User Manual Kraflab.id

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Document Changelog

Version	Date	Author	Description
1.0.0	28 Agu 2025	Delfitri	Initial Version
1.1.0	30 Sep 2025	Delfitri	Update new feature User Management
1.2.0	29 Okt 2025	Delfitri	Update feature Brand Tag

Table of Contents

Organization Admin

This document explains how to use the Kraflab.id portal for the role of Organization Admin. The Org-Admin is an organization-level administrator such as a Regional Government or an official Association that manages data and activities within their region or organization.

The scope of work for the Org-Admin includes **managing the registration and verification of communities** under the organization as well as professionally managing the organization itself. Key activities include registering and approving new community applications, verifying the completeness and validity of community data. Additionally, the Org-Admin manages user accounts with features to invite, update data, and deactivate user accounts, as well as **managing Brand Tags from registration, price setting, to tracking usage history**.
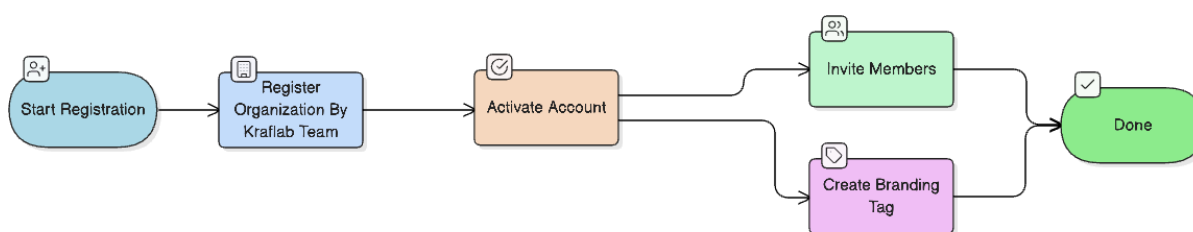
The Org-Admin can monitor the organization's status through the Report Dashboard, which presents a summary of important data, including:

- **Number of Registered Communities:** the total number of active and verified communities under the organization.
- **Number of Registered Claim Tag Requests:** the total number of Brand Tag claim requests submitted by creators or users related to your organization's Brand Tags.
- **Number of Registered Claimed Tags:** the total number of Brand Tags that have been successfully claimed and used by creators or business actors.

> ❗**Important Terms**
> - **Community**: Local groups or communities registered within the organization.
> - **Claimed Tags:** Brand Tags that have been officially registered/claimed by authorized parties or business actors.

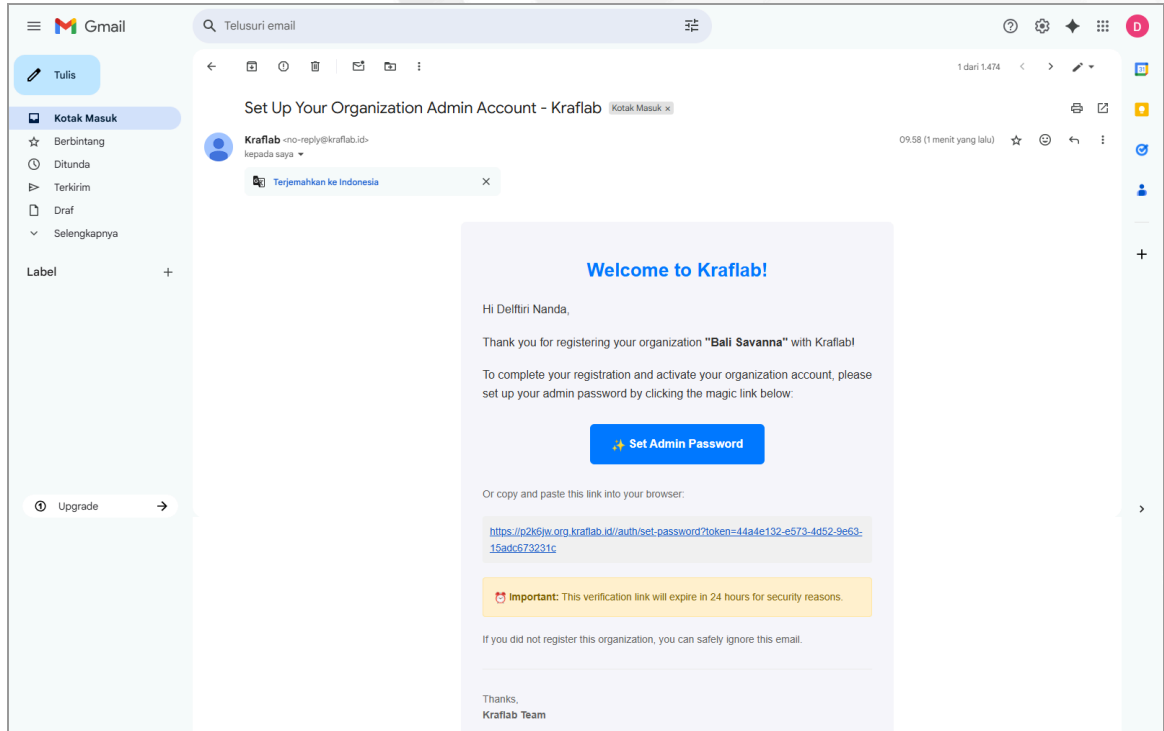# Organization Onboarding Process Flow

Onboarding Process Flow Explanation — *Step by step*

1. **Start Registration** — what the user does
   ● The organization administrator contacts the **Kraflab Business Team** to initiate registration.
   ● Common **required data:**
      ○ Organization name
      ○ Full address
      ○ Tax ID (NPWP)
      ○ Official phone number & email
      ○ Name of PIC (Person In Charge), position, and PIC's ID card or passport
   ● **Supporting documents:** deed of establishment *(akta pendirian)*, Management decree (*SK pengurus*), proof of domicile.

2. **Register Organization by Kraflab Team** — verification & system input

   1. **The Kraflab team** reviews the submitted documents**.**
   2. If there are any deficiencies, the Kraflab team will contact the organization's administrator to request corrections or additional documents.
   3. If the data is complete, the Kraflab team registers the **Organization Admin Account** in the system.
   4. The system will send an Activation Email.
      ● Once the admin account is created, the system automatically sends an email to the organization administrator's email address.

