# **Photo & Signature Capture (Add)**

1. Invoke SVS
2. Select maintain signature
3. Select ADD from Function Field
4. Input the account ID under A/c. ID field & click GO button
5. From Signature Upload Mode field select Upload from File or use webcam
6. Select Signature Expiry date to future date i.e 01/01/2099
7. Click the button next to ‘upload file’
8. Choose saved signature from specific storage
9. Select all from ‘image access code’
10. From Upload Mode field select Upload from File or use webcam
11. Select Photo Expiry date to future date i.e 01/01/2099
12. Click the button next to ‘upload file’
13. Choose saved signature from specific storage
14. Submit for verification

**N.b follow the same procedure when deleting , updating e.t.c**

**Signature and Photo Verification**

1. Invoke SVS
2. Select Maintain Signature
3. Select Verify from function Field
4. Click searcher to view all the pending accounts for verification
5. Select the account to verify Signature and photos and click Go Button
6. Click on the signature Explore Button to view signature
7. Click on verify button to verify the photo & Signature
8. Click Submit button to complete the verification process

# **Creating Rules (Add)**

1. Invoke SVS menu
2. Select Maintain Rules
3. Select ADD from function Field
4. Key in a unique Rule name for account and click GO button
5. Select Entity Name **“Transaction Amount”**
6. Relational Operator select **“>”**
7. On Value field key in 50,000
8. On Logical Operator field select **“ADD”** to add another entity
9. Select Account ID as additional entity name
10. Select relational operator **as ” =”**
11. Select Value **as “Account NO”**
12. Enter Remarks i.e. any 3 to sign

Rule Verification

1. Invoke SVS menu
2. Select **Verify** from function Field and click GO button
3. Select the created rule and Verify
4. Click Submit to complete the verification

**Mapping Rules (Add)**

1. Invoke **SVS** Menu
2. Select Map account rules
3. Select add button
4. Key in Account id for the joint account
5. Select Rule Name from the searcher
6. Click Submit Button
7. Photo & signature will be displayed
8. Select the mandatory signature & photos for the mandatory signatories for that specific rule.
9. Key in Remarks i.e Both to sign
10. Submit for verification

**Mapping Rule \verification(Maker)**

1. Invoke SVS
2. Select function Verify
3. Select account pending verification
4. Click Go to view the rule
5. Select approve
6. Submit to complete verification