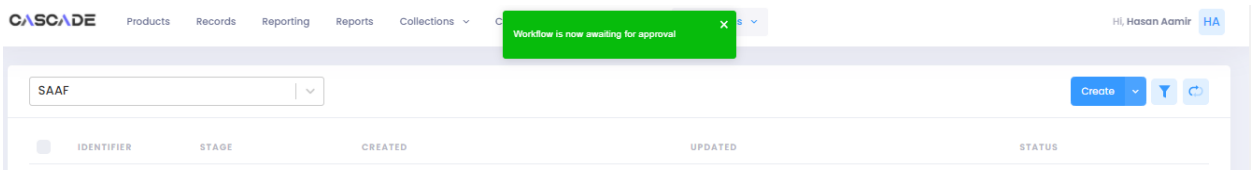
8. Under ‘checklist’, upload necessary documents. Or defer if required.



9. Then click on ‘proceed’.

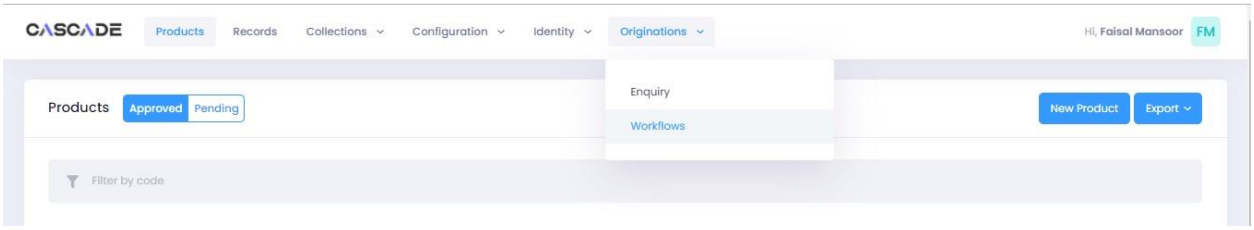


10. The application will now require approval from the checker.

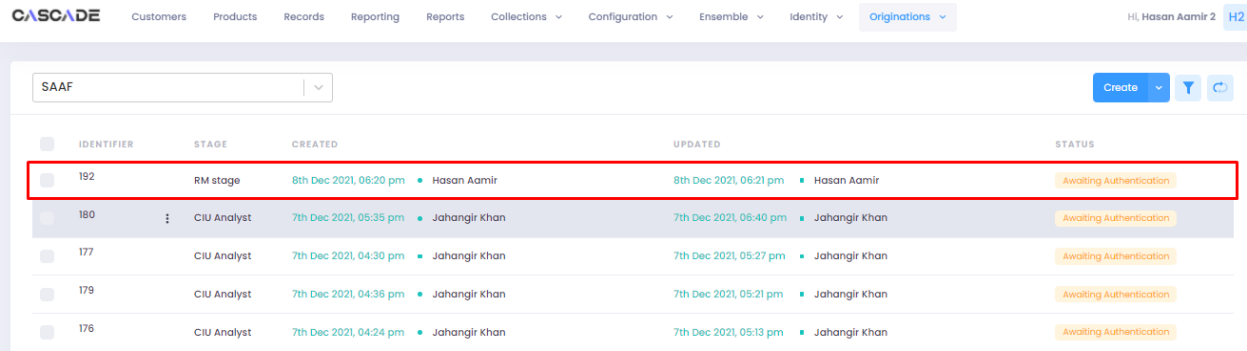


Checker

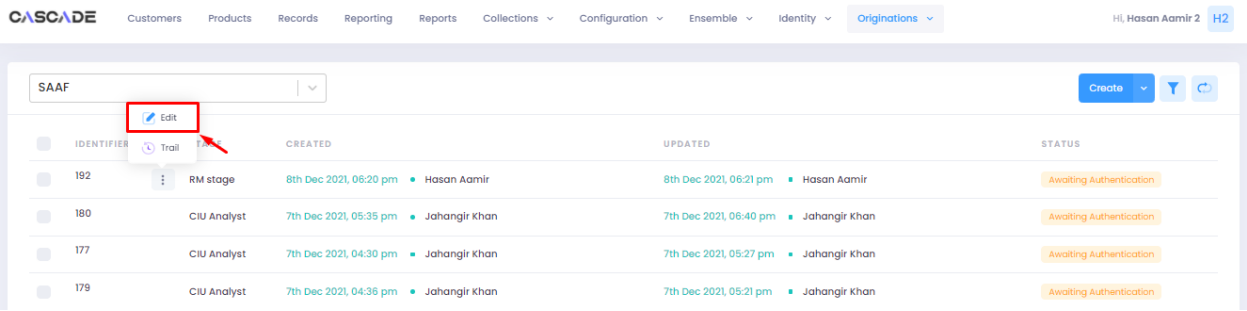
1. Now from the checker's account, go to the workflows tab to view the in-progress workflows.



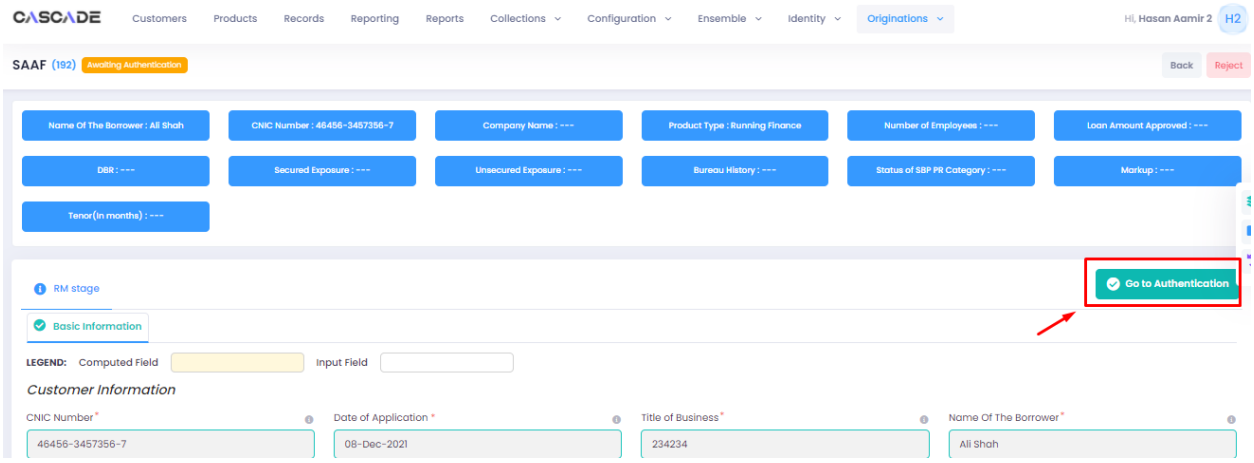
2. Select the product to show a list of the appropriate workflows. In this screenshot, you see the workflow with the status 'Awaiting Authentication'.



