

# KYC360

## Screening User Manual

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**KYC360**  
Screening

**Version: 4.3**

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## Introduction

The KYC360 Screening (referred to as KYC360 for the remainder of the document) App enables you to conduct AML screening of your clients on a continuous basis. This manual will detail what KYC360 is capable of and how to take advantage of these capabilities.

Fundamentally KYC360 stores a list of your clients (Client Entities) and periodically screens them against a list of Dow Jones Data Entities (Entities) that may be:

- Politically Exposed
- Sanctioned
- On a Special Interest Watch/Blacklist
- Relative or Close Associate of any of the above
- Adversely reported in the Media

This screening process will identify potential matches between your Client Entities and the list of Dow Jones Data Entities. Due to the incompleteness of some of the client or screening data and the possibility that different people or entities may have the same name, human interaction is required to confirm (Flag) or reject (Discount) false positives.

## Onboarding

Once you have responded to the onboarding email, we will create your organisation in KYC360 and send an automated invite to the admin user you have nominated. Once the admin user completes the registration process, they will be able to:

- [Add more users](#) and [add them to user groups](#)
- Import customers for screening.
  - Screening will only start from the contracted Go-Live date.

All customer additions and data updates in KYC360 are done through an import file. The import file must conform to the file specification given below. It is important to note that customers are not screened immediately when they are uploaded, they are screened as part of the daily screening that runs at 18:00 GMT.

## Home Page

You can log into KYC360 by going to this website: <https://batch.riskscreen.com/>. Once logged in you will be greeted by the screen shown below. You can always return to this page by clicking the KYC360 logo in the top left of the page.

- Home
  - The [Potential Matches](#) page shows a list of customers that have outstanding hits against Dow Jones entities.
  - The [Reports](#) page allows you to download system wide reports for your customers.
  - [Export Data](#) allows you to pull out your import file from the system.
- Data
  - The [Customer Management](#) page allows you to both search for and add an individual customer once you have found the customer you want to review you can review their profile which includes:
    - Customer Details
    - Outstanding Match Potentials and Existing Flagged/Discounted Matches
    - Reports
  - The [Upload Customers](#) option takes you to a page where you can import your client file.
  - The [Audit History](#) page allows you to run reports showing changes made to records over time.
- Static
  - The [Criteria](#) page allows you to view and edit the screening criteria used to screen your clients.
  - The [Risk](#) option lets you view and edit the risk classifications assigned to clients.
  - The [Discount Category](#) Page allows you to view and edit the reasons for discounting potential matches.
  - The [Flag Category](#) allows you to view and edit the reasons for flagging potential matches.
- System
  - The [Account details](#) page allows you to view your user details, set the default homepage and change your password.
  - The [User Management](#) page allows you as an admin to add users via an email invite.
  - The [Group Management](#) page allows you to add new user groups as well as edit member and permissions within existing user groups.

## Navigation Bar

The navigation bar at the top of the page will appear on all KYC360 Pages, this screen allows you to navigate the site without returning to the Home Page all the time. You can also logout by clicking the Logout option in the top right of the screen.

Prospect Onboarding ▾ Customer Screening ▾ Adverse Media ▾ Settings ▾ Default (active) ▾ Help Logout Stephen Ch... 

## Customers

Customers refer to the list of people/entities you screen through KYC360. Each Customer has its own profile with the following information.

### Customer Management

You can search for any of your customers held in KYC360 by:

- Clicking the Customer management option on the [Home Page](#)
- Clicking the Data tab then Customer Management option in the navigation bar at the top of the page

Search for a customer by entering a search term and setting the search criteria to refine the search results.

The screenshot displays the 'Customer Management' interface. At the top, there is a header bar with 'Customer Management' on the left and a 'Home' link on the right. Below the header, there are several search and filter options:

- Search Name/Term:** A text input field containing 'Putin'.
- Search On:** A dropdown menu with 'Last name' selected.
- Match Type:** A dropdown menu with 'Starts with' selected.
- Customer Status:** A dropdown menu with 'All' selected.
- Rows Per Page:** A dropdown menu with '100' selected.
- Sort by:** A dropdown menu with 'Client Entity ID' selected.
- Sort Direction:** A dropdown menu with 'Ascending' selected.

