Antidolus Training Guide

Business Module

June 2021 v1.2

Contents

Introduction

Antidolus is the trading name of Montague Sykes

Definition of dolus: trickery, deception, deceit, guile, fraud, therefore Antidolus, is 'anti-fraud'

The Antidolus system is a data sharing intelligence tool, built to assist businesses to prevent fraud

Data in the system is provided by users of the system and is supplemented by official and credible 3rd party data sources

Our modules

Business Module (BM) - to assist organisation reduce risks through vetting businesses they partner with or people they work with as applicants, consultants, or employees

Payment Module (PM) - to assist organisations identify and reduce risks from transactions

Telecoms Module (TM) - to assist the Telecoms industry preventing fraud

Business

Payments

Telecoms

Accessing the system

Users will be sent a registration email to access the system

Once registered users will be able to access the system via a unique username and password

For extra security users will use Two Factor Authentication via a text message sent to their mobile telephone
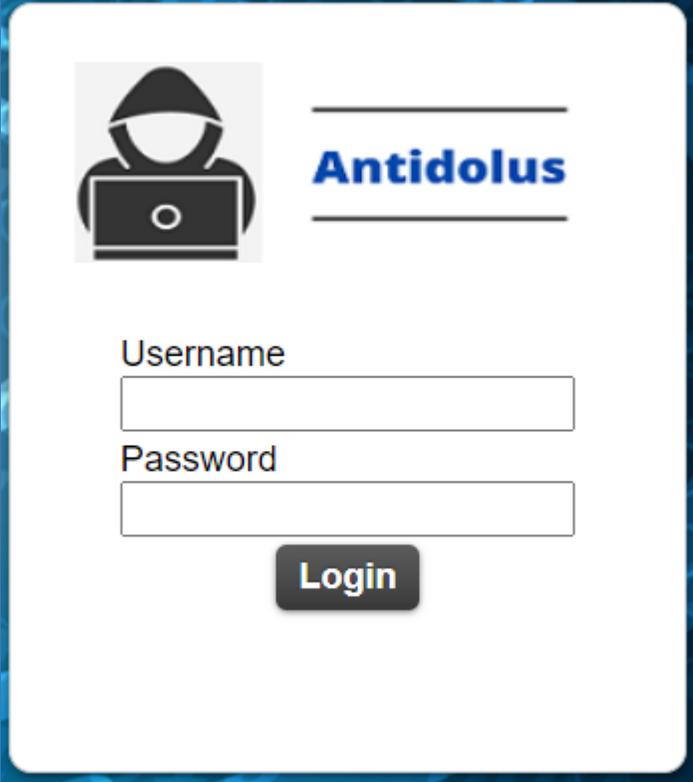
Antidolus

Username

Password

Login

Navigating the system

Navigating the Antidolus system is simple

In the blue bar running across the top of the webpage, you are able to access all parts of the system, including the homepage

On the left hand sidebar, you have some additional popular links

🏠 **Antidolus**   **My Module ▾**   **Knowledge Base**

How to interpret the results

The system has been built to assist users making a decision, we do not make a decision for you

We recommend that you do not advise that Antidolus has been used as a source of information

We recommend that you have a documented 'rejection process', which is approved by your legal department

If you have any questions about the results, please make use of the Assistance Required function
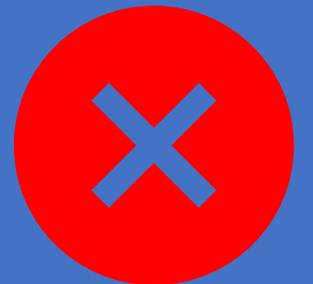
Assistance Required

When reviewing your search results users are able to ask Antidolus a question about the record found

Please feel free to ask any questions you have

The Assistance Required icon will be visible on the initial results page via the envelope icon

Knowledge Base

Within the Antidolus system we have Knowledge Base

Knowledge Base is a collection of information that answers frequently asked questions

