User Manual Kraflab.id

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Document Changelog

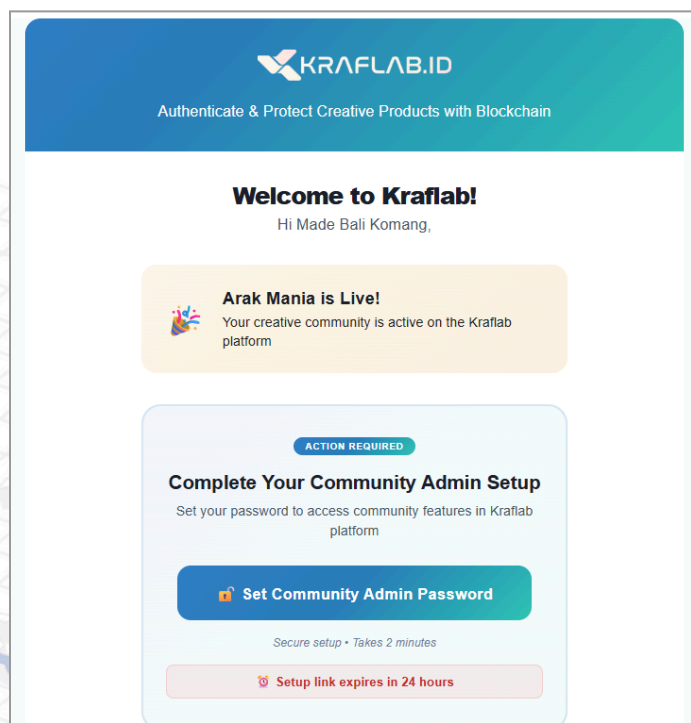| Version	Date	Author	Description
1.0.0	9 Sep 2025	Delfitri	Initial Version
1.1.0	6 Okt 2025	Delfitri	Update new feature Local Brand Tag and Payment
1.2.0	29 Okt 2025	Delfitri	- Delete feature Local Brand Tag, Payment - Update new feature Product Verification

Daftar Isi

Community Dashboard

Community Dashboard serves as a **central hub for community members to manage and oversee the verification process of creators' products.** Through this dashboard, **community admins can review, verify, approve,** or **reject product submissions based on established standards of authenticity and data completeness.** The dashboard provides management tools for products in various stages: Pending (under verification), Verified (approved), and Rejected, ensuring that product quality and credibility are well maintained.

Registration Account — Community Web Dashboard

Currently, the creation of community accounts is fully managed by the **Organization Admin,** who is responsible for **registering communities by completing all required data, including the community's email address.**

However, for the community account activation process, **ensure that the registered email is active and used by the Community Admin.**

After the Organization Admin completes the registration, the **Community Admin will receive an email from Kraflab** containing a link to **set their password,** as shown in the example image below:
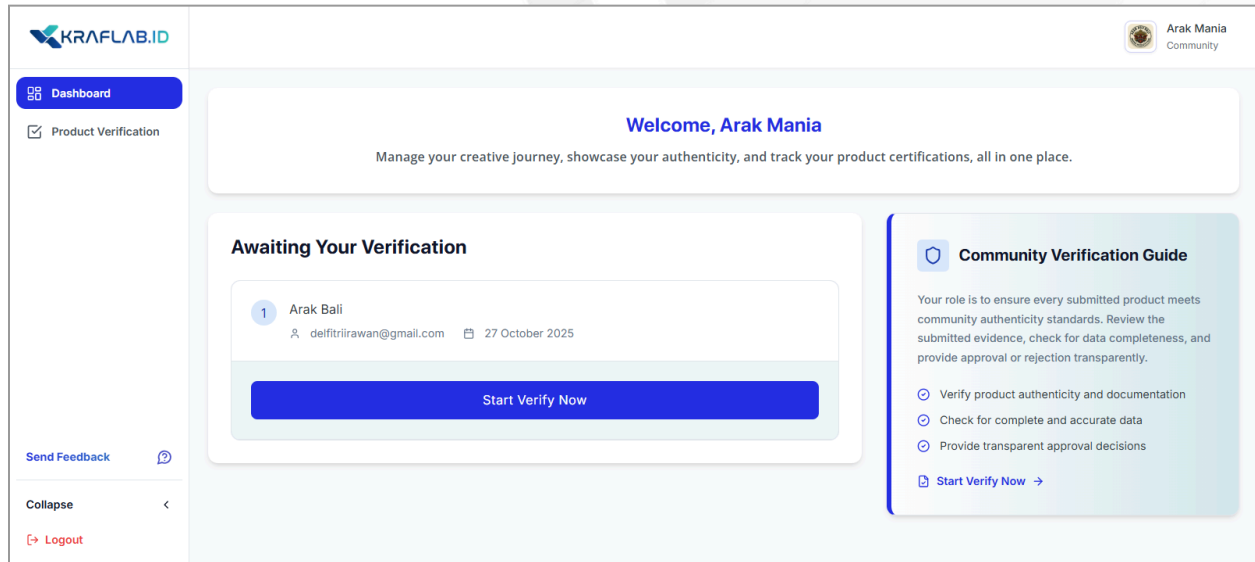
After the **Community Admin** successfully sets their password via the activation link sent, **the community account can be used to log in on the Community Login page**. This allows the Community Admin to fully access and manage the various features available within the Community Dashboard.