- The email contains the following, as shown in the image above:
  - **A link to set the admin password** (*Set Admin Password*)
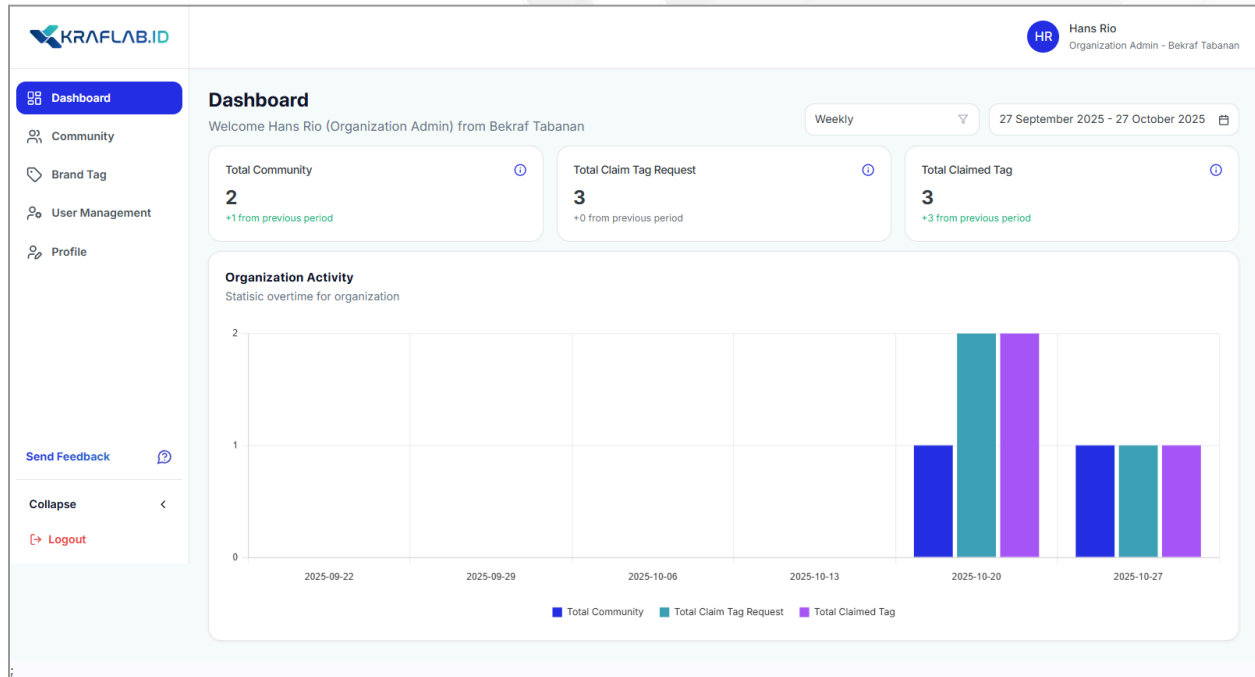   - Important information that the link is only valid for **24 hours** for security reasons.

5. **Organization Administrator Creates Admin Password**
   - The organization administrator must promptly open the email and click the **"Set Admin Password"** button.
   - If the link cannot be clicked, an alternative is to copy and paste the URL into the browser.
   - Once the password is successfully created, **the Organization Admin account becomes officially active.**

6. **Organization Account Ready to Use**
   - With an active admin account, the organization can log in to the Kraflab dashboard.
   - Next steps that can be taken include:
     - Inviting members **(Invite Members)**
     - **Registering Brand Tags with a license key**
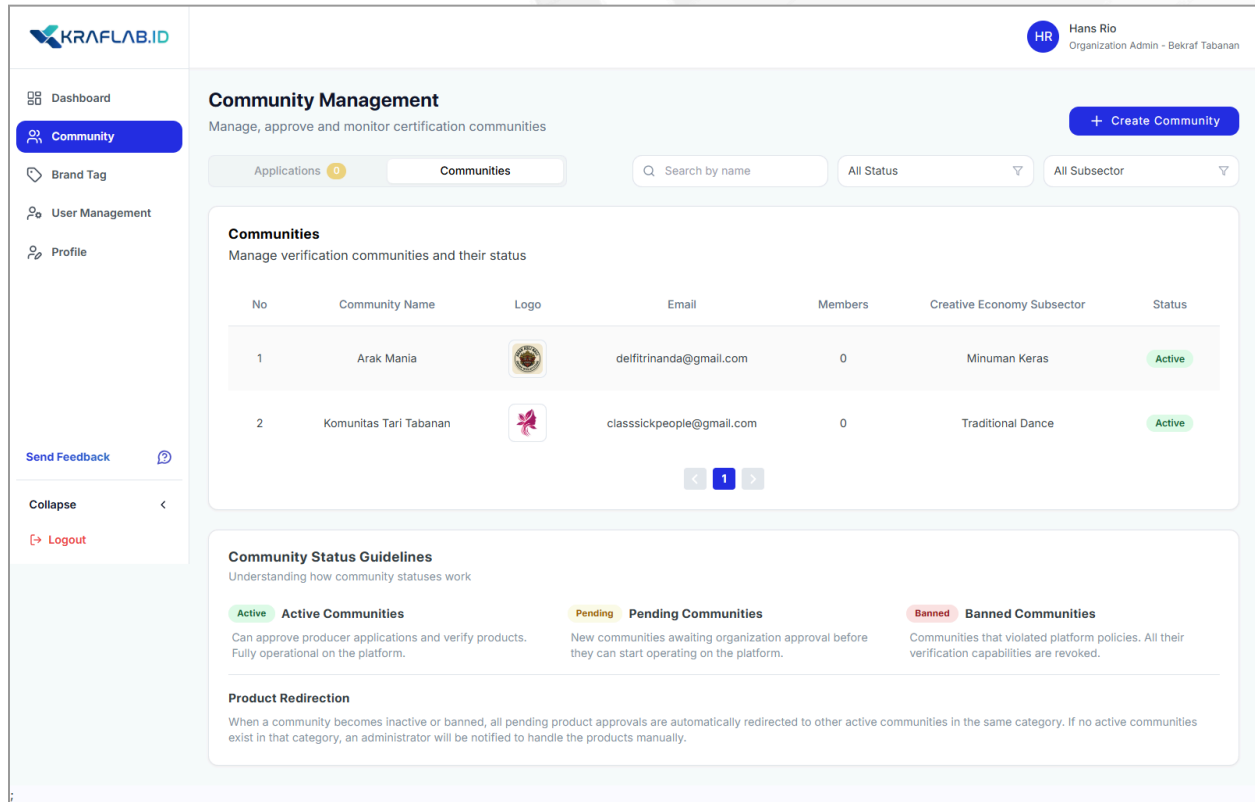   - **Managing organization data and profile**

Dashboard

Dashboard is the main page that appears after you log into the system. This page displays a summary of statistics and activity trends over a customizable time period. Below is an explanation of each section you need to understand:

- **Total Community:** The number of communities recorded and active under your organization.
- **Total Claim Tag Request:** The total number of Brand Tag claim requests submitted by creators or users related to your organization's Brand Tags.
- **Total Claimed Tags:** The number of Brand Tags that have been successfully claimed by creators, indicating how many Brand Tags have been used or claimed.
- **Filter Period:** A setting to select the time range for viewing data—options include **Weekly, Monthly, Yearly,** and **Date Range** (select a specific date range), located at the top right of the dashboard.
- **Organization Activity Chart:** A bar chart displaying the organization's activity statistics over time according to the selected period. The data shown includes the number of communities recorded at each time, the number of Brand Tag claim requests submitted, and the number of Brand Tags claimed by creators.