Below these filters, there are three buttons: 'Search Customers' (highlighted in orange), 'Move selected to Business Unit', and 'Add a new customer'. At the bottom of the filter section, it shows 'Total Records: 2', 'Page: 1 of 1', and navigation controls including '<< First', '< Previous', 'Next >', 'Last >>', a page number input field with '1', and a 'Go to Page' button.

The main section is titled 'Customer Search Results' and contains a table with the following data:

<input type="checkbox"/>	Client Entity ID	Customer Name	Reference	Status	Risk	Edit	Delete	Reports
<input type="checkbox"/>	5030	<a href="#">VLADIMIR PUTIN</a>	TRG0030	Active	High	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Reports</a>
<input type="checkbox"/>	5065	<a href="#">VLADIMIR VLADIMIROVICH PU...</a>	TRG-061123-E1	Active	High	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Reports</a>

The table below contains additional information for each of the search criteria.

Field	Description
Search name/term	Search term you want to use to perform the search.
Search On	The customer information you want to search by: <ul style="list-style-type: none"> <li>• Last name</li> <li>• First name</li> <li>• Middle name</li> <li>• Reference</li> </ul>
Match Type	Where the search term should appear in the specific field: <ul style="list-style-type: none"> <li>• Starts with</li> <li>• Contains</li> </ul>
Customer Status	Whether you want to filter the results by their status: <ul style="list-style-type: none"> <li>• Active</li> <li>• Disabled</li> </ul>
Rows Per page	How many results are shown per page



Field	Description
Sort By	Filtering option to sort the records by one of the dropdown values: <ul style="list-style-type: none"> <li>- Client Entity ID</li> <li>- Customer Name</li> <li>- Reference</li> </ul>
Sort Direction	Functionality to change the sorting direction
Total Records	Total number of records within the potential matches

Search results are returned as shown in the below image, detailing the Name, Reference, Status and Risk of the customer. You can open the customer profile of any of the results by clicking on the Name field.

**Customer Management**
◀ Home

Search Name/Term:\*

Search On:\*

Match Type:\*

Customer Status:\*

Rows Per Page:

Sort by:

Sort Direction:

[Search Customers](#)

[Move selected to Business Unit](#)

[Add a new customer](#)

Total Records: 2 Page: 1 of 1 << First < Previous Next > Last >>

[Go to Page](#)

**Customer Search Results**

<input type="checkbox"/>	Client Entity ID	Customer Name	Reference	Status	Risk	Edit	Delete	Reports
<input type="checkbox"/>	5030	<a href="#">VLADIMIR PUTIN</a>	TRG0030	Active	High	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Reports</a>
<input type="checkbox"/>	5065	<a href="#">VLADIMIR VLADIMIROVICH PU...</a>	TRG-061123-E1	Active	High	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Reports</a>

## Add Customer

From the 'Add Customer' page you get taken to a form to fill out with the [client details](#), including [screening criteria](#). With this functionality you can add a new customer manually rather than through the 'Upload Customers'/bulk uploading screen. Following completing the form there are three options. You can either choose to:

- Add – this adds the customer to your database in preparation for the next screening.
- Add and screen – this adds the customer to your database for overnight screening and also performs an ad hoc screening of that customer at the time.
- Add and Screen Once – this adds the customer to the database and performs an ad hoc screening of that customer at the time but after that screening is performed, the customer will be automatically disabled from future screenings.

## Profile

The [Customer Search](#) function allows you to search for a specific customer to open their profile, the image below shows the profile page for an example customer:

- **Client Entity Details**
  - Shows all information stored on the customer profile.
  - Buttons to generate/download a detailed customer report.
- **Potential Matches**
  - Shows a list of outstanding hits for this customer.
  - Allows you to perform a bulk match function to deal with multiple potential matches at once.
  - Delete Match Potentials option to delete unresolved matches.
- **Flagged & Discounted Matches**
  - Flagged & Discounted matches for the customer.