> ❗ **Important Note**
> - **The password setup link is valid for 24 hours and must be used promptly.**
> - **The activation email is sent to the community email address registered by the Organization Admin.**
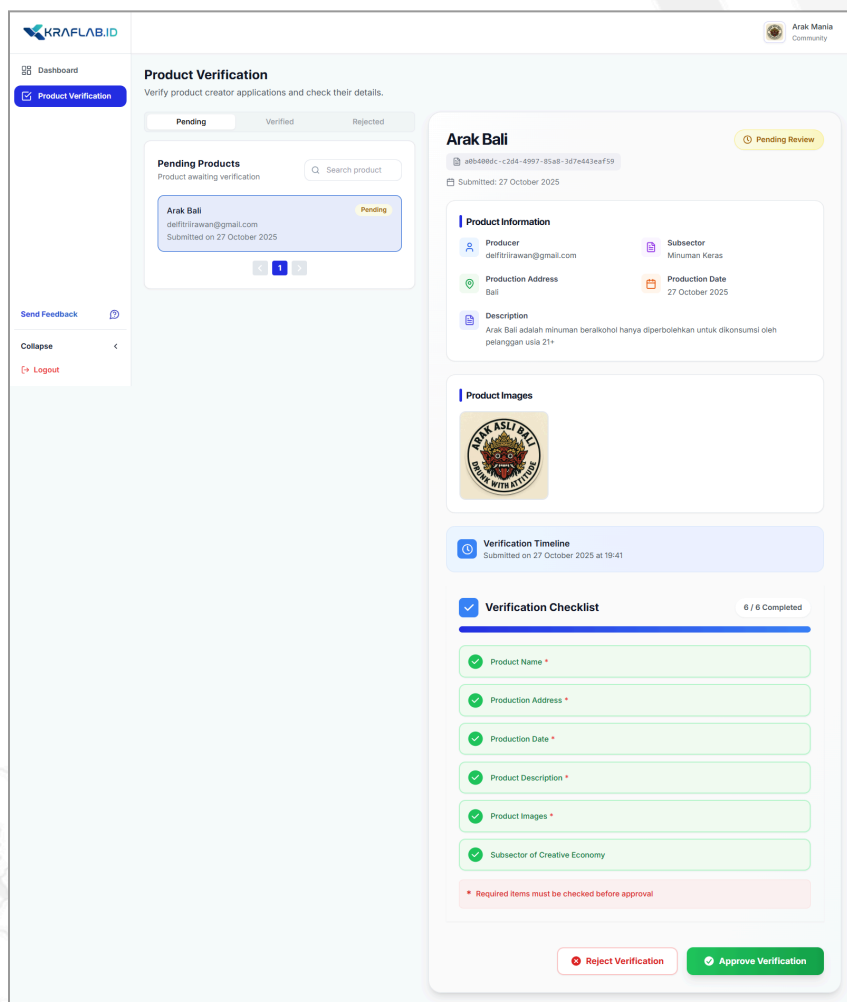
Dashboard

Dashboard is the main page that appears after you log into the system. **The Community** role is specifically designed to facilitate the verification and supervision process of products within the community. This dashboard helps ensure the quality and authenticity of products submitted by community members.

This page displays a list of products or submissions awaiting your verification as a community member. Each item shows brief information such as the product name, sender's email, and submission date. A **"Start Verify Now"** button is available to immediately begin the product authenticity verification process.