Community

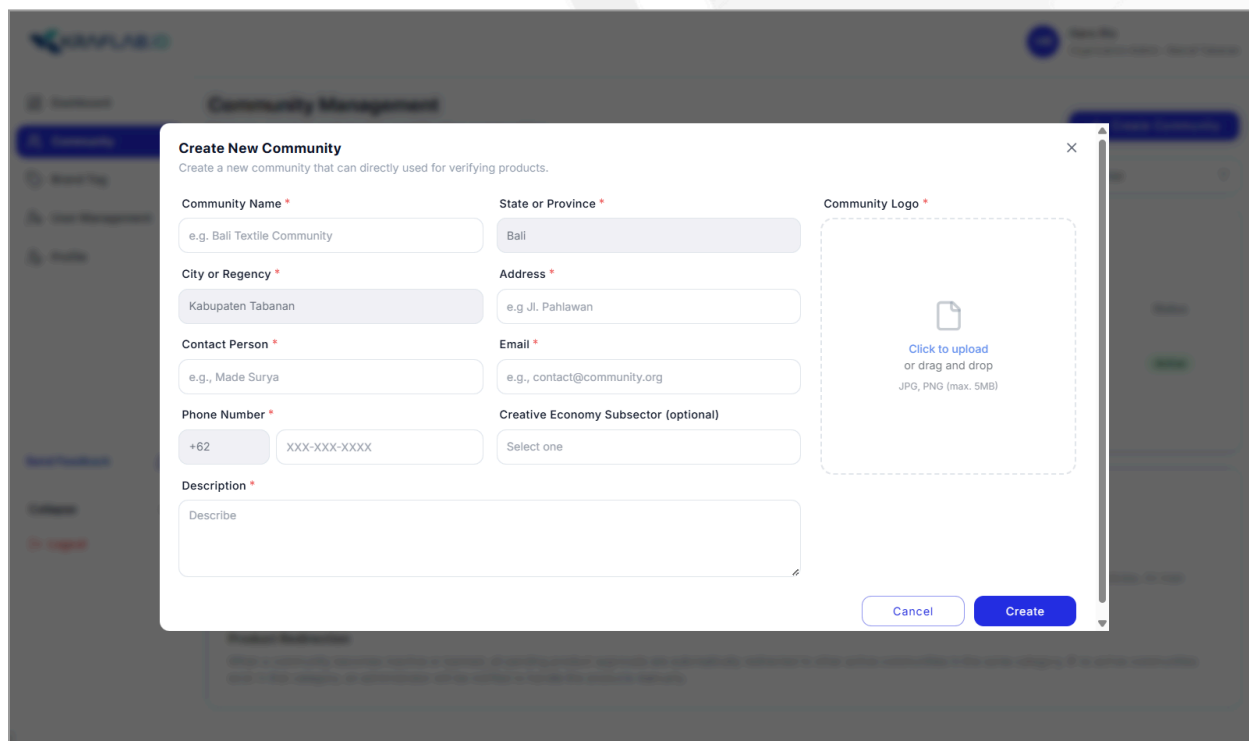The **Community Management** feature is used to:

1. **Create new communities directly within the organization through the Create Community feature**, allowing the organization admin to add new communities immediately.
2. **Monitor the status of communities,** whether they are active, pending approval, or rejected.
3. **Manage the community verification process,** each community application goes through an **Applications** review before proceeding to validation.

Applications → Displays the list of new community applications submitted for review.

Communities → Lists the communities that are already registered within the organization.

Community Registration Guide for Organization Admin

Create New Community

This page appears when the user clicks the **"Create Community"** button at the top right. Complete all community data accurately according to the form above. Fields marked with **(*) are mandatory**, and supporting documents must be uploaded for verification.

> ❗**Important Note:**
> - **Ensure that the registered email is active and used by the Community Admin.**
> - **This email will be the primary means for the community account activation process, including password setup by the Community Admin.**
> - **This activation process is a crucial step to activate the community account and begin full community management.**

After all fields are correctly filled, click the **Create button** to submit the new community registration.
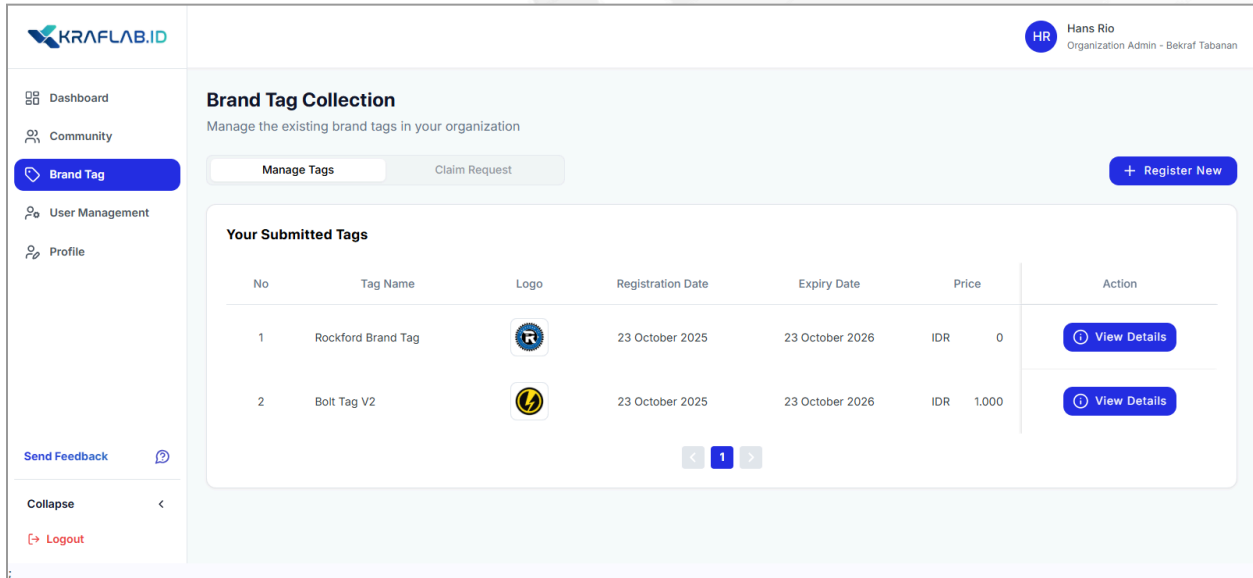
Once successfully created, the community will immediately appear in the **Communities list** on the management page.

> ❗**Note:** The community admin registered with the provided email will receive an invitation to **Set Up their password**. By completing this password setup process, the community admin can fully

access and manage the Community Dashboard. This process ensures that your community is ready to proceed with verification and effective product management on the platform.

If you wish to cancel the creation process, click the **Cancel** button to close the form without saving any data.
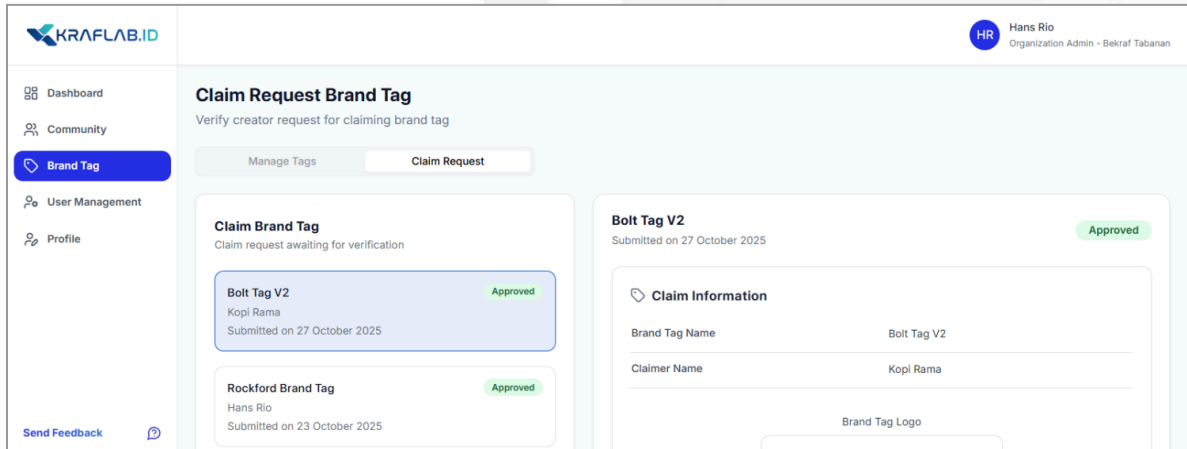
Brand Tag

Brand Tag is a feature used to register an organization's brand label into the system and record it on the blockchain as proof of ownership or registration.