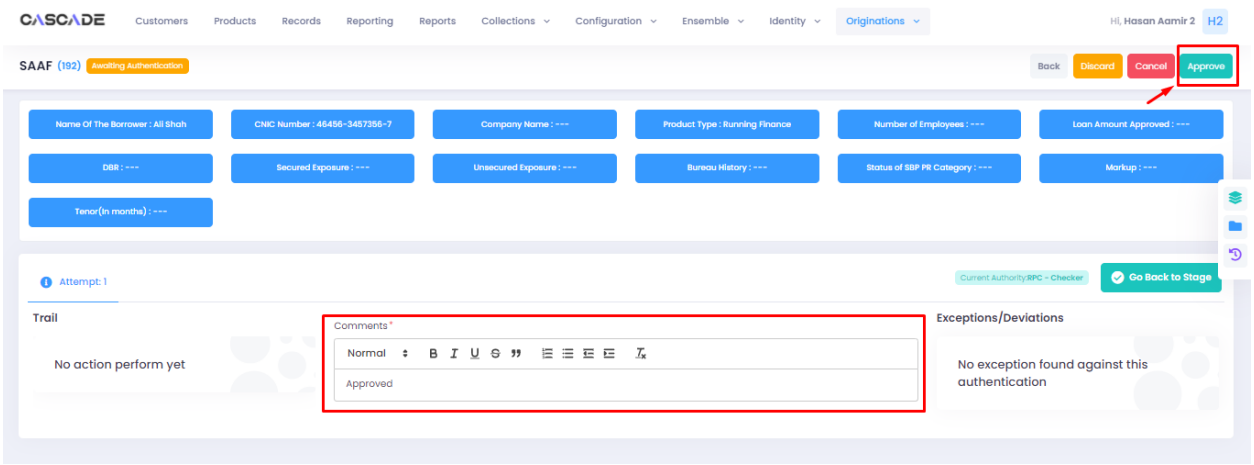
3. Click on 'edit' to view the application.



4. Click on ‘go to authentication’.

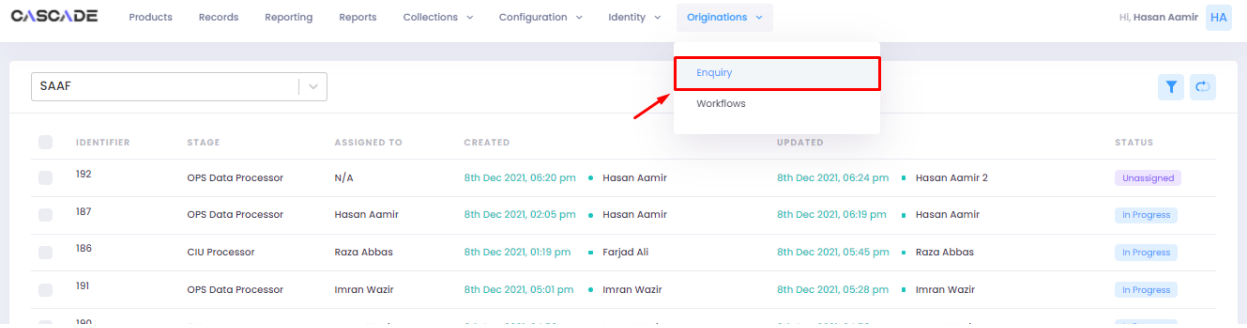


5. Leave comments then click on ‘approve’.

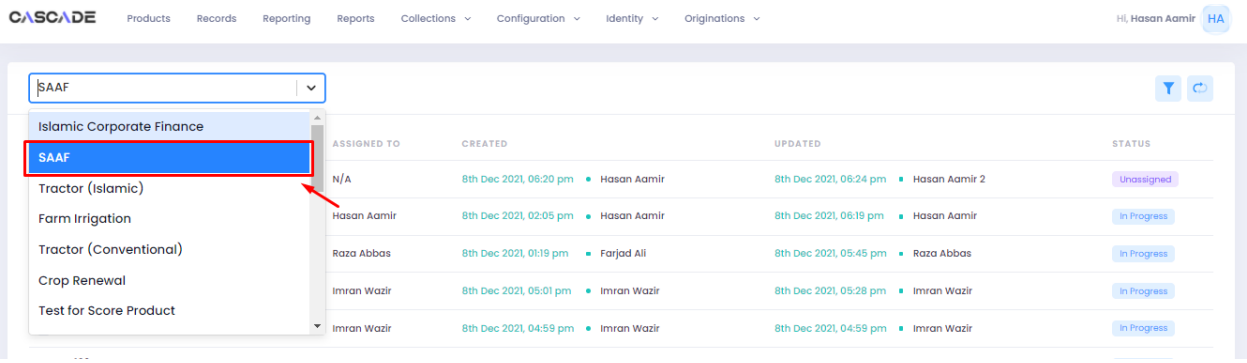


Maker

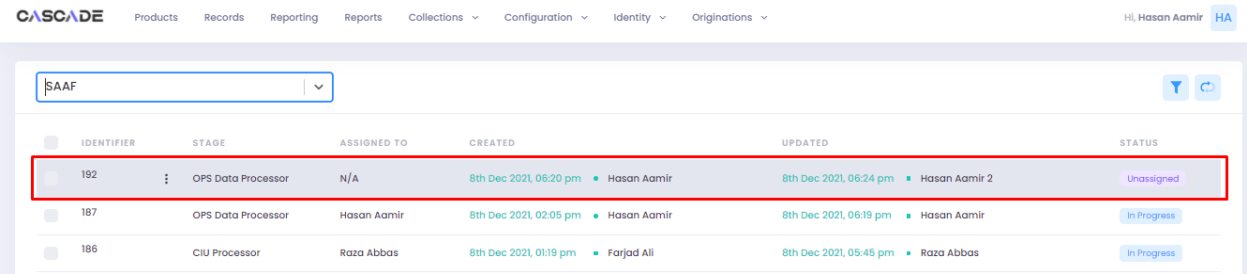
1. Go to the ‘enquiry’ tab to view all applications.