Its purpose is to make it easy for users to find solutions to their problems without having to ask for help

Knowledge Base
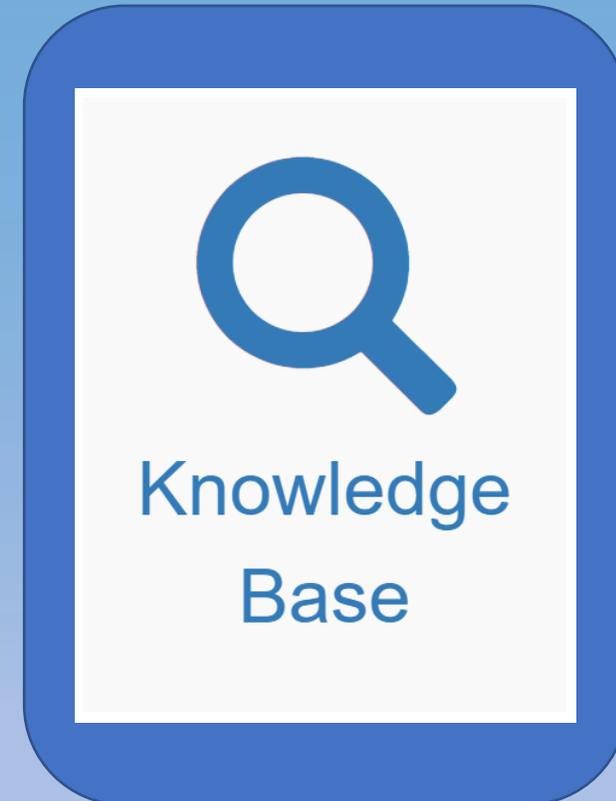
Grading of data

All records added to the system are graded using the 5x5x2 National Intelligence Model (NIM) matrix

Evaluation

Source Evaluation *	Please Complete
Intelligence Evaluation *	Please Complete
Outcome *	Please Complete

Grading of data

The grading of data determines the level of risk associated with the record

The grading of the record determines how long a record will remain within the system and when it is deleted

By a record being graded it gives users confidence in the information shown

Searching the system

Our search has been designed to provide results as quick as possible. Please take note of the various filters available to make sure you are searching the correct data set

When searching provide full details, if you provide incomplete information you are likely to bring back more results, the majority of which are not likely to be relevant to your search

When searching a name don't search 'James' or 'Smith', search 'James Smith'

Searching the system

Business Search

Search Term	[ ]

Search Area
- ● Individual, Company Name and Known Alias
- ○ E-mail Address
- ○ Website
- ○ Post/Zip Code
- ○ Telephone/Mobile Number

Search Type
- ○ General Search
- ● Exact Name or Company Name Match

An exact name match will search third party data sources.

[Search] [Clear]