**Customer Details: VLADIMIR PUTIN**
◀ Go back

Name:	VLADIMIR PUTIN	Reference:	TRG0030
Gender:	Male	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Reports</a>   <a href="#">AVM Matches</a>	
Country:	Russia	Date Added:	01 Nov 2023
Date:	-	File Criteria:	Person High Risk
Client:		Risk:	High
Handler Group:	Handler Group	Status:	Active
Handler User:		<span style="background-color: #f4a460; padding: 5px 10px; margin-right: 10px;">View Customer Report</span> <span style="background-color: #f4a460; padding: 5px 10px;">Download Customer Report</span>	

**Adverse Media Criteria**

Criteria:		Country:	Use AVM Criteria [All]
Date Range:	Match AVM Frequency	Exclude Terms:	
Additional Terms AND:		Last Screen Date:	-
Additional Terms OR:			

**Flagged Matches**

Match Name	Dow ID	Flagged Reason	Handler Group	Handler User	Date Generated	Date Handled	Valid Until
<a href="#">VLADIMIR VLADIMIROVICH PUTIN</a>	98141	Relevant Not Acceptable - Sanctioned	Handler Group	Andy King	01 Nov 2023	02 Nov 2023	31 Dec 2099

**Potential Matches**

No potential matches were found.

**Discounted Matches**

Match Name	Dow ID	Discounted Reason	Handler Group	Handler User	Date Generated	Date Handled	Valid Until
<a href="#">VLADIMIR SPIRIDONOVICH PUTIN</a>	170352	Name does not match	Handler Group	Andy King	01 Nov 2023	02 Nov 2023	31 Dec 2099
<a href="#">VLADIMIR GENNADEVICH PUTIN</a>	12611176	Name does not match	Handler Group	Andy King	01 Nov 2023	02 Nov 2023	31 Dec 2099
<a href="#">VLADIMIR YUREVICH PUTINTSEV</a>	12809590	Name does not match	Handler Group	Andy King	01 Nov 2023	02 Nov 2023	31 Dec 2099

## Client Entity Details

The table below contains detailed information of customer data held in KYC360.

Field	Description
Name	The full name of the person or entity. For person records this will contain the First, Middle and Last names imported into KYC360.

Field	Description
Gender	The Gender of the person.  Available options: <ul style="list-style-type: none"> <li>• Any</li> <li>• Male</li> <li>• Female</li> <li>• Not Applicable (use for entity records)</li> <li>• Unknown</li> </ul>
Country	Up to 3 countries associated with the person or entity.
Date	Date of birth for persons and date of incorporation for entities.
Client	Your organisations client name as a client of KYC Global Technologies. It will be the same for all of your customers.
Handler Group	The user group the customer is assigned to. Only users in the handler group or an admin group will be able to see this customer record and any potentials it has.
Handler User	The user the customer is assigned to. Only the handler user or admin users will be able to see this customer record and any potentials it has.
Reference	Used to facilitate the matching of external system references to the associated KYC360 customer. Typically, this would be a unique customer reference such as a client number or account number for this purpose.
Data Added	The date the customer was added to KYC360.
File Criteria	The file criteria define the screening parameters for the customer. KYC360 comes with 6 criteria by default (High, Medium & Low for Persons and Entities) where high will be less strict to reduce the probability of false negatives.
Risk	Risk classification you have assigned the customer internally. The risk assigned to a customer has no effect on its screening and is used for reporting purposes only.
Status	Status controls whether a customer is screened or not. Available options: <ul style="list-style-type: none"> <li>• Active</li> <li>• Disabled</li> </ul>

## Potential Matches

Hits that KYC360 identify during the screening process are referred to as potential matches. The potential matches section of the customer profile shows all potential matches for the customer that have not been reviewed and actioned.

Potential Matches
Home

Priority Filter: View all Match Filter: Select a match characteristic Group Filter: View all User Filter: View all

Rows Per Page: 100 Sort by: Customer Name Sort Direction: Ascending

Reassign selected potentials
Search
Clear

Total Records: 4 Page: 1 of 1 << First < Previous Next > Last >>  [Go to Page](#)

<input type="checkbox"/>	Priority	Customer Name	Potential Matches	Highest % Match	Metadata Matches	SAN	PEP	WBL	RCA	AVM	UNK	OTH	Age (Days)	Handler Group	Handl Use
<input type="checkbox"/>	5	ALAN SUGAR	1	100.0%	Country	0	1	0	0	0	0	0	0	Training Group	
<input type="checkbox"/>	5	ALISHER USMANOV	1	100.0%	Date, Country	1	1	0	0	0	0	0	0	Training Group	
<input type="checkbox"/>	5	ALISON ROSE	3	100.0%	Country	0	3	0	0	0	0	0	0	Training Group	
<input type="checkbox"/>	9	ANDREY MELNICHENKO	27	100.0%	Date, Country	3	9	11	5	0	0	0	0	Training Group	

The table below contains detailed information of columns shown in the potential matches section when you click into a potential match.