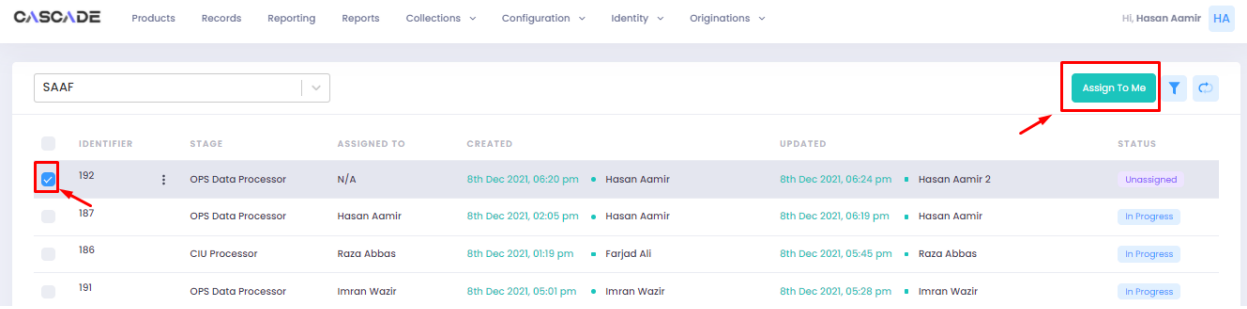
2. Select the product from the drop down menu to view appropriate workflows.



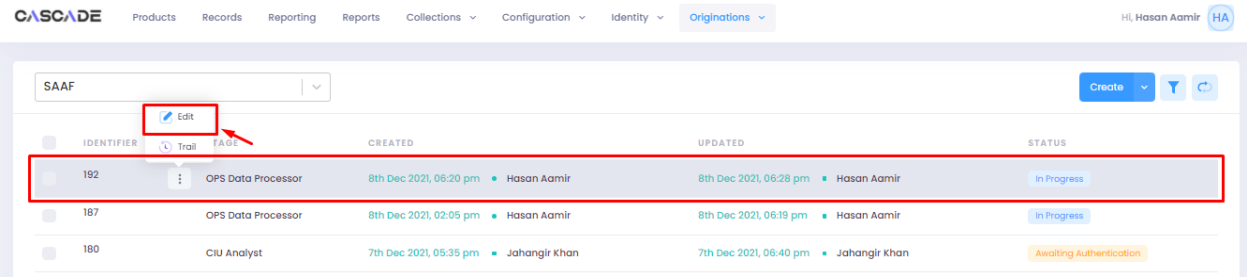
3. Here you will see the application with the status of ‘unassigned’.



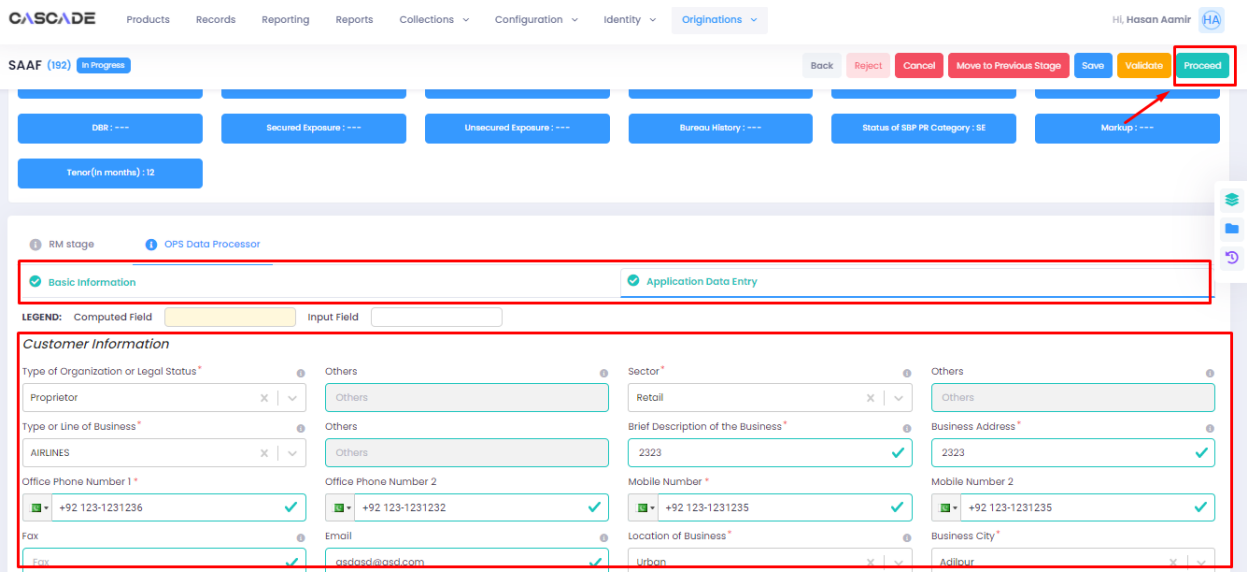
4. Tick the checkbox next to it then click on ‘assign to me’.



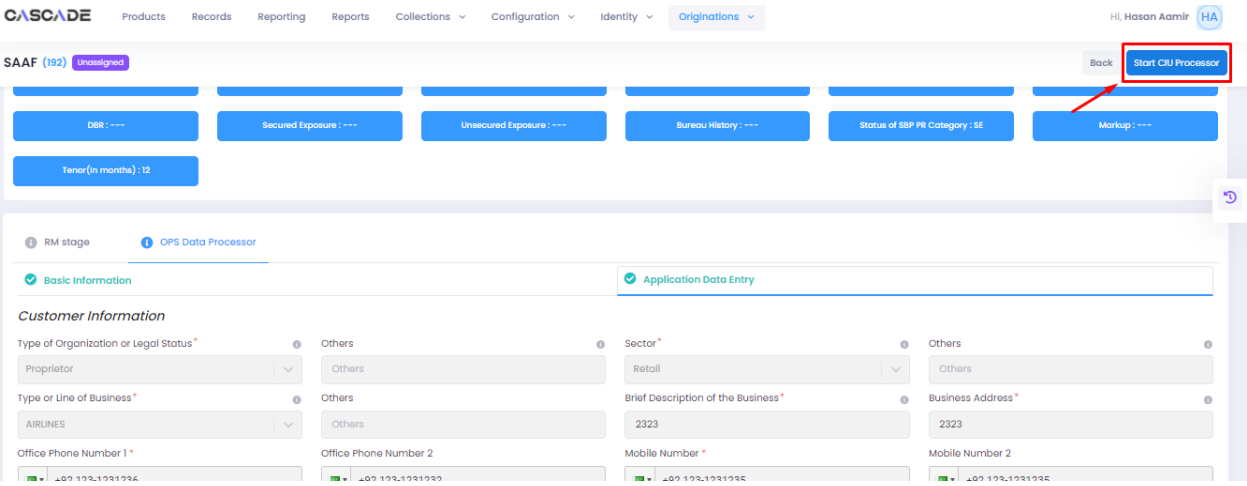
5. Go to the ‘workflows’ tab to view the newly assigned application. Click on ‘edit’ to resume the work on it.



