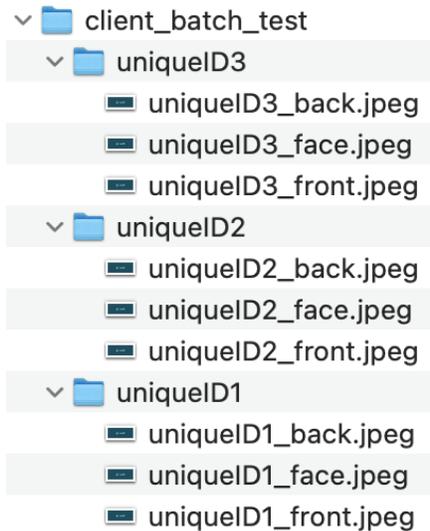


Batch Upload Tool - Data Preparation Guide

The tool enables clients to send their data directly to Veriff in a secure way for service quality testing. This document will summarize how to prepare the dataset and use the upload tool. Current limitation is 1000 sessions per dataset. Usually the session consists of 3 images: Document front, document back and selfie image of the person with the document.

1. On your local computer prepare data for upload. Unique ID on the folder name is the ID you can later use to identify the created session on your end for expected decision

- a. Folder structure on your computer should be like below:



- b. Media file name should be followed by **context** for our automation service to identify and map the image correctly. If the context is missing the error message is displayed and you need to rename the file to contain context:

“**_front**” for Document front – required *

“**_back**” for Document back – required *

“**_face**” for Selfie with Document – required *

- c. Do not use space, hyphens or any special characters in file and folder names. This is not accepted and will return an error. “**client_batch_test**” is a main folder and “**uniqueID**” followed by a unique number is a subfolder and subfolder contains media files that end with **_front**, **_back**, **_face** context. It is not mandatory to have all three media files in subfolders and depends on what media files you would like to provide in every uniqueID (subfolder).

- o Examples of wrong path:

1. **client_batch_test/uniqueID-001/uniqueID001_face.png**

2. **client_batch_test/uniqueID 002/uniqueID002front.png**

3. **client_batch_test/session_002/photo1.png**

- o Examples of correct path:

Batch Upload Tool - Data Preparation Guide

1. Correct path: `client_batch_test/uniqueID3/uniqueID3_face.png`
 2. Correct path: `client_batch_test/uniqueID4/uniqueID4_back.png`
 - d. Supported file formats are currently **JPEG**, **JPG**, and **PNG**.
 - e. File size of an image should be under **18 MB**
2. Go to the url provided by your Veriff contact and click on **Get Started**.
The url should start with `https://batch-upload-clients.veriff.me/v/`
- a. Do not share this url with 3rd parties as it is generated for each test specifically.
 - b. Url has an expiration date, please confirm it with your Veriff contact.
 - c. This url only enables sending data to veriff systems. It is not possible to retrieve any data using it.
3. Drag and drop only your **main folder** containing the subfolders and images.
E.g. In the screenshot shared at section 1.a. Main folder is `client_batch_test`
4. If your dataset is prepared as described at section 1, upload should continue without any problem.



Uploading

Your files are being uploaded. We will let you know when it's done.

8 / 9

uniqueID3	✓
uniqueID2	○
uniqueID1	✓

- a. When there are more than 1000 files to upload , we automatically switch to a lightweight upload flow which has some UI components refactored for better performance.



Uploading

Your files are being uploaded. We will let you know when it's done.

Since there are so many files to upload, we disabled some UI components for better performance.

16 /
1002

Batch Upload Tool - Data Preparation Guide

- b. When there is a file with the wrong name, please update it. You can change the name within the tool without aborting the upload process.



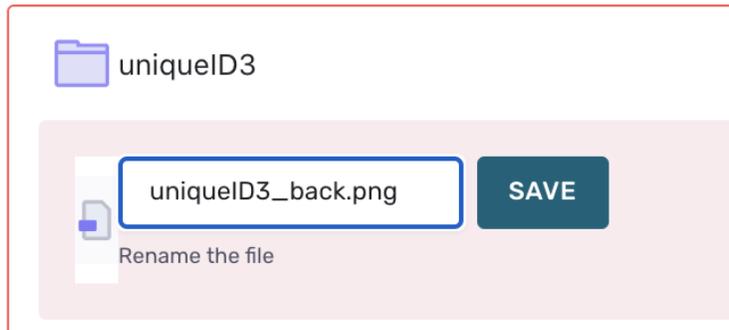
Uploading

Your files are being uploaded. We will let you know when it's done.

8 / 9



- c. By clicking the pencil icon you will have the option to update the context of a file.



5. When upload is complete and successful you will see the page below.



Upload done!

All the sessions and files seem to have been uploaded just fine!
Please wait until we contact you with the next steps.

[GO TO VERIFF.COM](https://veriff.com)