— Potential Matches (4)

[Bulk Match](#) [Delete Match Potentials](#)

Match Name	Dow ID	Match %	Meta Bump	Metadata Matches	Match Characteristics	Handler Group	Handler User	Date Generated
<a href="#">VLADIMIR VLADIMIROVICH PUTIN</a>	98141	100.0%	25	Country	PEP, SAN, OTH	Handler Group	Stephen Chapman STGLOADUA...	06 Nov 2023
<a href="#">VLADIMIR SPIRIDONOVICH PUTIN</a>	170352	91.9%	25	Country	RCA	Handler Group	Stephen Chapman STGLOADUA...	06 Nov 2023
<a href="#">VLADIMIR GENNADEVICH PUTIN</a>	12611176	88.7%	25	Country	SAN	Handler Group	Stephen Chapman STGLOADUA...	06 Nov 2023
<a href="#">VLADIMIR YUREVICH PUTINTSEV</a>	12809590	85.9%	25	Country	SAN, WBL	Handler Group	Stephen Chapman STGLOADUA...	06 Nov 2023

Column	Description
Match Name	Full name of the Dow Jones record.
Dow ID	The Dow Jones Id of the record.
Match %	Average similarity % returned by the Dow Jones record for the <a href="#">name matching</a> section of the screening process.
Meta Bump	Higher scores indicate a higher probability that the potential match is a true match.

Column	Description
Meta Data Matches	Shows customer information other than names that matched the Dow Jones record. <ul style="list-style-type: none"> <li>• Date</li> <li>• Country</li> </ul>
Match Characteristics	Classification of the Dow Jones record. <ul style="list-style-type: none"> <li>• PEP (Politically Exposed Person)</li> <li>• SAN (Sanctioned)</li> <li>• RCA (Relative or Close Associate)</li> <li>• AVM (Adverse Media)</li> <li>• WBL (Watch/Blacklist)</li> </ul>
Handler Group	The user group the potential is assigned to for review.
Handler User	The user the potential is assigned to for review.
Date Generated	The date the potential was identified.

### Delete Match Potentials

From the potential matches page, you are also able to delete match potentials without having to discount or flag them. This will delete the potential matches until the next batch run. This may be useful when planning to amend the data of a client after previous upload.

## Actioning Potential Matches

If you click on the match name of any of the potential matches you will be taken to a page which provides an overview of the match details.

Customer Details: VLADIMIR VLADIMIROVICH PU...
◀ Go back

Name: VLADIMIR VLADIMIROVICH PUTIN	Reference: TRG-061123-E1
Gender: Unknown	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Reports</a>   <a href="#">AVM Matches</a>
Country: <span style="background-color: #f47920; color: white; padding: 2px;">Russia</span>	Date Added: 06 Nov 2023
Date: -	File Criteria: Person High Risk
Client:	Risk: High
Handler Group: Handler Group	Status: Active
Handler User:	<span style="background-color: #f47920; color: white; padding: 2px 10px; margin-right: 5px;">View Customer Report</span> <span style="background-color: #f47920; color: white; padding: 2px 10px;">Download Customer Report</span>

**Adverse Media Criteria**

Criteria: <a href="#">General AVM Criteria</a>	Country: Use AVM Criteria [All]
Date Range: Match AVM Frequency	Exclude Terms:
Additional Terms AND:	Last Screen Date: 17-Dec-2023
Additional Terms OR:	

**Flagged Matches**

No flagged matches were found.

**— Potential Matches (4)**

Bulk Match ▶
Delete Match Potentials ▶

Match Name	Dow ID	Match %	Meta Bump	Metadata Matches	Match Characteristics	Handler Group	Handler User	Date Generated
<a href="#">VLADIMIR VLADIMIROVICH PUTIN</a>	98141	100.0%	25	Country	PEP, SAN, OTH	Handler Group	Stephen Chapman STGLOADUA...	06 Nov 2023
<a href="#">VLADIMIR SPIRIDONOVICH PUTIN</a>	170352	91.9%	25	Country	RCA	Handler Group	Stephen Chapman STGLOADUA...	06 Nov 2023
<a href="#">VLADIMIR GENNADEVICH PUTIN</a>	12611176	88.7%	25	Country	SAN	Handler Group	Stephen Chapman STGLOADUA...	06 Nov 2023
<a href="#">VLADIMIR YUREVICH PUTINTSEV</a>	12809590	85.9%	25	Country	SAN, WBL	Handler Group	Stephen Chapman STGLOADUA...	06 Nov 2023

## Bulk Match

If you have multiple potential matches for the same customer, there is an option called Bulk Match which allows you to deal with multiple selections at once to either discount or flag them. In order to do this, make the selection on the left-hand side for those you wish to deal with, with the same reason for flag/discount and then complete the box at the bottom with a reason for the selection, a match category, valid to date and whether you want to be notified if there are changes to the records you have actioned.