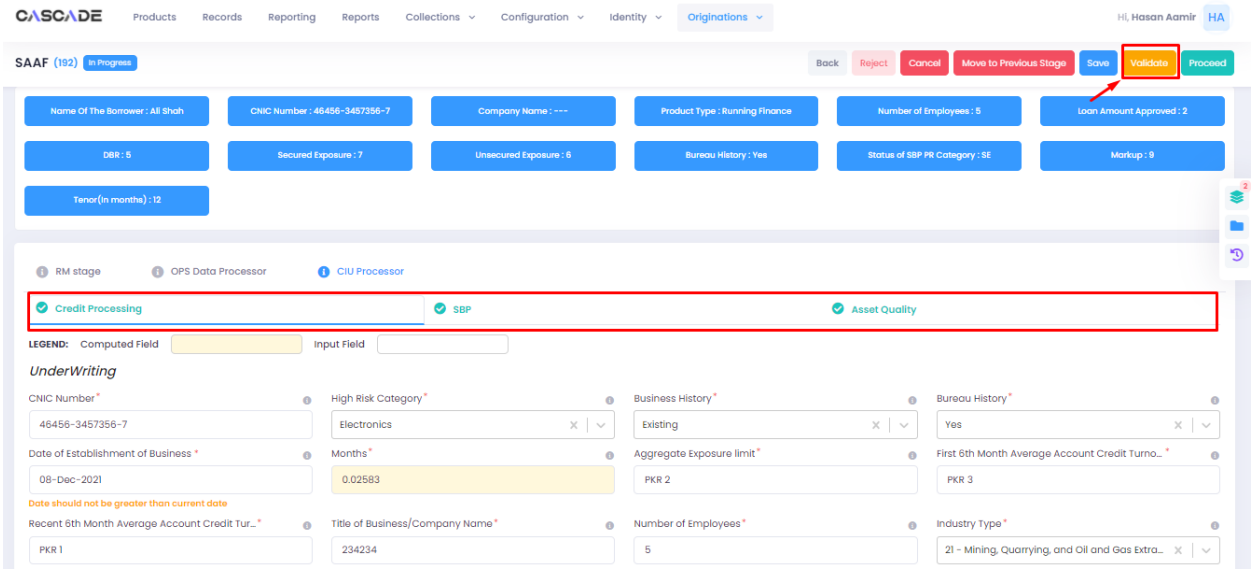
6. Fill all the necessary fields across all tabs then click on ‘proceed’.



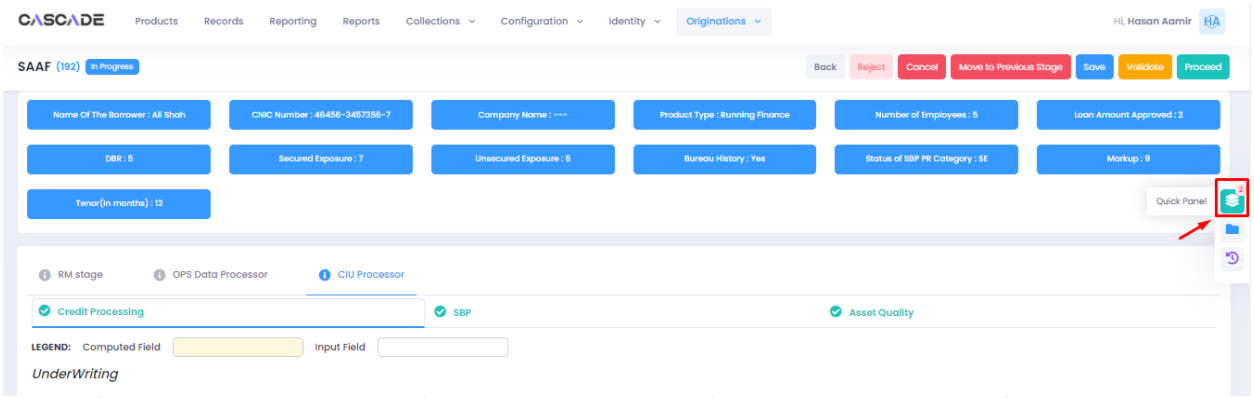
7. Click on ‘Start CIU Processor’.



