

LOUPE

The Loupe handbook

Check payslips, bank statements and bills for changes, see where each one is, and record what your team decided.

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Check your first documents

Updated 28 October 2026 · unforged.ai/help/loupe/check-your-first-documents

Loupe looks over a document for signs it was changed after it was made: edited figures, pasted text, swapped pages, and details that don't hold up. You can send one document or a whole set from the same person.

Before you start

Your organisation needs Loupe switched on, and you need permission to send checks. If you can't see Loupe in the product switcher, ask an owner of your organisation.

1

Open Loupe

Go to **Loupe** > **Checks**

You land on **Document checks**, with the place to send documents at the top.

2

Add the documents

Drop the files onto **Drop payslips, statements or bills here**, or press **Choose files**. Loupe takes:

- PDFs
- scans and photos, including ones taken on a phone
- Word and Excel files
- emails
- a ZIP of any of these

Send the documents one person gave you together, so they're checked and decided as one.

3

Check them

Look over the list under the drop area, press the cross beside anything you didn't mean to add, then press **Check documents**.

4

Wait a moment

The check opens and shows its progress. You can leave the page and come back, and it carries on without you.

5

Read the result

The result at the top says **Nothing found** or **Needs a look**. See [Read what Loupe found](#) for what to do next.

If something goes wrong

It says **Couldn't check**.

The file may be damaged or have a password on it. Ask for another copy without a password, then press **Send another copy** and send that one.

It says it's taking longer than usual.

Large files and long statements take a little longer. Reload the page in a few minutes to see the result.

There's no place to send documents.

You can see checks but not send them. Ask an owner of your organisation to give you permission to send checks.

Read what Loupe found

Updated 28 October 2026 · unforged.ai/help/loupe/read-what-loupe-found

Each thing Loupe found is numbered, and the same number marks the spot on the page. That way you can see exactly what looks wrong before you decide what to do about it.

1 Open the check

Go to **Loupe** > **Checks**

Press a check in the list. The chip beside its title gives the result:

- **Nothing found**, nothing stood out
- **Needs a look**, Loupe found something a person should see
- **Couldn't check**, the file couldn't be read

2 Go through the findings

Under **What Loupe found**, press a finding to jump to it on the page. Each one says what's wrong and where, like a total that doesn't add up or a postcode that doesn't match its town.

If several documents were sent together, pick each one above the pages. The number beside its name is how many findings it has.

3 Look at the pages

Use the arrows or the page numbers under the document to move through it.

4 Read the file's details

Under **File details**, see what the file says about itself: **The file**, **Made and changed** and its **History**. A statement saved by a photo editor last week is worth a closer look.

Press **Show all** to see every detail, and the copy button beside one to copy it.

5 Download the evidence pack

Press **Evidence pack** for a PDF with the result, every finding marked on its page, the file details and your team's decision.

When nothing is found

Nothing stood out means Loupe found no sign of a change. It's still worth a quick look at anything you'd check by eye, like whether the name and address are the ones you expected.

Decide on a check and pass it on

Updated 28 October 2026 · unforged.ai/help/loupe/decide-on-a-check

Loupe tells you what it found, and your team decides what it means. The decision and your reason stay with the check, so anyone can see later who decided and why.

Before you start

You need permission to decide checks.

1 Open the check

Go to **Loupe** > **Checks**

Checks still to be decided are under **Waiting**. Press one to open it.

2 Give it to someone

To pass it on, choose a colleague under **Assigned to**. It's saved as soon as you pick.

3 Choose your decision

Under **Your decision**, pick one:

- **It's genuine**, nothing here changes what it says
- **It's been altered**, someone changed it before sending it
- **Ask for more evidence**, you can't tell from these pages

4 Say why

Write **Your reason**, what you saw, so the team can see it later, then press **Save the decision**.

5 Change it if you need to

If more evidence arrives or you change your mind, open the check and press **Change the decision**.

If something goes wrong

It says **You can decide once the check has finished**.

Loupe is still looking. Wait a moment and the choices appear.

Find a check again

Updated 28 October 2026 · unforged.ai/help/loupe/find-a-check-again

Every check stays in Loupe with its findings and decision, so you can come back to it when a question comes up months later.

1

Open the list

Go to **Loupe** > **Checks**

Choose **Waiting** for checks nobody has decided yet, or **Decided** for the rest.

2

See just one person's checks

Pick someone under **Assigned to** to see only theirs. The list shows who sent each check and, for decided ones, what was decided.

3

Search for it

Type the document's name into the search bar at the top of any page. Matching checks show alongside your other results.

4

Open it

Press the check to see its pages, findings and decision, and press **Evidence pack** if you need to share it.

If something goes wrong

The pages say they were deleted.

The documents were removed from Loupe, but what Loupe found, and where, is still in the evidence pack. If your team kept them in Folio, open them from the **Folio** box on the check.

Keep a check's documents in Folio

Updated 28 October 2026 · unforged.ai/help/loupe/keep-a-checks-documents-in-folio

If your organisation uses Folio, a check's documents and its evidence pack can be kept there with the rest of your records, under the retention class you choose.

Before you start

Your organisation needs Folio too.

1 Keep one check

Go to **Loupe** > **Checks**

Open the check and press **Keep in Folio** in the **Folio** box.

2 Choose where it goes

Pick the **Folder** and the **Retention class**. For a single document, give it a **Name**. Then press **Keep in Folio**.

With several documents, each keeps its own name, and the evidence pack goes with them.

3 Or keep them automatically

Go to **Loupe** > **Settings**

Under **Keep in Folio automatically**, choose when:

- **When someone marks a document as altered**
- **Whatever someone decides**
- **Only when someone chooses to**

4 Pick the folder and class

Choose the **Folder in Folio** and the **Retention class** they're kept under, then press **Save**.

5 See where it went

Once kept, the **Folio** box on the check says which folder it's in. Press the folder to open it in Folio.

If something goes wrong

It says it couldn't keep the documents.

Press **Try again**, or choose another folder. If it still won't go, write to us at support@unforged.ai.