



Antidolus Training Guide

Payment Module
September 2021 v1.2

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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



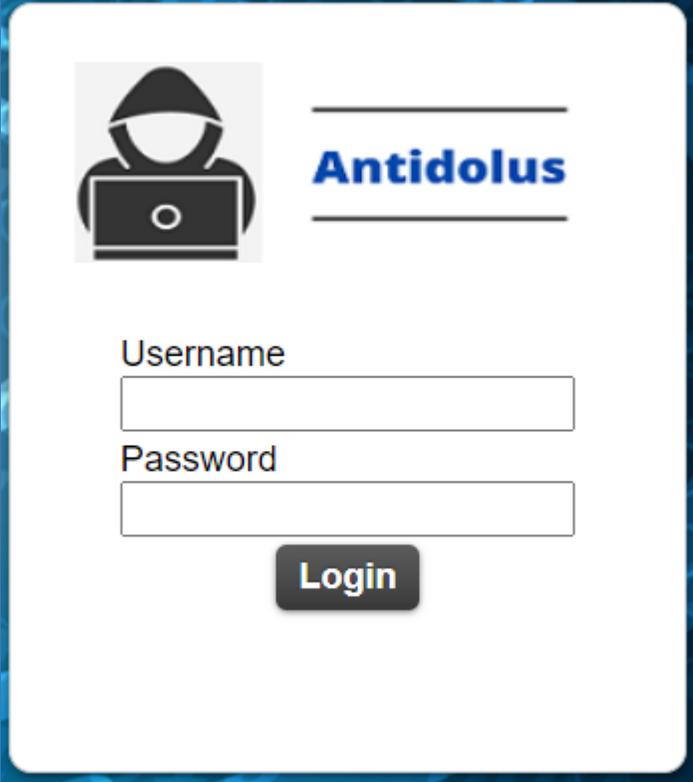
Telecoms

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



The image shows a login interface for the Antidolus system. At the top left is an icon of a person wearing a hood and holding a laptop. To the right of the icon is the word "Antidolus" in a bold, blue font, flanked by two horizontal lines. Below the logo are two input fields: the first is labeled "Username" and the second is labeled "Password". Below the password field is a dark grey button with the word "Login" in white text.

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

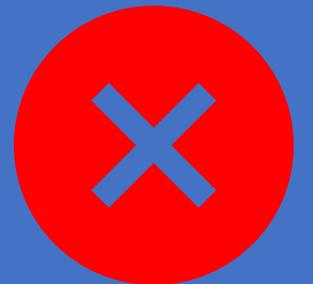
How to interpret the results

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

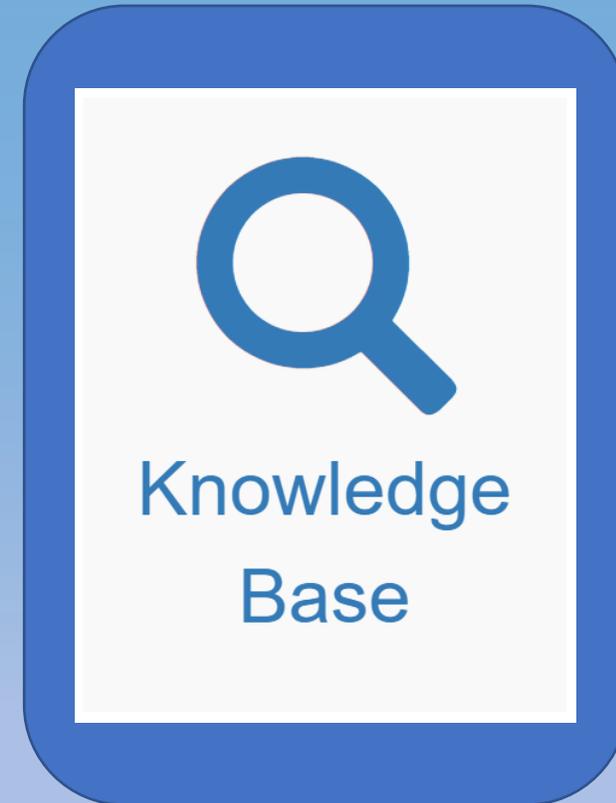


Knowledge Base

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



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

The screenshot shows a search interface with the following sections:

- Search By:** Radio buttons for Name (selected), Email Address, Post/zip Code, Payment Card, Telephone Number, and IP Address.
- Search Criteria:** A text input field with a red asterisk and a placeholder text: "Please select the type of search you would like to perform".
- Search Match Type:** Radio buttons for Part Search (selected) and Exact Match.
- Outcome:** Checkboxes for Confirmed fraud (checked), Inconclusive, No decision as yet, Suspicious activity (checked), and No concerns.
- Group Results By:** Checkboxes for Full Name (checked), Email Address, and Post/zip Code.
- Buttons:** "Search Payment Records" (green) and "Clear" (white).

Callout arrows from the right side point to: "6 Search Areas" (pointing to the Search By section), "1 Search Box" (pointing to the Search Criteria input), "2 Match Type Filters" (pointing to the Search Match Type section), "5 Outcome Filters" (pointing to the Outcome section), and "3 Group By Filters" (pointing to the Group Results By section).