**Bulk Match Potentials For Client Entity: VLADIMIR VLADIMIROVICH PUTIN (TRG-061123-E1)**

◀ Potential Matches

Clear		Match Name	Match %	Country	Date	Metadata Matches	Match Characteristics	Date Generated
Discount	Flag							
<input type="radio"/>	<input type="radio"/>	<a href="#">VLADIMIR VLADIMIROVICH PUTIN</a>	100.0%	Citizenship : Russia Jurisdiction : Russia Resident of : Russia	07 Oct 1952   1952	Country	PEP, SAN, OTH	06 Nov 2023
<input type="radio"/>	<input type="radio"/>	<a href="#">VLADIMIR SPIRIDONOVICH PUTIN</a>	91.9%	Citizenship : Russia Jurisdiction : Russia Resident of : Russia	23 Feb 1911	Country	RCA	06 Nov 2023
<input type="radio"/>	<input type="radio"/>	<a href="#">VLADIMIR GENNADEVICH PUTIN</a>	88.7%	Citizenship : Russia	06 Mar 1975	Country	SAN	06 Nov 2023
<input type="radio"/>	<input type="radio"/>	<a href="#">VLADIMIR YUREVICH PUTINTSEV</a>	85.9%	Citizenship : Russia	22 Jul 1977	Country	SAN, WBL	06 Nov 2023

✔ Bulk Match Potentials

**Flag: 1 match potential(s) selected**

Reason:\*

Match Category:\*

Valid To Date:\*

Notify:\*

✔ Bulk Match Potentials

In order to action a single potential match, you need to click the flag next to their name once you have assessed them.



**Customer Details: ALISON ROSE** Go back

Name: <u>ALISON ROSE</u>	Reference: TRG011
Gender: Female	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Reports</a>   <a href="#">AVM Matches</a>
Country: <b>United Kingdom</b>	Date Added: 01 Nov 2023
Date: -	File Criteria: Person High Risk
Client:	Risk: High
Handler Group: Handler Group	Status: Active
Handler User:	<span style="background-color: #f4a460; padding: 2px 10px; margin: 0 5px;">View Customer Report</span> <span style="background-color: #f4a460; padding: 2px 10px; margin: 0 5px;">Download Customer Report</span>

**Adverse Media Criteria**

Criteria: <a href="#">General AVM Criteria</a>	Country: Use AVM Criteria [All]	
Date Range: Use AVM Criteria	Exclude Terms:	
Additional Terms AND: [Match AVM Frequency]	Last Screen Date: 17-Dec-2023	
Additional Terms OR:		

**Match Details**

Match not relevant
Relevant match - high risk
Relevant match - very high risk

**ALISON ROUSE** PEP DJ-12440854

[Potential Matches](#)

F
F
F

Overview
Aliases ( 0 )
Details
Related ( 0 )
Comments

Member, Federal Board, Liberal Democrats	Political Party Officials	Mar 2021 - Ongoing
Member, Steering Group, Liberal Democrats	Political Party Officials	Mar 2021 - Ongoing



Discount the match as not relevant.



Flag the match as relevant but is acceptable.



Flag the match as relevant and is not acceptable. Flagging a match potential as not acceptable requires that you complete the note field to justify the decision.

Clicking the flag will bring up the match status window shown below.

Set Match Status

F
F
F

This match is not relevant to the customer.

Customer:  
 Matched name: **ALISON ROUSE**

Please select the reason why the match has been discounted:  
Address does not match

Notes:

Valid To Date\*  
31/12/2099

Notify\*  
No

Save
Close

Once you have selected a reason for the action and completed the note (if required) you can save the status which moves the potential match to the flagged/discounted section of the customer profile.