Each registered Brand Tag will appear in the **"Your Submitted Tags"** list, complete with important information such as **License Key, Expiry Date**, and blockchain transaction data including **On-Chain URL, Transaction Hash, Signature,** and **Network.** This information provides transparency and trust regarding the validity and authenticity of the Brand Tag used on the Kraflab platform.

There are two main tabs:

1. **Manage Tags**, Displays a list of all Brand Tags submitted by the organization, along with detailed information such as:
   - **Tag Name:** The registered Brand Tag name.
   - **Logo:** The visual identity of the Brand Tag.
   - **Registration Date:** The date the Brand Tag was registered.
   - **Expiry Date:** The validity period of the Brand Tag.
   - **Price:** The registration or renewal fee for the Brand Tag (if any).

2. **Claim Request**, Used to manage Brand Tag claim requests from creators who want to use the Brand Tag.
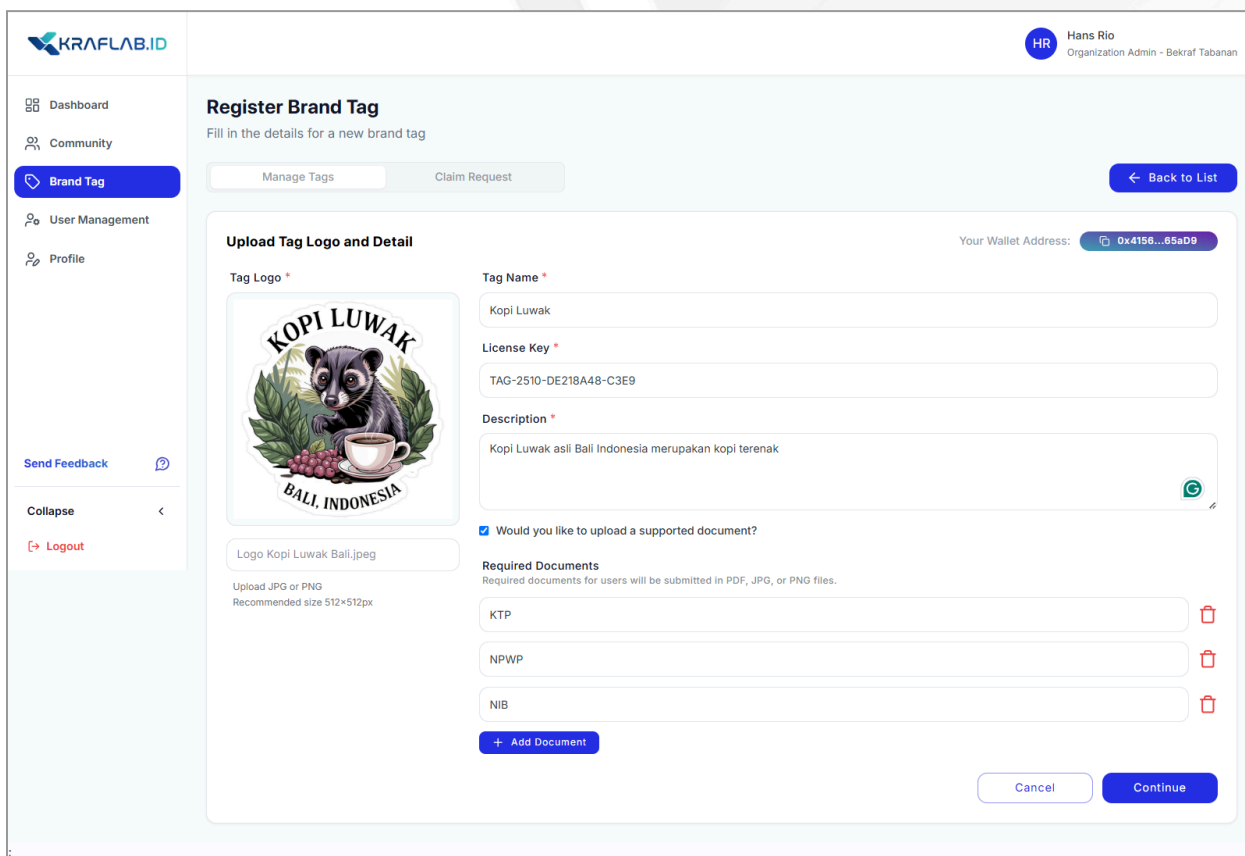

Register Brand Tag

Here are the steps to register a Brand Tag:

1. **Access the Brand Tag Menu**
   Select the Brand Tag menu on the navigation panel on the left side of the application.

2. **Click "Register New Tag"**
   Click the **"+ Register New"** button located on the right side of the application.

3. Fill Out the Registration Form

After clicking the "+ Register New" button, the **"Register Brand Tag"** form will appear.

❗ **Note:** Before registering a Brand Tag, the organization must **contact the Baliola Team** to obtain a **License Key**. This **License Key** is required as official validation to register the Brand Tag in the Kraflab system.
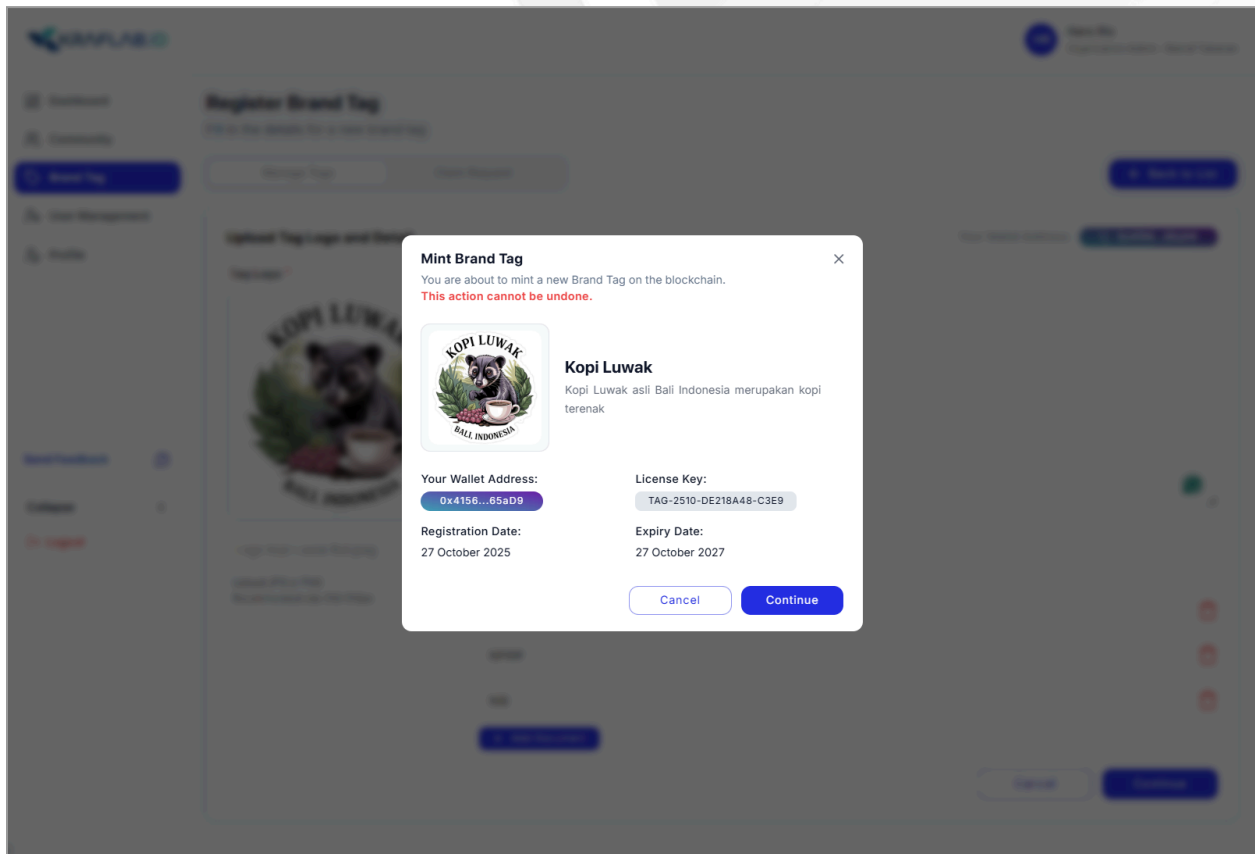
The following fields must be completed:
- **Your Wallet Address:** Automatically connected (e.g., 0x4156…65aD9).
  "The wallet address that signs the minting transaction."
- **Tag Logo**: Upload JPG/PNG. Recommended size: 512x512 px.
  "Ensure the logo does not infringe on copyright."
- **Tag Name**: Name of the Brand Tag (e.g., Kopi Luwak).
- **License Key**: Enter the license code issued by the Kraflab team.
- **Description**: A brief description of the product or its unique value (minimum 50 words)
- **Supporting Documents:** There is an option to upload a list of official documents required for validation and verification of the Brand Tag. Commonly requested documents include:
  - **ID Card KTP** *(Kartu Tanda Penduduk)*
  - **Tax Identification Number NPWP** *(Nomor Pokok Wajib Pajak)*
  - **Business Registration Number NIB** *(Nomor Induk Berusaha)*

