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## **CHANGES OF THE TABS**

NEW the names of the different tabs have been changed as follows:

- CUSTOMERS is now called RELATIONS
- CONTRACTS is now called KYC FILES
- SCANS is now called MONITORING
- TOOLBOX is now called ONBOARDING

# KYC SPIDER

Onboarding Relations KYC Files	Monitoring
	Person Organisation KYC File Reference KYC File Reference
	Last Name First Name
	Dete of birth Year: Month: Day:
	Citzendip
	Country of Residence
	Mobile Number
	Email
	Perferred Language English
	Search Create

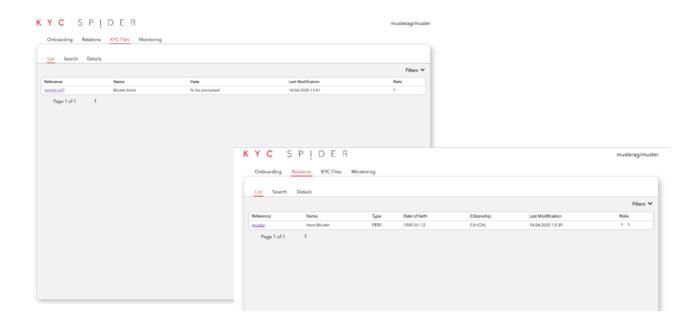
#### **ORGANISATION OF THE TABS**

NEW the tab ONBOARDING (see picture above) was reorganized. There are three sub-tabs available:

- PERSON: natural entities can be created.
- ORGANISATION: legal entities can be created.
- KYC FILE: KYC Files can be created.

**NEW** the tabs RELATIONS and KYC FILES have the following functions and sub-tabs:

• LIST: all relations (previously: customers) or the KYC Files (previously: contracts) are listed in this tab as known. The filter and sorting options are still available and can be expanded.



• SEARCH: In this sub-tab you can search for the entities or the KYC Files (previously: contracts).

K	YCSP[[ Onboarding Relations	DER KYC Files Monito	ina						musterag/muste
	List Search Details								
	Relation Type			Reference	Name	Date of birth	Citizenship	Country of Residence	
	Person			muster	Hans Muster	1985.1.12	CH	СН	
	Reference								
	Last Name First N muster	lame	~						
	Date of birth Year: Month:	Day:							
	Citizenship								
	Country of Residence								
	Mobile Number								
	Enal								
	Preferred Language English								
	Searc	h							

• DETAILS: This sub-tab is used to show the details of the relations (previously: customers) or the KYC Files (previously: contracts). In addition, the respective functions/tools can be carried out or the respective KYC File can be finally assessed:

In the sub-tab DETAILS of RELATIONS the respective functions/tools, e.g. Check Risk, can be executed (previously in the tab: Toolbox). The usage of all these tools has not changed.

ist Search Detail							
	CYC File Reference empty-reference		KYC File > KYC Check Report				801
	irst Name fans	~					
ate of birth ar: 1985 Month: 1	Day: 12	~					
tizenship H							
ountry of Residence							
obile Number			⊘ Check Rek	<b>⊘</b> Verlý Rak	L Upload Service	Di Video Identification	() Support Desk
nal			8	<b>m</b>	ė	ė	All Check
eferred Language nglish			EDD Assutant	Registry Check	Onboarding Chatbot	Verification Chatbot	MitZ Check

In the sub-tab DETAILS of KYC FILES are the same functions available as in the previous tab CONTRACT. Among other things, the respective customer relationships can be linked, the compliance forms can be created, or the final risk assessment can be set.

	SPIDER	onitoring		musterag/mu
Onboarding List Search		onitoring		
Reference			YC File V KYC File > State change	± C 8
Name		•	Saue change     Muster Hans     KYC Check Report	
<sub>Skete</sub> To be processed		Change		
Name	Update			
Muster Hans	Contracting Partner Conversation Partner	Ľ		
Ad	d Person Add Organisation		Assess Contract Generate Form	

NEW the tab SCANS was renamed to MONITORING. In this tab the customer base checks via upload of a CSV file, via API or also the checks of all customers stored in the Toolbox are available as known.

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### **VIEW COINSTATUS**

NEW the status of the coins is no longer showed in the upper right corner, but can be viewed under COIN MANAGEMENT. The COIN MANAGEMENT can be opened as before by clicking on the user name (upper right corner).

KYC SPIDER

	Bronz Balan Begin End			
Date 15.04.2020	Type PURCHASE	Upgrade Comment Bug Bronze	User -	Amount 1000.0
		Back Download		

### **INPUT DATE OF BIRTH**

NEW the entry field for the date of birth is divided into year, month and day. It is still possible to enter only the year.

# AVAILABLE CORRESPONDENCE LANGUAGES

NEW besides German and English, Italian and French are now also available as correspondence languages.

✓ German	
French	
Italian	

Furthermore, we would like to inform you about changes which have already been launched in the last few days without major interruptions:

### **REPORTS / FORMS**

NEW the respective contract and customer references are listed and consistently presented in all reports/ forms. In addition, minor adjustments were made to the layout.

KYC Check Report, creat Contract Reference: c-6 Customer Reference: per	31248	KYC SPIDER
КҮС	SPIDER	

### **GENERATE FORMS**

NEW the creation of the Forms has been optimized. In order to generate forms, it is no longer required to upload both documents: the extract of the commercial register and the articles of association. It is one of these two documents needed only.