Product Verification

The Product Verification page is a key feature for community members responsible for **verifying products submitted by creators**. This page enables systematic and structured management and oversight of the product validation process. There are three main tabs on the Product Verification page, as follows:
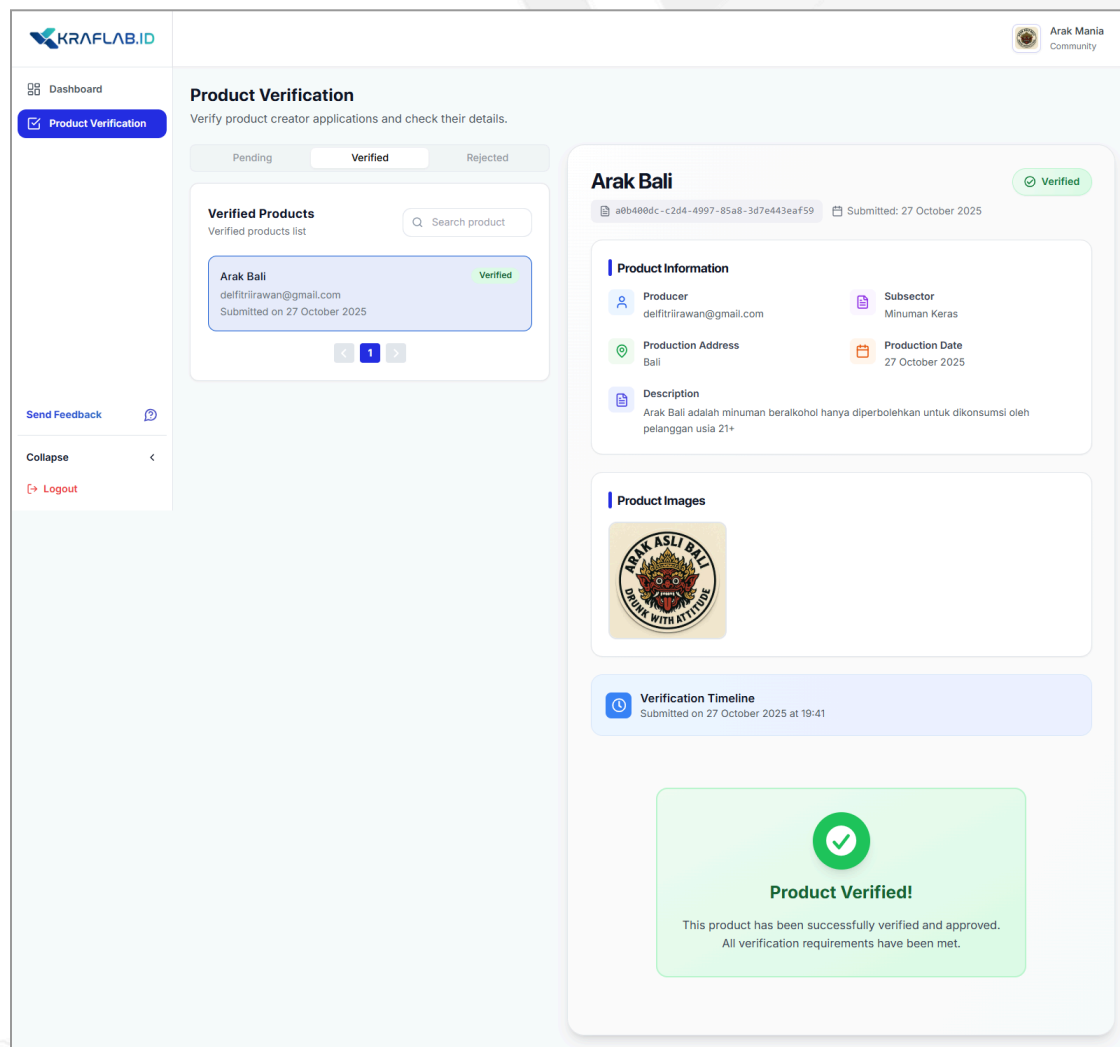
Pending

Tab Pending Products displays a list of products **awaiting verification.** As a community admin, you can access each newly submitted product to conduct a thorough verification process. Each product comes with a **verification checklist** that must be carefully reviewed to ensure data completeness and accuracy.