Users can add additional documents by clicking the **Add Document** button and remove unnecessary documents using the **Delete** icon next to each document.

Then click the **Continue** button to validate the input or **Cancel** to close the form without saving.
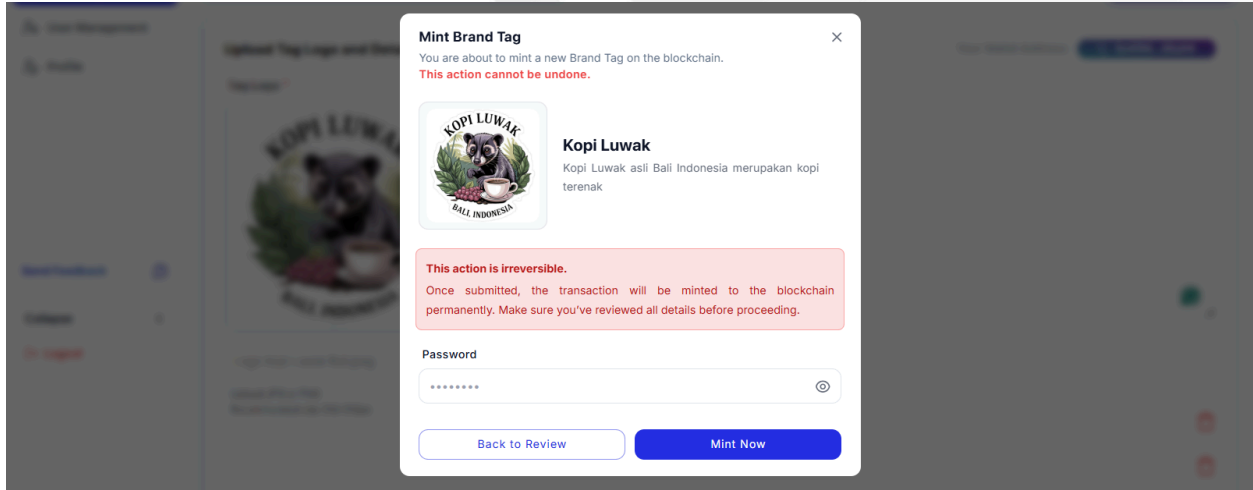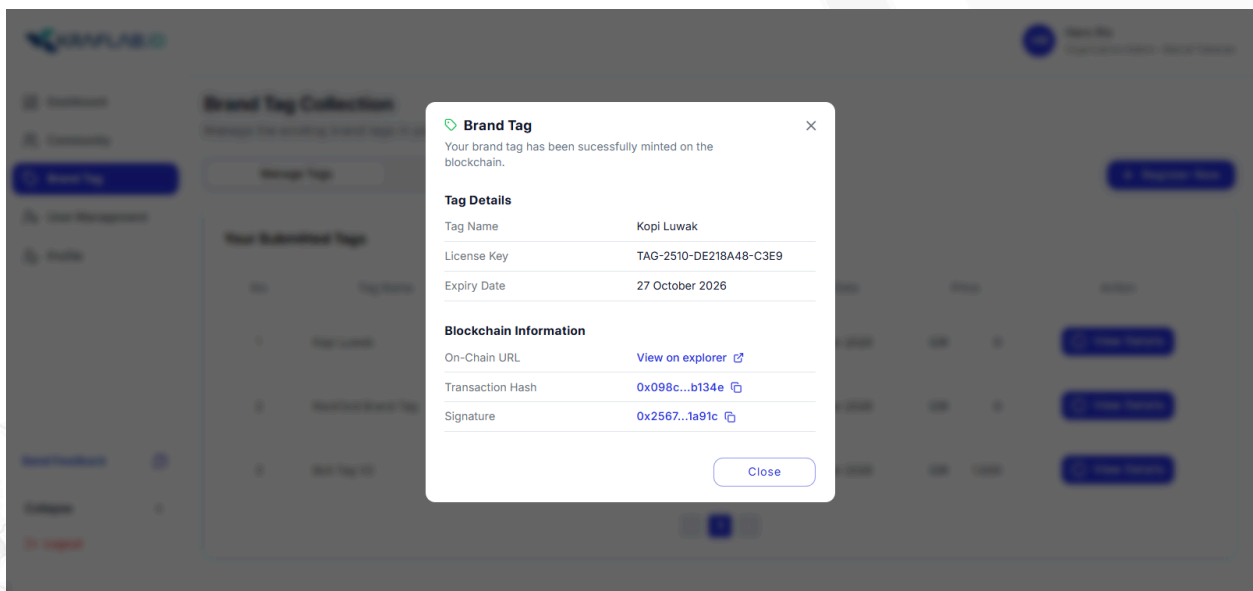
4. Brand Tag Minting Process (On-Chain)

After clicking **Continue** on the registration form, the system will prompt a transaction confirmation as shown in the image above. This confirmation includes a summary of the Brand Tag's Logo and Name, Your Wallet Address (the address that will become the on-chain owner), License Key, Registration Date, and Expiry Date.

There is a warning: **"This action cannot be undone"** meaning the action is irreversible, so please ensure all data is correct.