Each potential match provides additional information to assist in your review and eventual decision. The information is displayed in the following tabs:

- Overview
  - Basic information for the Dow Jones record (country and date information that matches your customer will be highlighted)
  - Roles
  - Related Countries
  - Date of Birth/Incorporation
- Aliases
  - Any known aliases for the record
- Details
  - Detailed profile of the record
  - Classification
  - Known addresses.
  - Place of Birth
  - Known identifying information.
  - Links to images available on the internet
  - Sanction information
- Related
  - Other Dow Jones records the potential match is related to in some way.
- Comments
  - Only populated once a potential match is flagged or discounted.

## Flagged & Discounted Matches

Flagged and Discounted matches are potential matches that have been reviewed and once a potential match has been actioned (flagged/discounted) the record will move to the appropriate section of the customer profile.

Flagged Matches							
Match Name	Dow ID	Flagged Reason	Handler Group	Handler User	Date Generated	Date Handled	Valid Until
<a href="#">VLADIMIR VLADIMIROVICH PUTIN</a>	98141	Relevant Not Acceptable - Sanctioned	Handler Group	Andy King	01 Nov 2023	02 Nov 2023	31 Dec 2099

Discounted Matches							
Match Name	Dow ID	Discounted Reason	Handler Group	Handler User	Date Generated	Date Handled	Valid Until
<a href="#">VLADIMIR SPIRIDONOVICH PUTIN</a>	170352	Name does not match	Handler Group	Andy King	01 Nov 2023	02 Nov 2023	31 Dec 2099

You can order the matches by clicking the column header of the column you want to order by, clicking the column header again will reverse the ordering. The table below contains detailed information of columns shown in the potential matches section.

Column	Description
Match Name	Full name of the Dow Jones record.

Column	Description
Dow ID	The Dow Jones Id of the record.
Flagged/Discounted Reason	The reason that was selected when actioning the potential match.
Handler Group	The user group the potential is assigned to for review.
Handler User	The user the potential is assigned to for review.
Date Generated	The date the potential was identified.
Date Handled	The date the flagged/discounted match was actioned.
Valid Until	The date to which the flag/discount will be valid.

Clicking on the Match Name of a record will open the match details page for that flagged/discounted match. The match details page allows you to review the match information and update the match if needed. The comments tab shows (shown below) the current status of the flag/discount. From this page you can also delete a match (flagged or discounted) which will then reappear in potential matches the next day, assuming it complies with criteria.

**Customer Details: VLADIMIR PUTIN** ◀ Go back

Name: VLADIMIR PUTIN	Reference: TRG0030
Gender: Male	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Reports</a>   <a href="#">AVM Matches</a>
Country: Russia	Date Added: 01 Nov 2023
Date: -	File Criteria: Person High Risk
Client:	Risk: High
Handler Group: Handler Group	Status: Active
Handler User:	<div style="display: inline-block; background-color: #f47920; color: white; padding: 2px 10px; margin-right: 5px;">View Customer Report</div> <div style="display: inline-block; background-color: #f47920; color: white; padding: 2px 10px;">Download Customer Report</div>

**Adverse Media Criteria**

Criteria:	Country:	Use AVM Criteria [All]
Date Range:	Match AVM Frequency	Exclude Terms:
Additional Terms AND:	Last Screen Date:	-
Additional Terms OR:		

**Match Details**

🚩 Match not relevant
🚩 Relevant match - high risk
🚩 Relevant match - very high risk

**VLADIMIR VLADIMIROVICH PUTIN** Sanctioned PEP Other **DJ-98141** ◀ [Potential Matches](#)

Overview | Aliases ( 15 ) | Details | Related ( 86 ) | Comments

President of Russia	Heads & Deputies State/National Government	07 May 2018- Ongoing
Member, Security Council	Senior Civil Servants-National Government	01 Oct 1998- Ongoing
Chairman, Security Council	Senior Civil Servants-National Government	07 May 2012- Ongoing
Supreme Commander-in-Chief, Armed Forces	Senior Members of the Armed Forces	07 May 2012- Ongoing

## Flag Category

The Flag Category screen can be accessed through the home screen or under the Static section of the navigation bar. From here you can view, add, delete and manage the reasons for flagging a potential match. From here you can also add a new flag category.