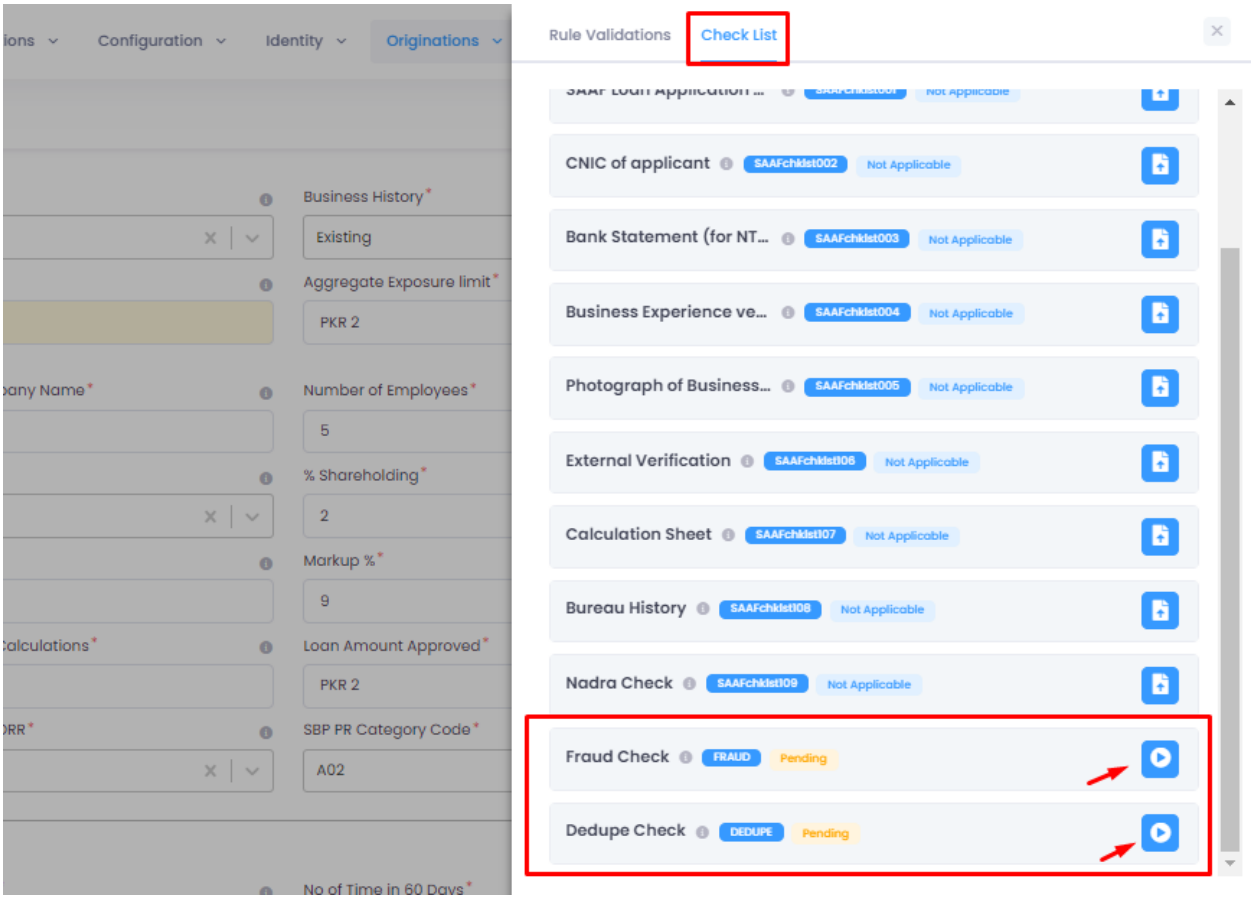
8. Fill all necessary fields across all tabs then click on ‘validate’.



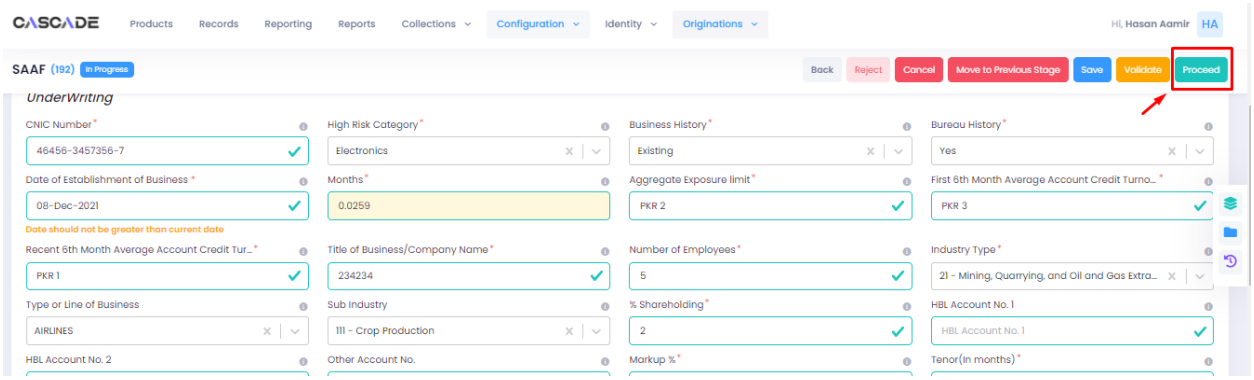
9. Click on ‘quick panel’ on the right side of the page to view further requirements.



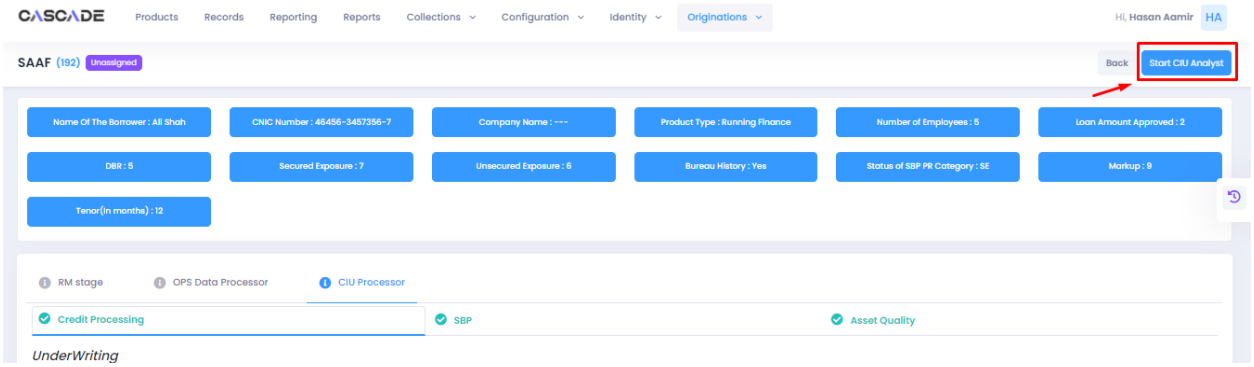
10. Under ‘check list’, run ‘fraud check’ and ‘dedupe check’ to proceed further.