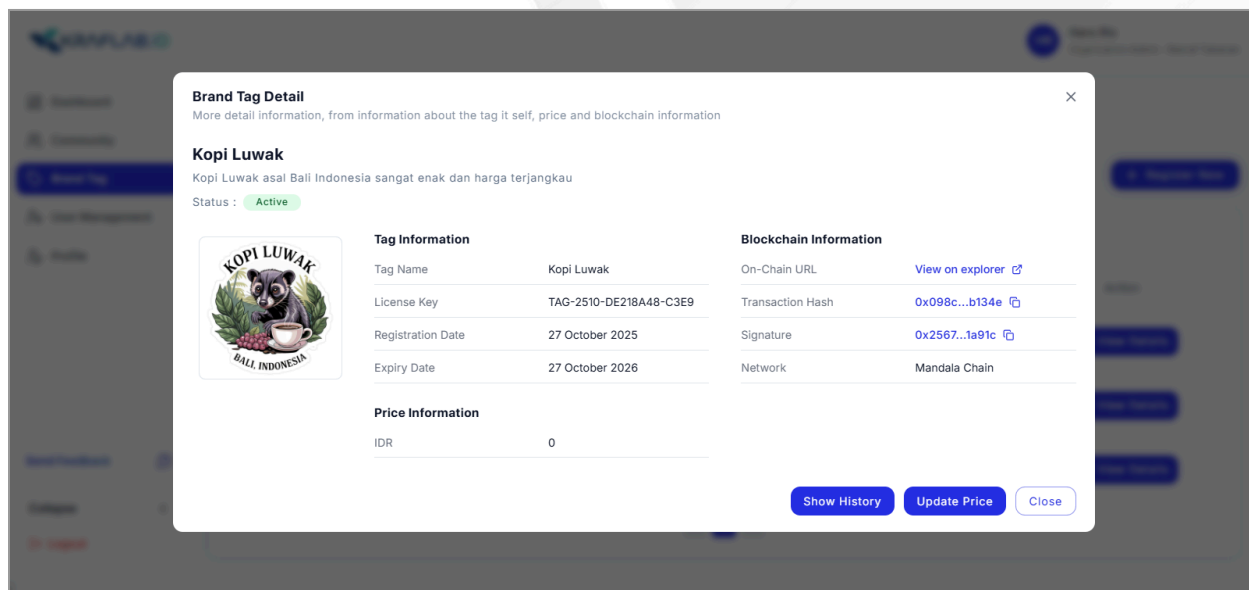If everything is accurate → click the **"Continue"** button.

The above screen is the final step before the transaction is sent to the blockchain. This action cannot be undone. If all the data is correct, enter your account password, then **click "Mint Now."**

After the registration process is completed successfully, as shown in the image above, the system will display a message confirming that the Brand Tag has been successfully minted on the blockchain.

Brand Tag Detail

This page **displays complete information** about a Brand Tag registered in the system and recorded on the blockchain. Use this page to view the status, registration data, price history, and on-chain proof related to the Brand Tag. Below is an explanation of the displayed sections:

- **Brand Tag Status**
  Indicates whether the Brand Tag is **Active** or **Expired**.

- **Tag Information**
  - **Tag Name:** The registered name of the Brand Tag.
  - **License Key:** The license used to register the Brand Tag.
  - **Registration Date:** The date when the Brand Tag was officially registered.
  - **Expiry Date:** The validity period of the Brand Tag license.
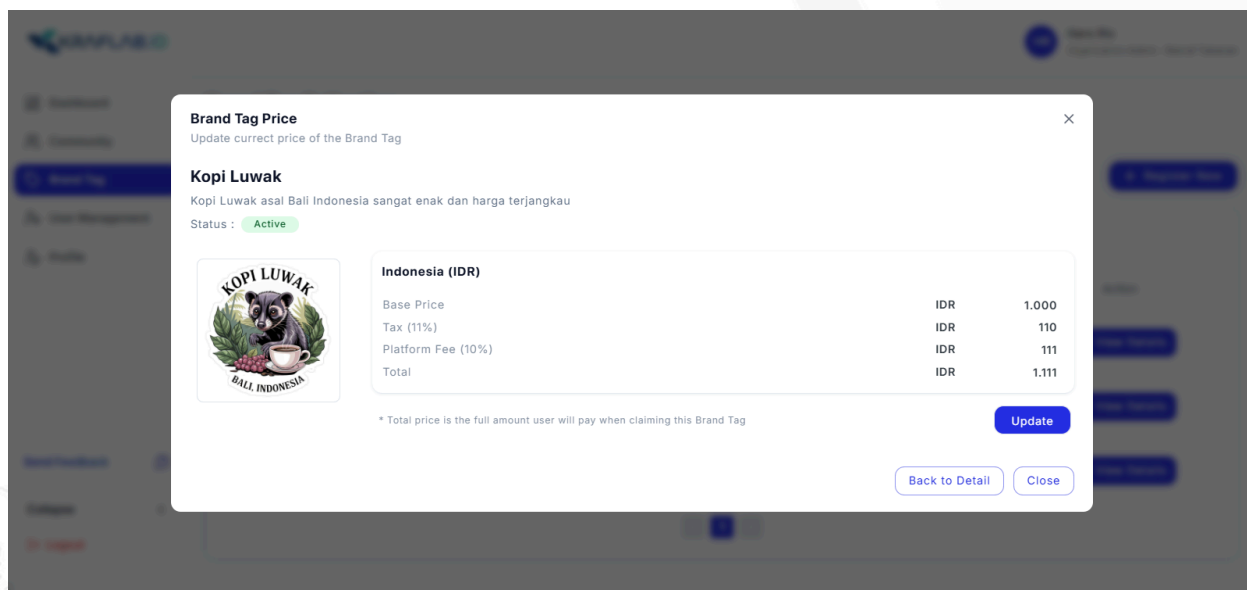
- **Price Information**
  Displays the price associated with the Brand Tag and its price change history. Prices can be updated by the user.

- **Blockchain Information**
  - **On-Chain URL:** A link to the block explorer to view the on-chain transaction/record. The link opens in a new tab.
  - **Transaction Hash:** The transaction hash recording the Brand Tag data; it can be clicked to copy or open in the explorer.
  - **Signature:** The digital signature of the hash used to verify authenticity.
  - **Network:** The blockchain network used.

Click the **Show History** action button to display the history of Brand Tag data changes, including price updates and status changes. Click **Update Price** to modify the Brand Tag price. Click **Close** to close the Brand Tag detail pop-up.

Update Price

Update Price is used to **change the latest price** of a Brand Tag. The updated price will be applied for new claims or invoices created after the update is saved. The system will automatically calculate the **Tax, Platform Fee,** and **Total**. Please ensure the **Total amount is correct.** Click the **Update** button to save the changes.

Show History

The **Show History** page **displays a table of price update history** for a Brand Tag.