6 Search Areas

1 Search Box

2 Match Type Filters

5 Outcome Filters

3 Group By Filters

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

Left sidebar

Search Filters

Search Filters

Full record

Edit

Start New Search

Payment Record Database Search Results for [REDACTED]

Please use the side filters and sort options to narrow down your search results. If there are too many results then try another search with more detailed criteria

Show Search Form

Original Results Name Matches **242** Post/zip Codes **265** Email Addresses **254** Telephone Numbers **260** IP Addresses **99** Payment Cards **277**

<input type="checkbox"/>	Outcome	Full Name	Post/zip Code	Payment Card	Email	Telephone	IP	<input type="checkbox"/>
<input type="checkbox"/>	Confirmed fraud							<input type="checkbox"/>
<input type="checkbox"/>	Confirmed fraud							<input type="checkbox"/>
<input type="checkbox"/>	Confirmed fraud							<input type="checkbox"/>
<input type="checkbox"/>	Confirmed fraud							<input type="checkbox"/>
<input type="checkbox"/>	Confirmed fraud							<input type="checkbox"/>
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<input type="checkbox"/>	Confirmed fraud							<input type="checkbox"/>
<input type="checkbox"/>	Confirmed fraud							<input type="checkbox"/>
<input type="checkbox"/>	Confirmed fraud							<input type="checkbox"/>

Results Analysis

348 records found in 0.00118 s

Outcomes

Confirmed fraud **348**

How Booked

Call centre **60**

Online **130**

Order Type

Flight only **208**

Hotel **117**

Musical **2**

Accommodation **19**

Theatre **2**

Summary Information

Search Data

[REDACTED]

Primary Results

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

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Name Type *	Please Complete <input type="button" value="v"/>
Date of Birth	<input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/> <input type="button" value="Calendar"/>
Telephone number *	<input type="text"/>
Telephone number #2	<input type="text"/>
IP Address	<input type="text"/>
E-mail Address *	<input type="text"/>

2 out of 4 are compulsory fields from name, email, telephone and address

Adding data to the system

Street *	<input type="text"/>
Town	<input type="text"/>
City *	<input type="text"/>
County *	<input type="text"/>
Country *	<input type="text" value=""/>
Post/Zip Code *	<input type="text"/>
Address Type *	<input type="text" value="Please Complete"/>

2 out of 4 are compulsory fields from name, email, telephone and address

Adding data to the system

Compulsory field

The screenshot shows a data entry form with the following fields:

- Commence Date ***: A date picker with three dropdown boxes and a calendar icon. An arrow points to the calendar icon.
- Booking Date ***: A date picker with three dropdown boxes and a calendar icon. An arrow points to the calendar icon.
- Order Type ***: A dropdown menu with the text "Please Complete". An arrow points to the dropdown arrow.
- How Booked ***: A dropdown menu with the text "Please Complete". An arrow points to the dropdown arrow.
- Payment Card First 6 Digits**: A text input field.
- Payment Card Last 4 Digits**: A text input field.
- Extra Security**: A dropdown menu with the text "None".
- Full Transaction Value**: A text input field.
- Currency**: A dropdown menu.

Four blue arrows originate from the "Compulsory field" label and point to the asterisks on the Commence Date, Booking Date, Order Type, and How Booked fields.

Adding data to the system

Compulsory field

Evaluation

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

Here we grade the record

Managing a record

Full Record View

Assistance Required

Record Name	Outcome	Passengers	Flights	Hotels	Cruises	Transport	Tours	Villas	Comments	Uploads	
<input type="checkbox"/> [Redacted]	Confirmed fraud	1	1								

Delete Payment Record

When a record is completed users are able to add additional information under the previous headings provided and can edit the original record. Users are also able to provide further details on the fraud that has occurred.

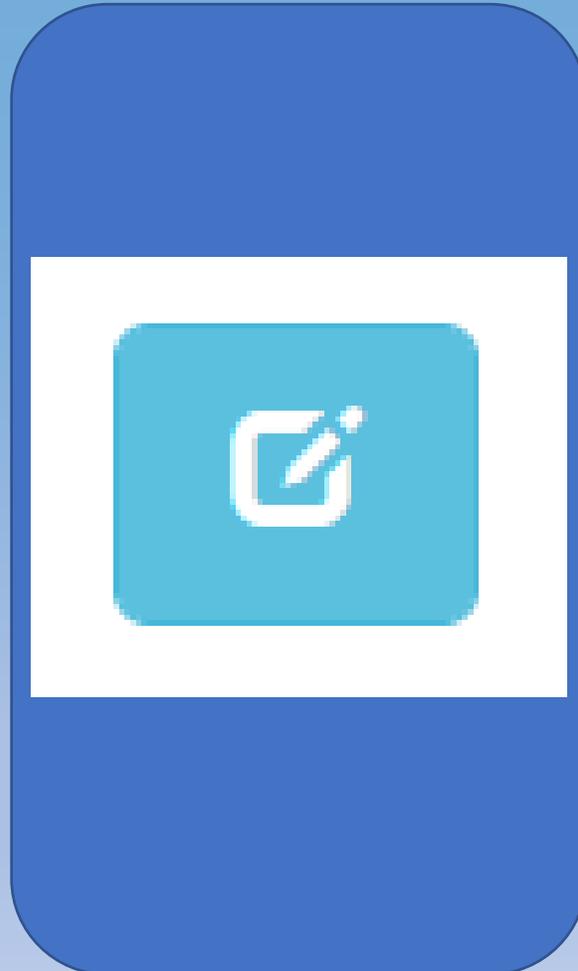
Editing a record

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 make sure you search the whole name, so search 'James Smith' and not 'James' and then 'Smith.'
- Make sure you are searching the correct 'Search By' filter
- Make use of all the search filters available within the search
- Make use of all the search filters available when reviewing the results

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 the 'Manage Record' function to ensure all data connected to a record is added
- 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



Antidolus is the trading name of Montague Sykes
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To find out about our other modules or for help contact
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