SECZim AMLGuard User Manual

Part 3 – User Documentation (Frontend Focus)

(Based on SECZim AML/CFT Risk-Based Supervision System)

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1. Introduction

System Name: AMLGuard (SECZim AML/CFT Risk-Based Supervision System)
Purpose: To provide the Securities and Exchange Commission of Zimbabwe (SECZim) with a centralised digital platform for AML/CFT oversight, risk assessment, entity supervision, and compliance reporting

Technology Stack: Next.js (frontend), Python/Express backend, PostgreSQL database, REST API integration via OpenAPI endpoints

Target Users

Role	Primary Functions
Administrator	User management, entity registration, inspection oversight
Supervisor	Compliance review, report approval, alert monitoring
Analyst	Risk analysis, data visualisation, report generation
Entity Representative	Submit reports, view licence status, complete training

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2. System Overview

AMLGuard's frontend is a modern React-based Next.js application providing real-time dashboards, interactive maps, forms, and reports through secured API endpoints hosted on the Python/Express backend

Key Frontend Modules

1. Authentication (Login/Logout)
2. Dashboard (Role-specific views)
3. Entity Registry Management
4. Risk Assessment and Analytics
5. Licensing and Compliance Breaches

6. Inspection Management
7. Training & Certification
8. Reporting and Downloads
9. Notifications & Alerts

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3. Access and Login

1. Launch the application in a modern browser (Chrome or Edge).
2. Navigate to https://amlguard.seczim.gov.zw (or local deployment http://localhost:3000).
3. Enter your email and password, then click **Sign In**.
4. You are redirected to a role-specific dashboard (Admin, Supervisor, Analyst, or Entity).

Default Credentials for testing environments:

- Admin: admin@secz.co.zw / admin123
- Supervisor: supervisor@secz.co.zw / supervisor123
- Analyst: analyst@secz.co.zw / analyst123
- Entity: entity@secz.co.zw / entity123

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4. Dashboard Navigation

The user interface consists of:

- **Sidebar Menu:** Provides navigation links to Entities, Reports, Analytics, Training, and Inspections.
- **Top Bar:** Displays notifications, profile options, and quick actions.
- **Main Content Area:** Dynamic workspace that updates based on the selected module.

Each user role sees a different dashboard layout and KPIs drawn from live API data (e.g., compliance scores and inspection counts)

5. Detailed User Instructions

5.1 Getting Started

System Requirements

To use AMLGuard effectively, users require the following:

- A modern web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari).
- Stable internet connection.
- Minimum screen resolution of 1024×768 pixels or higher.

Login Process

1. Navigate to the official AMLGuard application URL (https://amlguard.seczim.gov.zw).
2. Enter your **email address**.
3. Enter your **password**.
4. Click **"Sign In."**
5. You will be redirected to your **role-specific dashboard**.

Default Test Credentials (for demo environment only):

- Administrator — admin@secz.co.zw / admin123
- Supervisor — supervisor@secz.co.zw / supervisor123
- Analyst — analyst@secz.co.zw / analyst123
- Entity — entity@secz.co.zw / entity123

5.2 Administrator Manual

Dashboard Overview

Administrators have access to system-wide operational metrics and management controls:

- View total registered entities, ongoing inspections, active users, and current alerts.
- Use quick action buttons to add entities, users, or schedule inspections.
- Monitor audit logs and recent activities in real time.

Register a New Entity

1. Click **“Register New Entity.”**
2. Complete all required form fields:
    - Entity Name
    - Entity Type (dropdown: Bank, Insurance, Microfinance, etc.)
    - Risk Rating (dropdown: Low, Medium, High, Critical)
    - Contact Person, Email, Phone, Physical Address
3. Click **“Submit.”**
4. A success notification will appear confirming registration.

Schedule an Inspection

1. Click **“Schedule Inspection.”**
2. Fill in inspection details:
    - Select Entity
    - Choose Inspection Type (Routine, Follow-Up, Thematic, etc.)
    - Set Priority Level (Low, Medium, High, Urgent)
    - Select Date and Location
    - Assign Lead Inspector
    - Add optional Notes
3. Click **“Submit.”**

Add a New User

1. Click **“Add New User.”**
2. Enter: First & Last Name, Email, Phone.
3. Select **User Role** and **Department.**
4. Set an initial password (minimum eight characters).
5. Click **“Submit.”**
6. The new user will receive an activation email.