11. Then click on ‘proceed’.

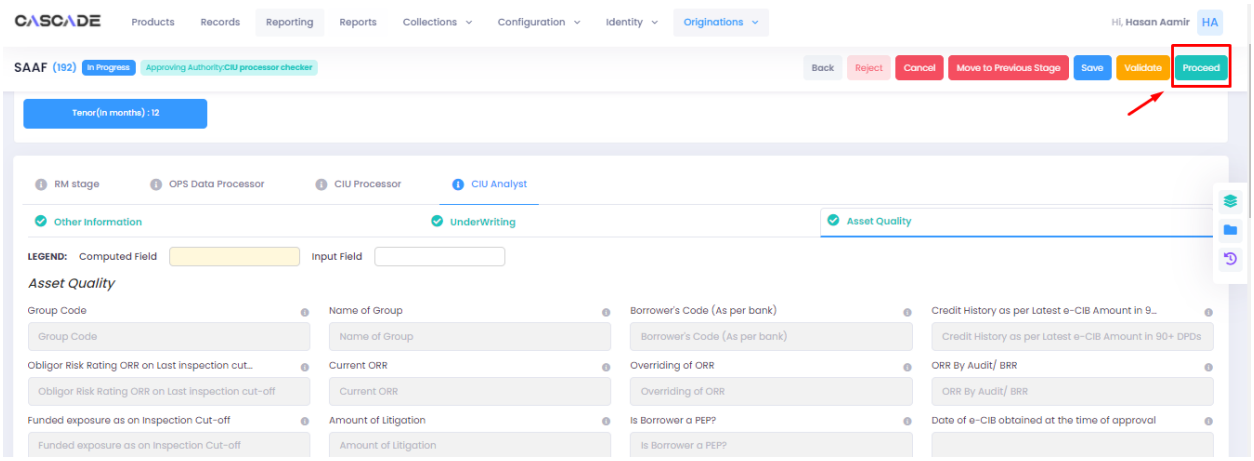


12. Now click on the ‘Start CIU Analyst’ button.



13. Fill all the required fields if any, then click on ‘proceed’.

Note: The application will now require approval from the checker.



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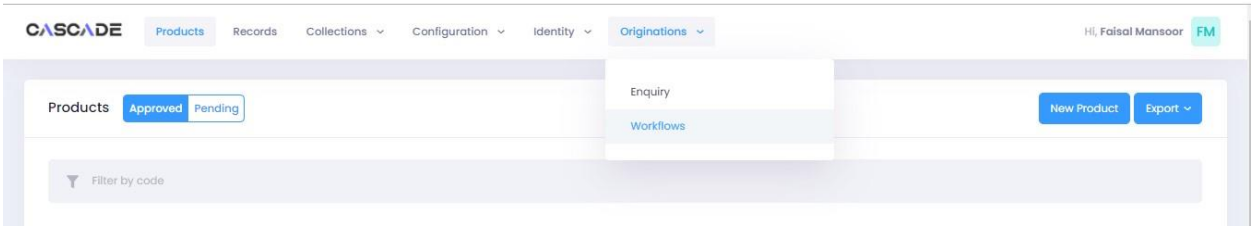

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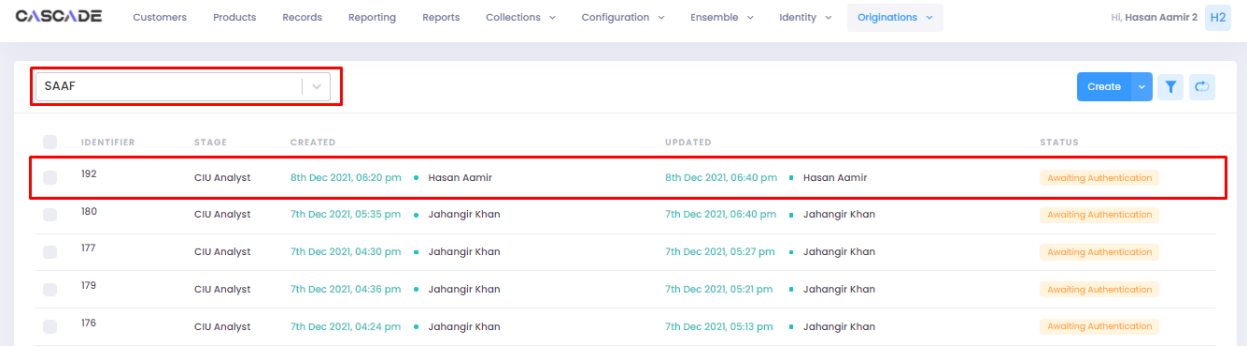
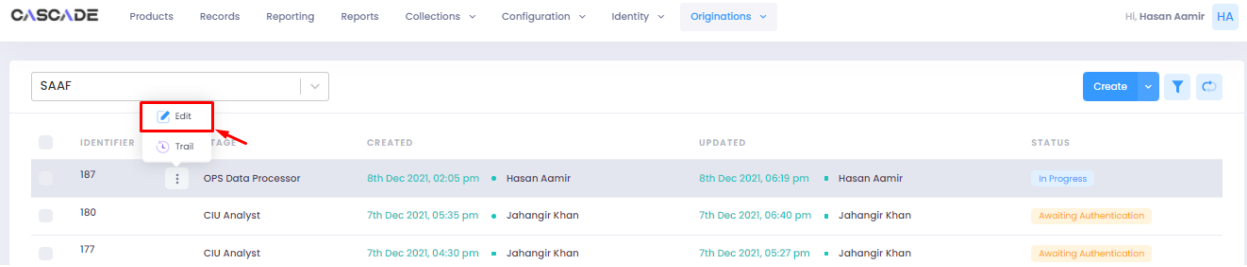
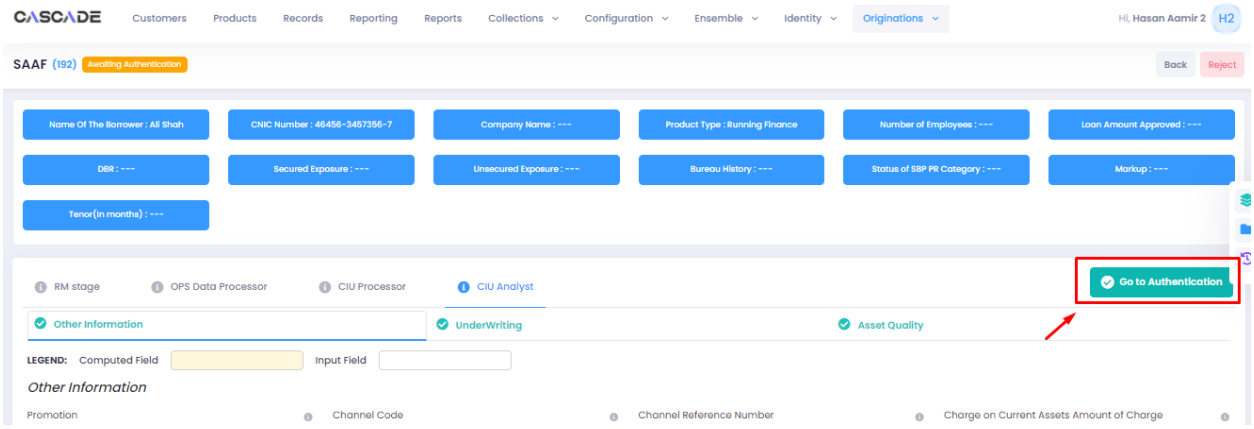