1 Search Box

5 Search Areas

2 Search Type filters

Search Knowledge Base for further assistance
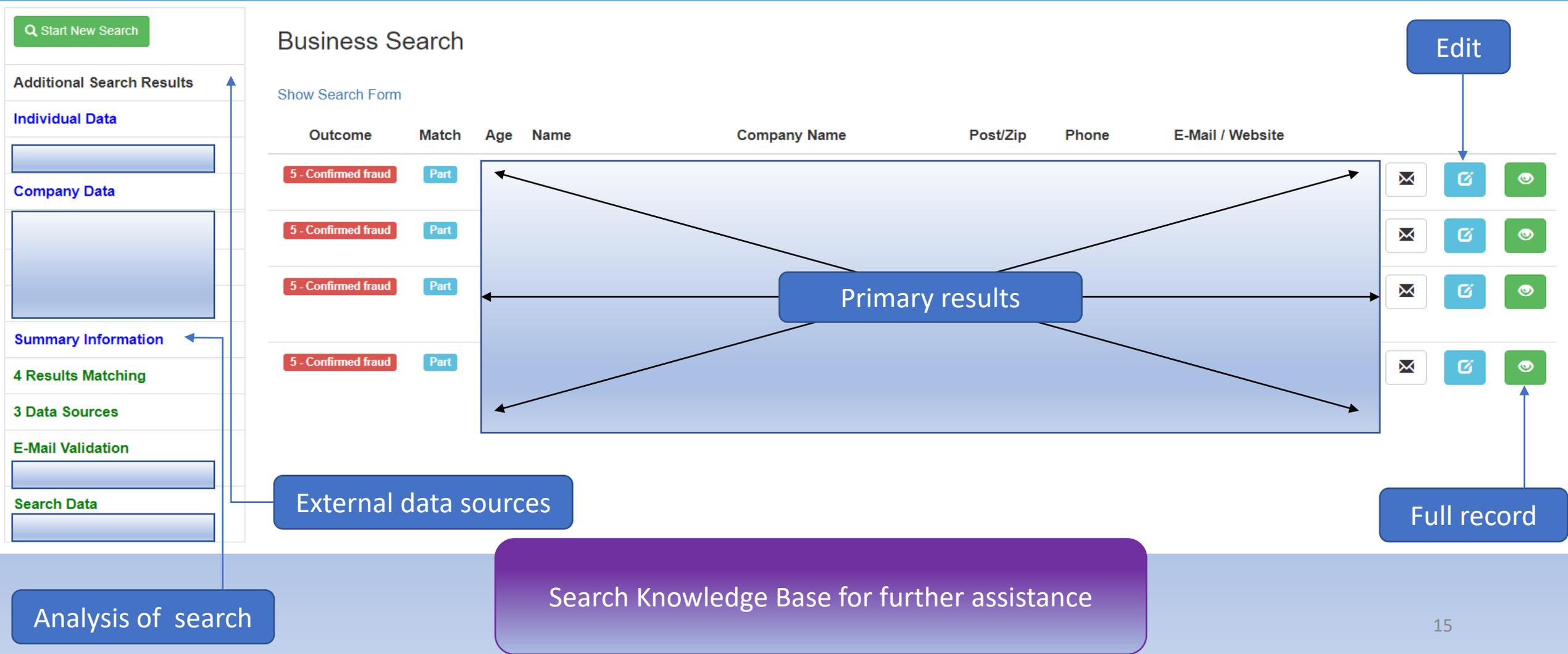
Results Explained

On the initial results page you will be shown the primary information of the record

To review the full record select the green eye icon

Within the full record you will see all information against the record

Results Explained

Business Search

Show Search Form

Outcome	Match	Age	Name	Company Name	Post/Zip	Phone	E-Mail / Website
5 - Confirmed fraud	Part						
5 - Confirmed fraud	Part						
5 - Confirmed fraud	Part						
5 - Confirmed fraud	Part						

Start New Search

Additional Search Results

Individual Data

Company Data

Summary Information

4 Results Matching

3 Data Sources

E-Mail Validation

Search Data

Edit

Primary results

Full record

External data sources

Analysis of search

Search Knowledge Base for further assistance

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Adding data to the system

Users are able to add data to the system via the 'add record' function

When adding data users should collect and add as much data as possible relevant to the record being added

To ensure users have a minimum uniform standard for data being entered key fields are compulsory and the data entered is verified by the system

Adding data to the system

Compulsory field

Add Business / Employee Record

Record Type *	Please Complete
First Name *	
Middle Name	
Last Name *	
Date of Birth	
Alias	

Search Knowledge Base for further assistance

Adding data to the system

1 out of 3 fields must be completed

Contact Information

Telephone Number	
E-mail Address	
Address Type	Please Complete ▾
Address 1	
Address 2	
Address 3	
County	
Country	▾
Post/Zip Code	