After reviewing, click **Approve Verification** if all data is complete and meets the established standards. Conversely, click **Reject Verification** if there are deficiencies or discrepancies that require further correction.
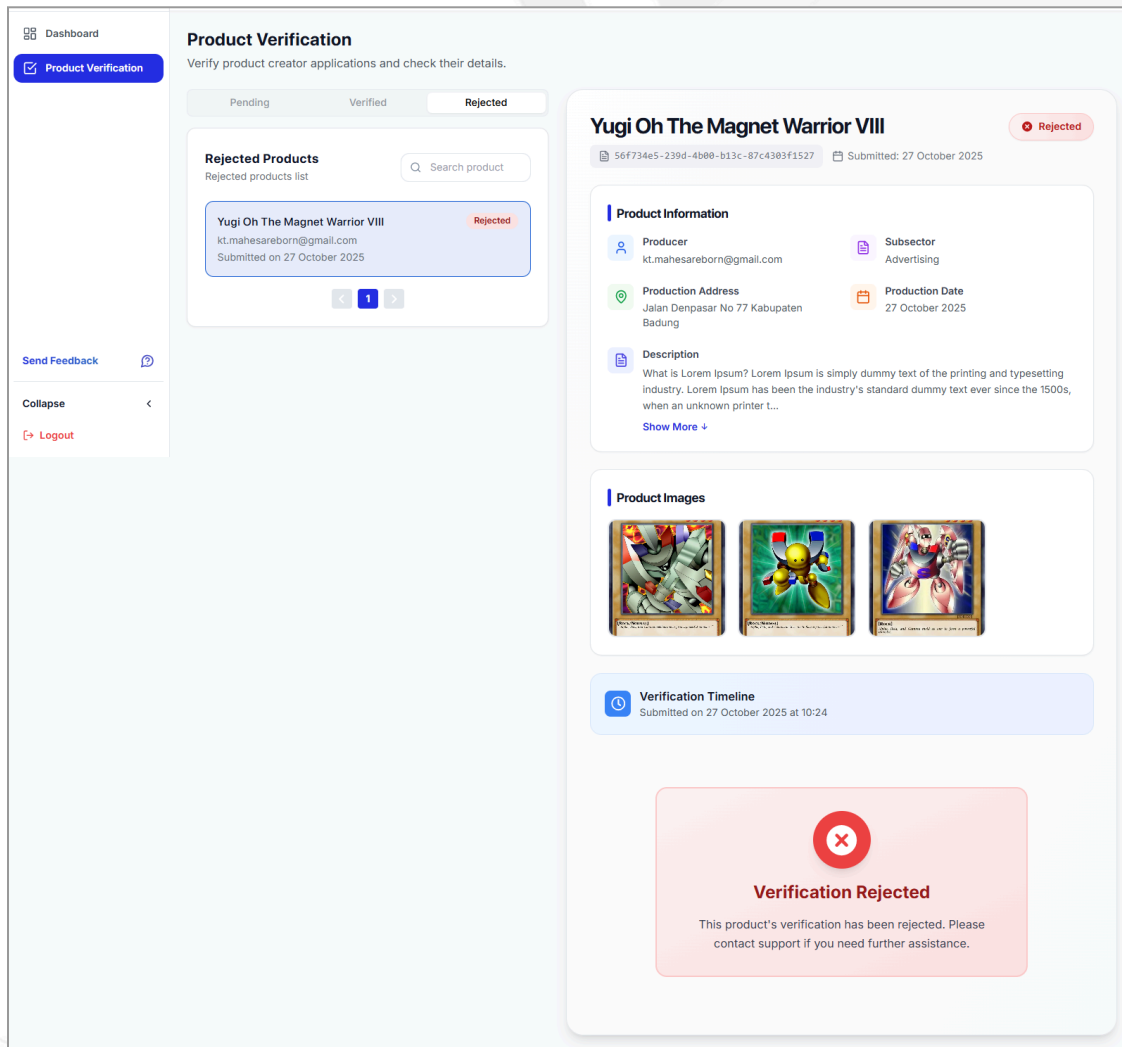
Verified

Tab Verified Products displays a list of products that have successfully passed the verification process and are confirmed by the community admin to meet all standards of authenticity and data completeness.

Displayed Information:
- **Product Information:** Presents key data related to the product, including:
  - **Producer:** Name of the product creator or maker
  - **Production Address:** The production site or location where the product was made
  - **Subsector:** Product category, such as alcoholic beverages
  - **Production Date:** The date the product was made, for example, October 27, 2025
- **Product Images:** Displays verified photos or logos of the product, providing an official visualization and facilitating product identification on the platform.
- **Verification Timeline:** Chronological information related to the verification process. This data helps track the verification history and ensures transparency in the product validation process.

Rejected

Tab Rejected Products displays a list of products whose submissions were not approved during the verification process by the community admin. Products in this category have not met the standards of authenticity, data completeness, or other requirements set by the community.

Creators can review the details and documents of the rejected products, address the identified deficiencies, and **resubmit them for re-verification.**