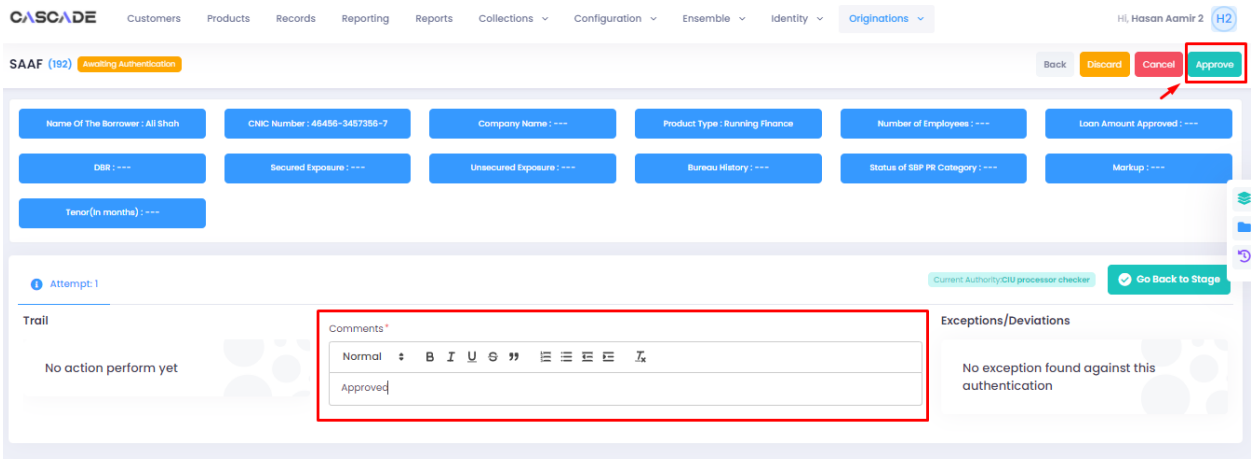
3. Click on 'edit' to approve the workflow.



4. Click on ‘Go to Authentication’.

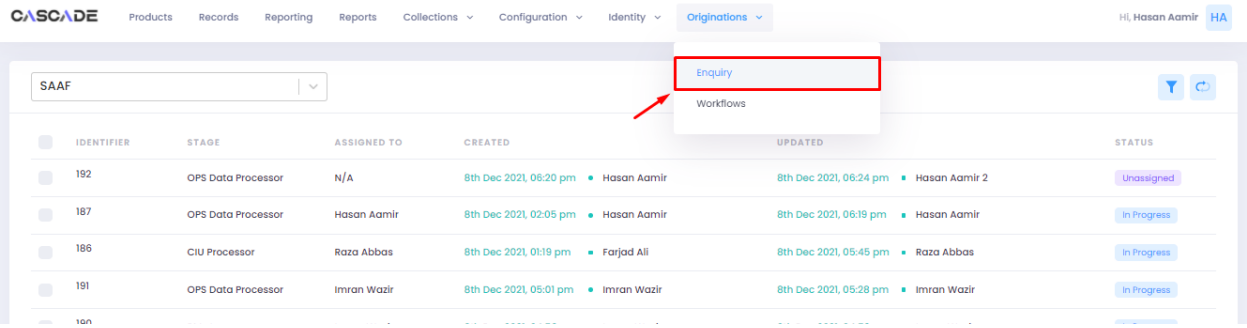


5. Leave comments then click on ‘approve’.



Maker

1. Go to the ‘enquiry’ tab to view all applications.



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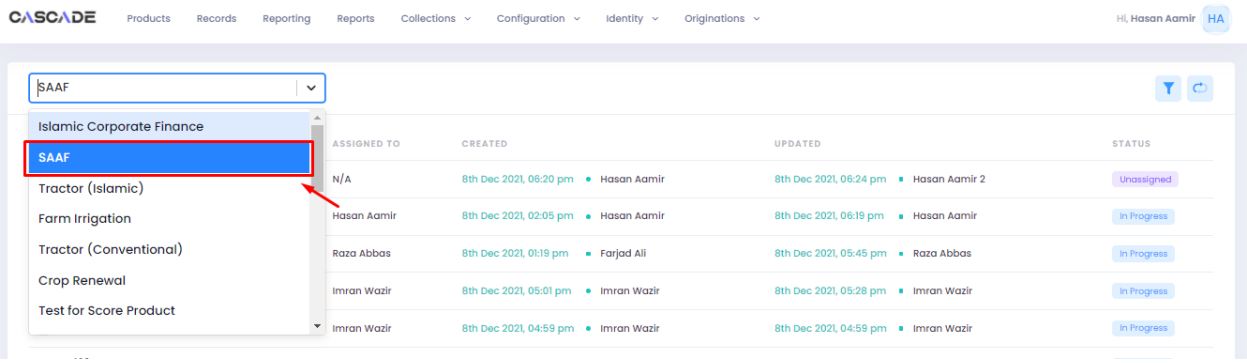