User Management

User Management is used to manage all users or operators registered within the organization, including assigning **roles** and **access permissions.**

User List displays the organization's users along with important information such as name, email, assigned role, membership status (e.g., **Pending** or **Active**), date added, and options to edit or activate/deactivate the user.
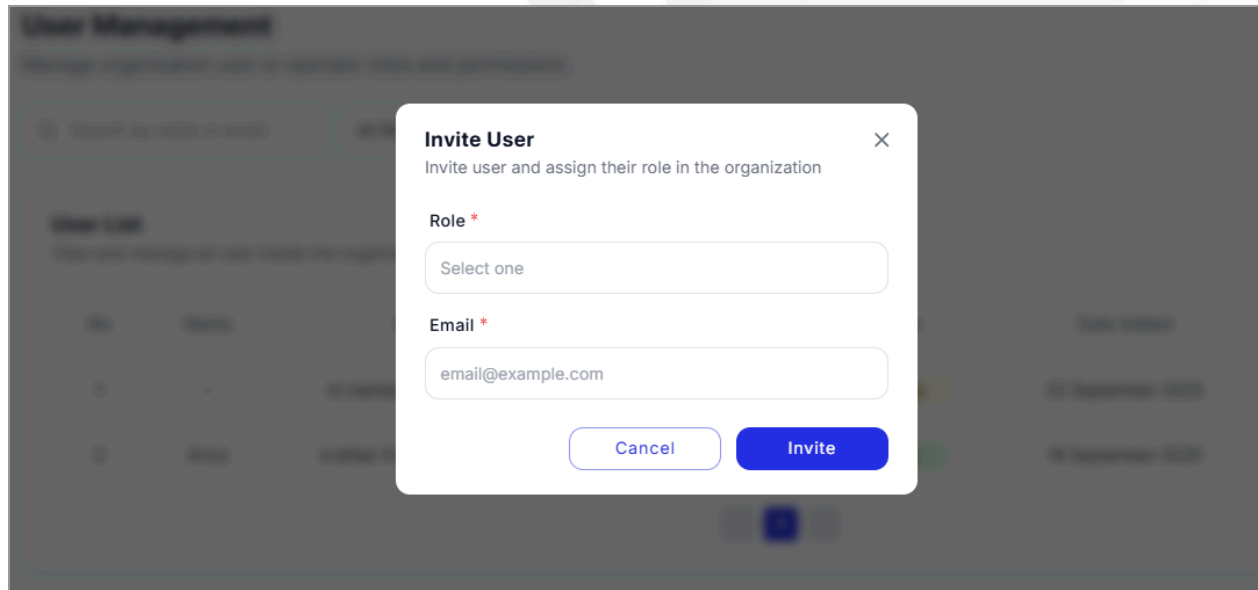
Role Guideline explain the scope and access rights for each role:
1. **Administrator:** Has full access to manage users, assign roles, approve members, and configure verification settings.
2. **Verifier:** Has limited access focused on verifying products or communities according to their scope of duties.

Role Permission List

No	Permission Name	Description	Administrator	Verifier
1	User Management	Create, edit, and delete users	✅	❌
2	Brand Tag	Manage and verify Brand Tag claims	✅	✅
3	Community Management	Manage communities for product verification	✅	✅

Invite User

Steps to **Invite Another User** to the Organization:

1. **Click the "Invite User" Button**
    On the User Management page, find the blue "Invite User" button at the top right corner, then click it to open the new user invitation form.
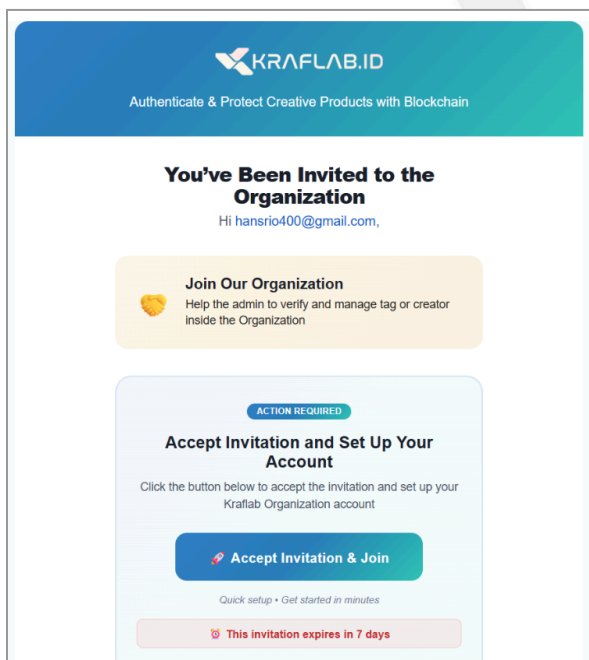2. **Fill Out the Invitation Form**
    In the popup window that appears, complete the following fields:
    *   **Role**: Select the role for the user you want to invite:
        *   **Organization Admin:** Has full access to manage users, roles, and organization settings
        *   **Organization Verifier:** Has limited access specifically for verifying products or communities within their scope of duties.
    *   **Email:** Enter the email address of the user to be invited. Make sure the email is valid and active to ensure the invitation is received properly.
3. **Send the Invitation**
    After selecting the role and entering the email, click the **Invite** button to send the invitation to the specified email address.

4. User Receives Invitation Email

Invited users will receive an email from Kraflab.id with the subject **"You've Been Invited to the Organization"** containing:

● Information about the role they have been assigned (Organization Admin or Organization Verifier).

● An **Accept Invitation & Join** button to accept the invitation and begin the account creation or login process on the platform.

● A note that the **invitation is valid for 7 days from the date the email is received.**
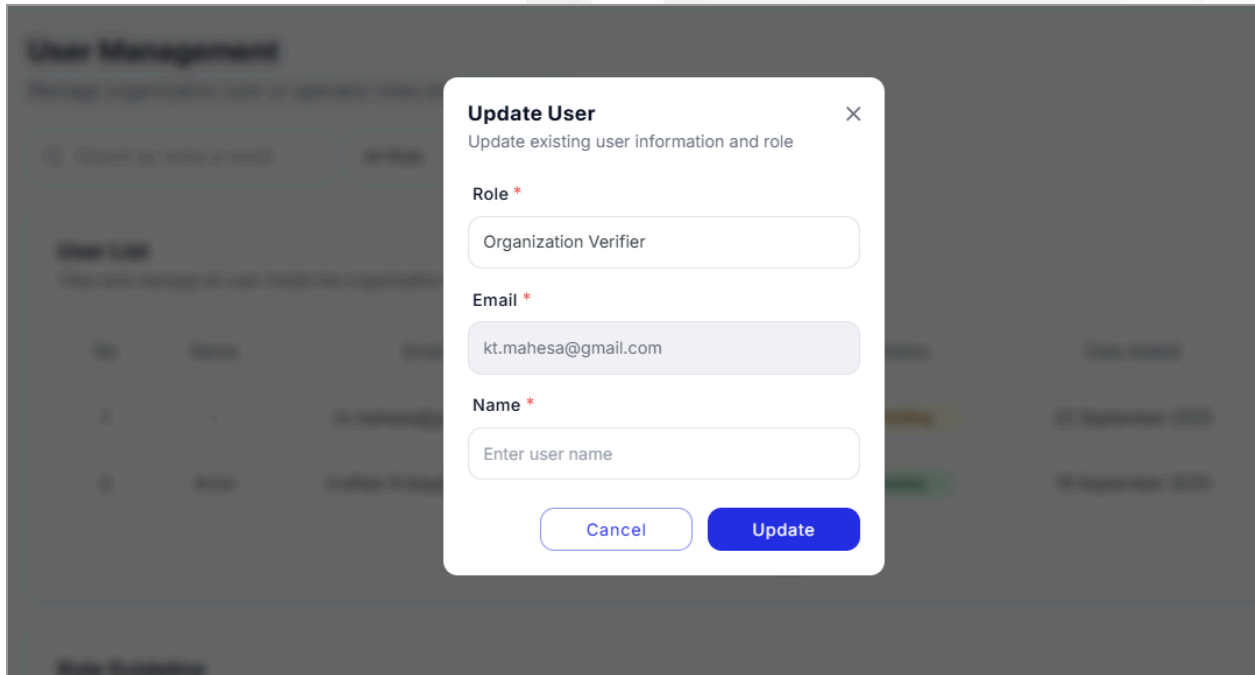
5. User Confirms Invitation

The user must open the email and click the **Accept Invitation & Join** button, after which they will be redirected to a new page on the Kraflab.id platform to **set their username** and **password.**

Once completed successfully, the user officially becomes part of the organization with the assigned role.