Adding data to the system

Company Information

Company Name	
Trading Name	
Company Reg. No.	
Web Address	

Adding data to the system

Additional Information

Travel Arrangements	Please Complete ⌄

Company Type Please Complete ⌄

Date of Application / Membership / First Report 29 ⌄ May ⌄ 2021 ⌄ 📅

Date of Outcome 29 ⌄ May ⌄ 2021 ⌄ 📅

Adding data to the system

Compulsory field

Fraud Detail and Evaluation

Fraud Type *	Please Complete
Fraud Size *	Please Complete
Fraud Action *	Please Complete
Trading Area *	Please Complete
Source Evaluation *	Please Complete
Intelligence Evaluation *	Please Complete
Outcome *	Please Complete

Save Business Employee Record

Search Knowledge Base for further assistance

Editing a record

Upon a record being added the user owner of the record can edit it at any time until it is auto-deleted by the system

To edit a record: Carry out a search and then select the record to be edited via the light blue edit icon

When editing a record you can add new information, edit previous information or delete a piece of information

IMPORTANT: Users can only edit their own record(s)
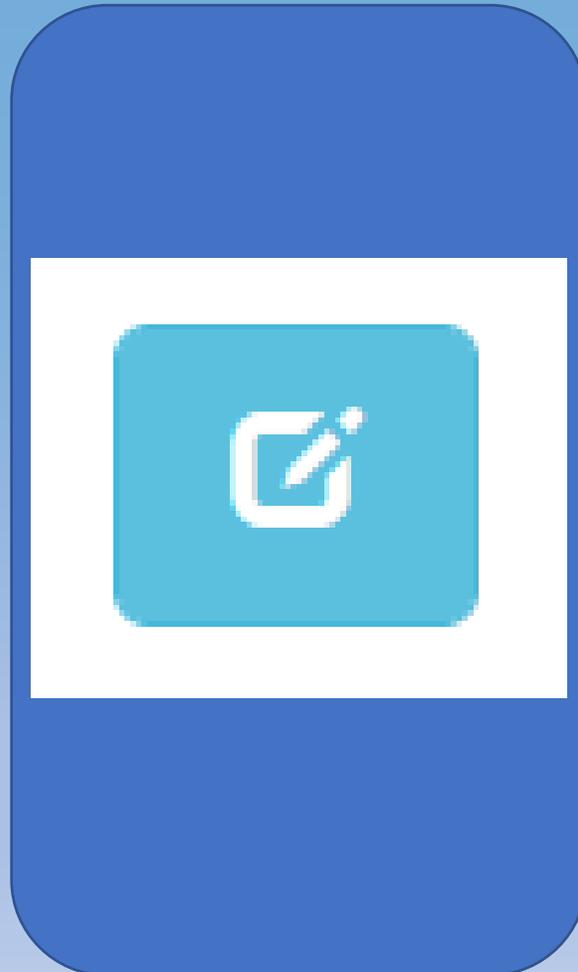
External Sources

Within the system we use external data sources to supplement the data available

Where appropriate external data sources will be shown within the search results, but are also available to search in the external sources link in popular links (left-hand side navigation bar)

Company Name Search | Search Individual | Specific Company Number | Disqualified Directors | Insolvency and Bankruptcy Data

Tops Tips when searching

- When searching a name or company make sure you search the whole name, so search 'James Smith and not 'James' and then 'Smith' or 'Montague Sykes' and not 'Montague' and then 'Sykes'

- Make sure you are searching the correct 'Search Area'

- Make use of all the search areas

Tops Tips when adding a record

- Provide as much information as you can, but if a field is not relevant to your record leave it blank

- Make use of 'Manage Busimess Record' to add multiple field entries

- Your records can be edited as many times as you want, so please keep them updated

- All records added will be auto-deleted by system

Remember

- We are here to help, if you have a question please ask

- All records added are anonymised

- All user activity is monitored, this includes logins, data added and searches

- If you have any suggestions about amendments to the system please get in contact

Antidolus is the trading name of Montague Sykes

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To find out about our other modules of for help contact

helpdesk@antidolus.com