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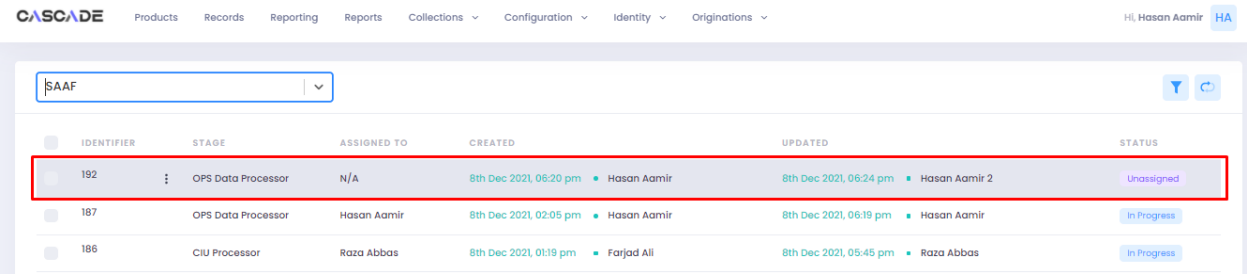
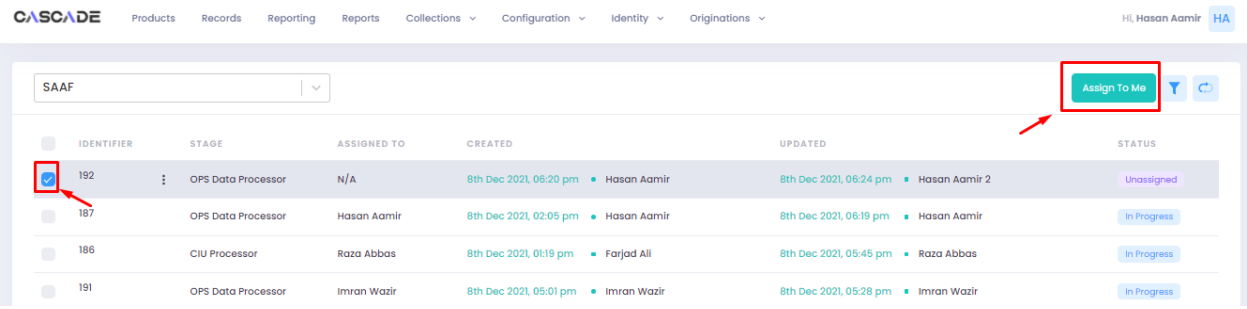
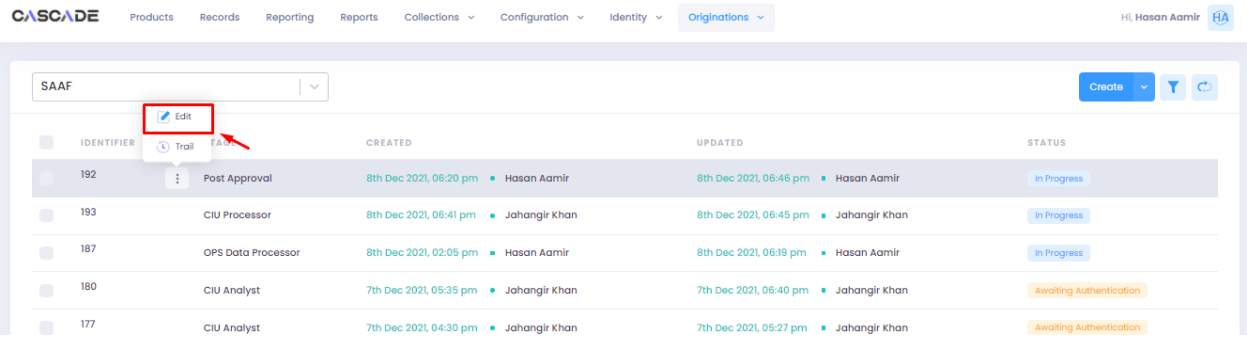


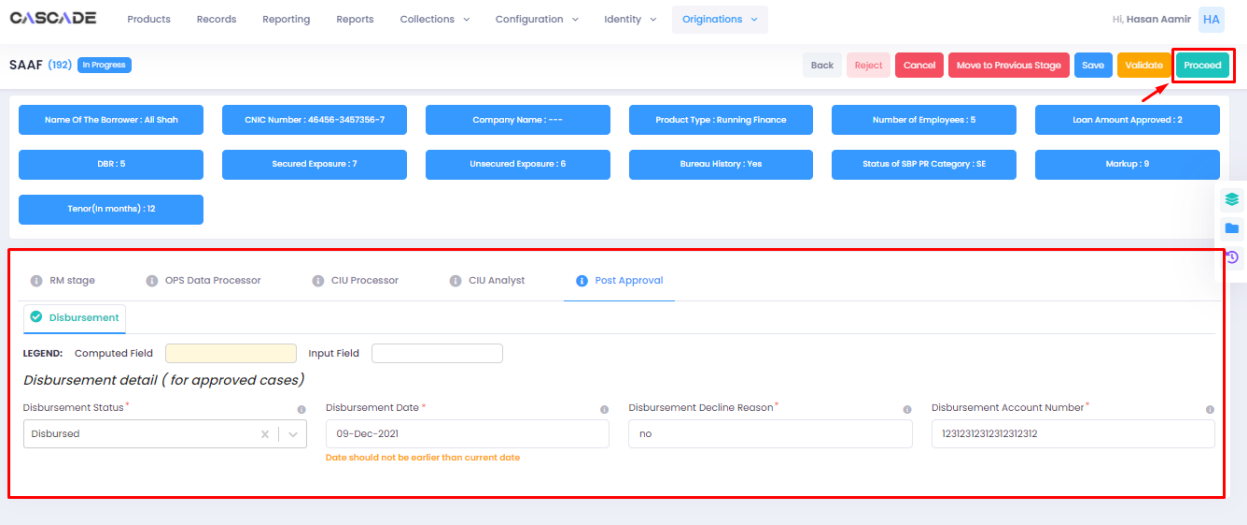
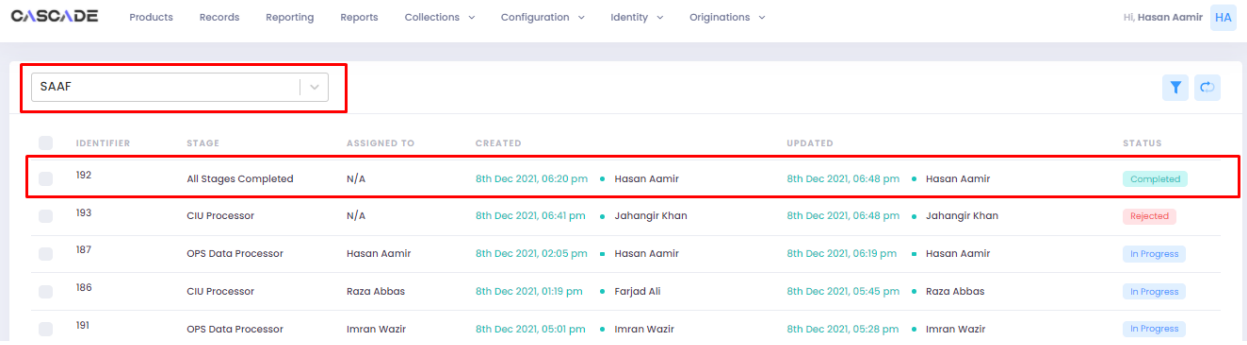
4. Tick the checkbox next to it then click on ‘assign to me’.



5. Go to the ‘workflows’ tab to view the newly assigned application. Click on ‘edit’ to resume the work on it.



6. Fill all the required fields then click on ‘proceed’.



7. The workflow will now be finished with the status ‘completed’.