Invitation Expiry:

● The invitation is **valid for 7 days.** If the deadline passes, the admin must resend the invitation.
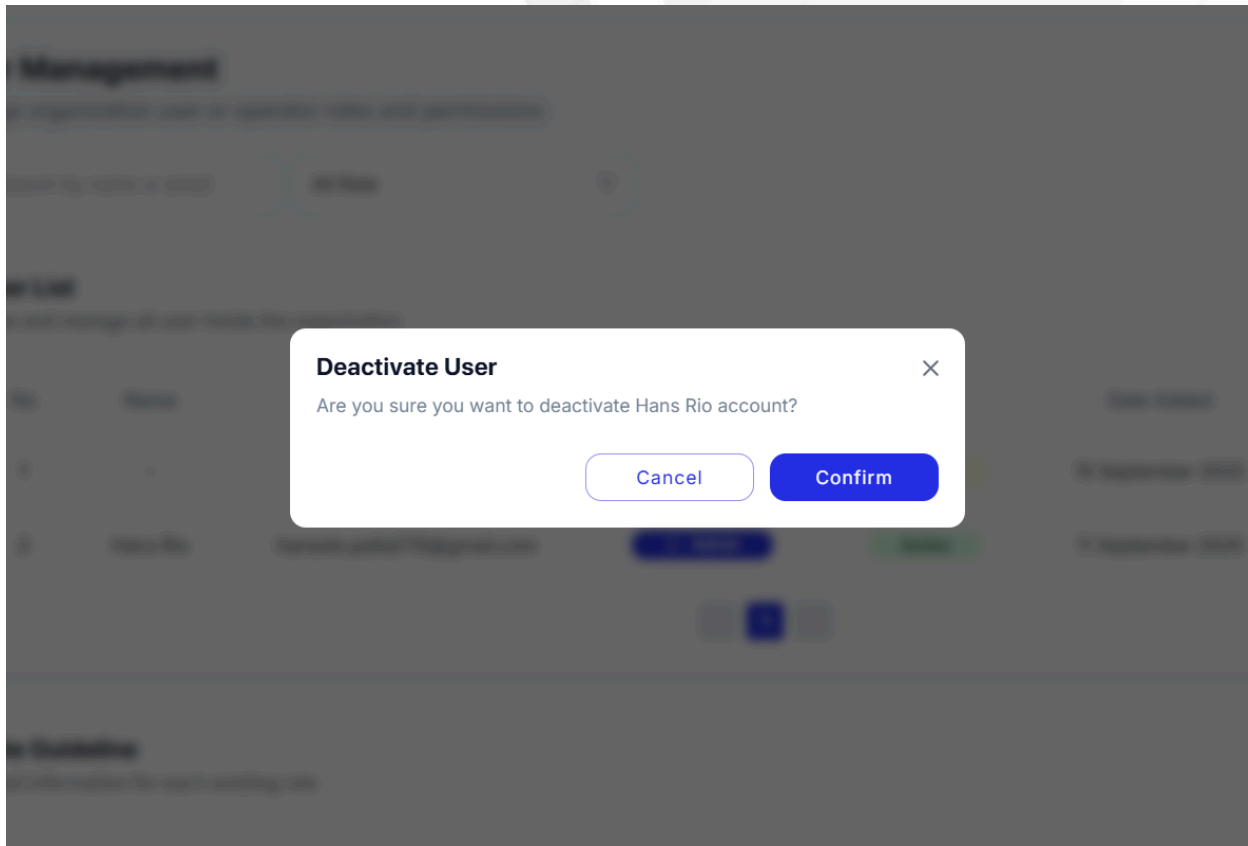
Update User

This popup page allows the organization admin to update the data of registered users, including changing their **role** or correcting the user's name information.

Here is an explanation of the elements within the popup:

- **Role:** This field displays the current role of the selected user, for example, "Organization Verifier." The admin can change the user's role as needed within the organization, such as switching from Verifier to Admin or vice versa.
- **Email:** The user's email is displayed as read-only and cannot be edited, as it serves as the unique identifier for the user in the system and must not be changed after registration.
- **Name:** The full name of the user can be entered or updated in this field. Ensure the name entered matches the user's identity to facilitate management and communication.

Click the **Update** button after making changes to the role and/or user name. Click **Cancel** to abort the update process and close the popup without saving changes.
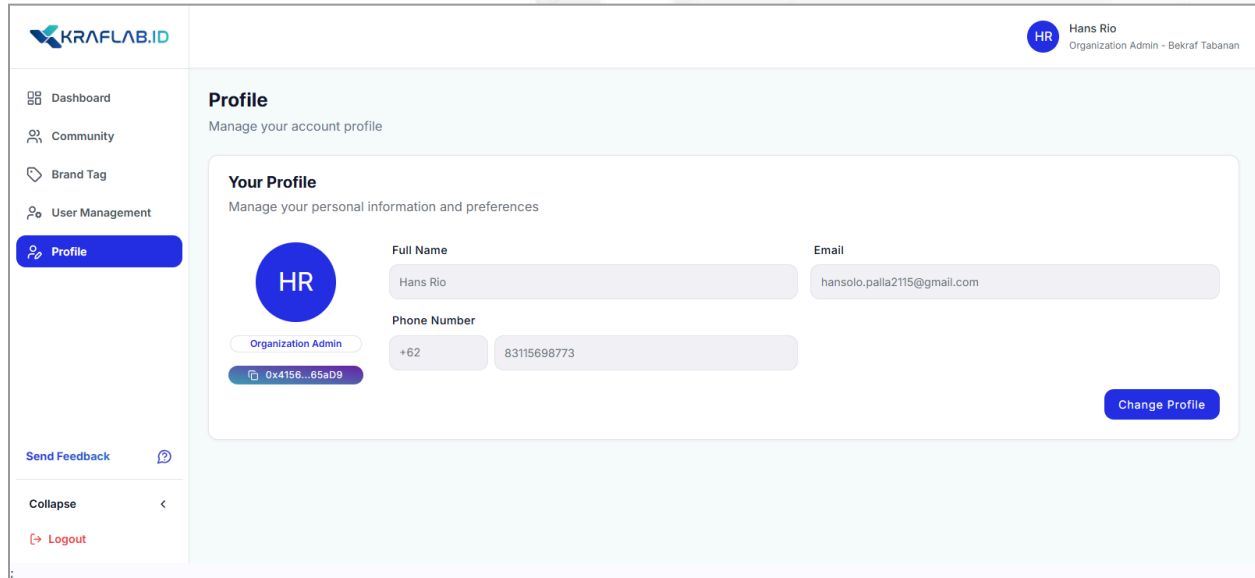
Deactivate User (Switch Button)

This feature allows the organization admin to quickly deactivate or reactivate user accounts using a switch (toggle) button.

How the switch button works:

- When the user's switch is in the **active (on)** position, the user account is active and can access the system according to their assigned role.
- When the switch is toggled to the **off** position, the admin will be prompted to confirm the deactivation of the user account.

Profile

Profile page is used to manage and display the user's personal account information, including contact details and account preferences (name, email, phone number). It helps organization admins ensure that account data is always up-to-date, valid, and easily identifiable.

Click **"Change Profile"** to edit your account information, and click **"Save Change"** to save your updates.