

Getting Started with Descartes Visual Compliance



Using Descartes Visual Compliance

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SELECT RPS OR RESTRICTED PARTY SCREENING



TIPS for performing a Restricted Party Screening

- Screen individuals and companies separately. When screening only one, it is ok to leave the other blank.
- Do not include a middle name, manners of address (Mr., Mrs., Dr., etc.), or degrees/credentials (M.D., Ph.D.) when screening individuals.
- Address information is optional, however, including this data can assist in narrowing false positive results.
- Do not include business acronyms, symbols, or punctuation marks when screening a company, organization, or institution.

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INPUT DATA FOR RESTRICTED PARTY SCREENING

INDIVIDUAL AND COMPANY SCREENING

Name: 1

Company: 2

Address:

City: **State:**

Country: 3

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Exact Phonetic 5 Fuzzy Level 2

Stemming Thesaurus Field Specific

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DATA INPUTS

- 1. Name** – Enter the individual’s complete first and last name.
- 2. Company** – Enter the company, organization, or institution’s complete name.
- 3. Country** – Enter the home country for the individual or company. If multiple countries, please run multiple screenings.
- 4. Comment** – Select a category from the drop down and enter a brief comment to recall the search in the future e.g., Agreement – PI Name, eCAF ID, Sponsor etc.
- 5. Search Settings** – Use “Fuzzy Level 2”
- 6. Screen** – Click “SCREEN”

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REVIEWING RESTRICTED PARTY SCREENING RESULTS