View Entity Registry

1. Navigate to **“Entity Registry”** on the sidebar.

2. Use the search box to locate an entity by name or type.
3. Apply filters to refine results by type or status.
4. Click an entity row to view its profile.
5. Use **Edit** or **Delete** buttons to manage records.

5.3 Supervisor Manual

Dashboard Overview

Supervisors oversee entity compliance, report approvals, and operational alerts. Key dashboard features include:

- Viewing compliance scores and pending submissions.
- Accessing recent transactions and alerts.
- Quick action shortcuts for report submission and profile updates.

Submit Report

1. Click **"Submit Report"** under Quick Actions.
2. Complete form fields:
   - Report Title
   - Category (Compliance, Risk, AML/CFT, etc.)
   - Reporting Period (Monthly, Quarterly, etc.)
   - Executive Summary
   - Attach optional supporting documents.
3. Click **"Submit Report."**

View Transactions

1. Select **"View Transactions"** under Quick Actions.
2. Review transaction lists with detailed amounts, entities, and time stamps.
3. Use map view to analyse geographic distribution of activity.
4. Apply filters for date, value, or province.

Update Profile

1. Click **"Update Profile."**

2. Edit personal information such as phone or email.
3. Change your password if needed.
4. Click **"Save Changes."**

Manage Alerts

1. Open the **Alerts & Notifications** card.
2. Read alert details or compliance reminders.
3. Perform actions where applicable (approve, view, resolve).
4. Click **"×"** to dismiss alerts when addressed.

5.4 Analyst Manual

Analytics Dashboard

Analysts use AMLGuard's data analytics to generate insights.
They can:

- View **compliance trend charts**.
- Analyse **risk distribution** by entity, category, or province.
- Monitor **geospatial data** on Leaflet maps.
- Generate **custom analytical reports.**

View Analytics

1. Navigate to **"Analytics"** on the sidebar.
2. Review Compliance Trends (line chart).
3. Examine Risk Distribution (pie chart).
4. Interact with the Leaflet map to view provincial summaries.

Generate Reports

1. Open the **Reports** section.
2. Click **"Generate Report."**
3. Fill in report parameters (period, scope, type).
4. Click **"Download Report."**
    - A PDF snapshot is generated using jsPDF or print view.

Add New Data

1. Click **“Add Entity”** or **“Add Transaction.”**
2. Fill in all dialog form fields.
3. Click **“Submit.”**
4. Data instantly syncs to the backend database.

5.5 Entity Representative Manual

Dashboard Overview

Entities under SECZim supervision use AMLGuard to fulfil compliance obligations. From their dashboard, they can:

- Track overall compliance status.
- Review submission deadlines.
- Access uploaded or assigned training materials.
- Manage and download relevant documents.

Submit Compliance Data

1. Navigate to the appropriate submission form.
2. Enter all required information.
3. Attach supporting evidence (documents, transaction logs, etc.).
4. Click **“Submit for Review.”**

Access Training

1. Go to the **“Training”** section.
2. Browse available AML/CFT sessions.
3. Click **“Register.”**
4. View session details (venue, instructor, format).
5. Complete online modules or mark attendance for physical sessions.

5.6 Common User Tasks

Change Password

1. Go to **Profile Settings.**
2. Click **“Change Password.”**
3. Enter current password, then new password twice.
4. Click **“Update Password.”**

Download Reports

1. Navigate to **Reports.**
2. Select the desired document.
3. Click **“Download Report.”**
4. File will automatically save as PDF.

Search Entities

1. Navigate to **Entity Registry.**
2. Use the search box or filters at the top.
3. Results instantly update as you type.

View Map Data

1. Open the **Analytics** or **Risk Map** module.
2. Hover over provincial markers for tooltips.
3. Click markers to view detailed statistics.
4. Zoom or pan the map for clarity.

5.7 Reporting and Document Management

The Reporting Module centralises the submission and management of compliance and analytical reports.

Process for Submitting a Report:

1. Navigate to Reports → Submit Report.
2. Fill in fields:
    - *Report Title*
    - *Category* (Compliance, AML/CFT, Transaction, Risk, Financial, Other)
    - *Reporting Period* (Monthly, Quarterly, Semi-Annual, Annual)

    - *Executive Summary*
    - *Attachments* (PDF, Excel, or Word documents).
3. Click Submit.

Reports can be downloaded as PDFs or exported for review using built-in screenshot tools (via window.print() or jsPDF).
Report records are served through the API endpoints /api/compliance/reports/ and /api/reporting/submissions/

5.8 Notification and Alert Centre

A centralised **notification system** ensures users remain informed of deadlines, inspections, and alerts.

Features:

- Real-time notifications via top-bar icon.
- Priority levels (Info, Warning, Error).
- Options to mark as read, archive, or delete.
- Backend support through /api/v1/notifications/notifications/ and /api/v1/notifications/preferences/

User Actions:

- Click notification bell icon → view latest alerts.
- Read or dismiss alerts.
- Filter by category or priority.
- Archived alerts remain accessible for audit purposes.

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6. Common Tasks and Workflows

Task	**Steps**
Change Password	Profile → Change Password → Enter current and new password → Confirm → Save
Search for an Entity	Entity Registry → Use search box or filter dropdown → Results update automatically

Task	Steps
Download Report	Reports → Select report → Click “Download PDF”
View Risk Map	Analytics → Leaflet Map → Hover over provinces → Click for details
Dismiss Notification	Click notification → “×” symbol → Notification removed

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7. Installation, Setup, and Developer Usage

7.1 Prerequisites

- **Node.js 20+** for the frontend.
- **Python or Node.js backend server** with Express/FastAPI.
- **PostgreSQL 15+** for database storage.
- **Git** for version control.

7.2 Frontend Setup

git clone https://github.com/seczim/amlguard-frontend.git

cd amlguard-frontend

npm install

npm run dev

Access at http://localhost:3000.

7.3 Backend Setup

git clone https://github.com/seczim/amlguard-backend.git

cd amlguard-backend

pip install -r requirements.txt

python manage.py runserver

7.4 Deployment

- **Frontend:** Deployed via **Vercel** (Next.js native hosting).
- **Backend:** Hosted on SECZim’s internal server or Azure Cloud.
- **API URL:** https://api.seczim.gov.zw (secured with JWT authentication).

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8. Troubleshooting and Support

Issue	Cause	Recommended Action
Unable to login	Invalid credentials or inactive account	Verify credentials; contact admin for activation
Dashboard not loading	API connectivity issue	Check backend availability or refresh page
Missing map data	Leaflet map script not loaded	Refresh browser or verify internet connection
PDF incomplete	Browser rendering limitation	Use window.print() or try Chrome's built-in PDF export
Slow chart animation	Mobile device performance limitation	Disable animation via user settings

Support Contact:

- **Email:** support@seczim.co.zw
- **Helpdesk Hours:** 08:00–17:00 (CAT), Monday–Friday
- **Version:** AMLGuard v1.0 – October 2025

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9. Security and Data Protection

- **All passwords** are hashed using bcrypt before storage.
- **Role-based access control** ensures only authorised users can access sensitive modules.
- **Token-based authentication (JWT)** is used for all session handling.
- **HTTPS** enforced on production.
- **Audit trails** maintain accountability for all user actions.

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10. Summary and Conclusion

The **SECZim AMLGuard Frontend** forms the user-facing component of Zimbabwe's national AML/CFT supervisory ecosystem.
It transforms traditional manual compliance oversight into a seamless, automated, and

interactive process.
Users benefit from:

- Fast and intuitive navigation using the Next.js interface.
- Role-specific dashboards with real-time insights.
- Comprehensive tools for risk assessment, compliance scoring, and training.
- Secure, authenticated communication with the backend API for reliable data exchange.

This user manual provides a complete guide for day-to-day operation and technical setup of AMLGuard, ensuring that every SECZim officer, analyst, and regulated entity can effectively perform their supervisory and compliance functions with accuracy, accountability, and confidence.