Flag Category <span style="float: right;">◀ Home</span>						
Id	Name	Description	Grouping	Require Reason	Edit	Delete
39	<a href="#">FalgCategory1</a>	FalgCategory1	Relevant Acceptable	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
17	<a href="#">Relevant Acceptable - Adverse Media</a>	Relevant Acceptable - Adverse Media	Relevant Acceptable	No	<a href="#">Edit</a>	<a href="#">Delete</a>
14	<a href="#">Relevant Acceptable - Domestic PEP</a>	Relevant Acceptable - Domestic PEP	Relevant Acceptable	No	<a href="#">Edit</a>	<a href="#">Delete</a>
13	<a href="#">Relevant Acceptable - Generic</a>	Relevant Acceptable - Generic	Relevant Acceptable	No	<a href="#">Edit</a>	<a href="#">Delete</a>
16	<a href="#">Relevant Acceptable - Related Close Assoc</a>	Relevant Acceptable - Related Close Assoc	Relevant Acceptable	No	<a href="#">Edit</a>	<a href="#">Delete</a>
15	<a href="#">Relevant Acceptable - Standard Risk PEP</a>	Relevant Acceptable - Standard Risk PEP	Relevant Acceptable	No	<a href="#">Edit</a>	<a href="#">Delete</a>
22	<a href="#">Relevant Not Acceptable - Country Risk</a>	Relevant Not Acceptable - Country Risk	Relevant Not Acceptable	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
18	<a href="#">Relevant Not Acceptable - Generic</a>	Relevant Not Acceptable - Generic	Relevant Not Acceptable	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
20	<a href="#">Relevant Not Acceptable - High Risk PEP</a>	Relevant Not Acceptable - High Risk PEP	Relevant Not Acceptable	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
23	<a href="#">Relevant Not Acceptable - Related Close Assoc</a>	Relevant Not Acceptable - Related Close Assoc	Relevant Not Acceptable	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
24	<a href="#">Relevant Not Acceptable - Reputational Risk</a>	Relevant Not Acceptable - Reputational Risk	Relevant Not Acceptable	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
19	<a href="#">Relevant Not Acceptable - Sanctioned</a>	Relevant Not Acceptable - Sanctioned	Relevant Not Acceptable	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
21	<a href="#">Relevant Not Acceptable - Watch/Black Listed</a>	Relevant Not Acceptable - Watch/Black Listed	Relevant Not Acceptable	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add a new flag category.](#) ▶

By clicking into the name of the flag reason you will be able to edit the:

- Name
- Description
- Grouping – this is whether the reason means that the match is acceptable or not.
- Require reason – this denotes when this flag reason is selected whether there is a mandatory free text field.

From this page you can also delete a particular flag category. If you decide to add a new flag category you will have the same fields to fill out.

**Edit Flag Category: Relevant Acceptable - Domestic PEP**
◀ Go back

Name*	Grouping*	Flag Category Identifier
Relevant Acceptable - Domestic PEP	Relevant Acceptable ▼	14
Description*	Require Reason*	
Relevant Acceptable - Domestic PEP	No ▼	

Update Flag Category

Delete flag category

[Delete flag category.](#) ▶

## Discount Category

The Discount Category screen can be accessed through the home screen or under the Static section of the navigation bar. From here you can view, add, delete and manage the reasons for discounting a potential match.

Discount Category <span style="float: right;">◀ Home</span>					
Id	Name	Description	Require Reason	Edit	Delete
7	<a href="#">Address does not match</a>	Address does not match	No	<a href="#">Edit</a>	<a href="#">Delete</a>
8	<a href="#">Date does not match</a>	Date does not match	No	<a href="#">Edit</a>	<a href="#">Delete</a>
22	<a href="#">DiscountCategory1</a>	DiscountCategory1	No	<a href="#">Edit</a>	<a href="#">Delete</a>
9	<a href="#">Gender does not match</a>	Gender does not match	No	<a href="#">Edit</a>	<a href="#">Delete</a>
11	<a href="#">Name does match but eliminated after investigation</a>	Name does match but eliminated after investigation	No	<a href="#">Edit</a>	<a href="#">Delete</a>
10	<a href="#">Name does not match</a>	Name does not match	No	<a href="#">Edit</a>	<a href="#">Delete</a>
12	<a href="#">Other</a>	Other	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add a new discount category.](#) ▶

By clicking into the name of the discount reason you will be able to edit the:

- Name
- Description
- Require reason – this denotes when this flag reason is selected whether there is a mandatory free text field.

From this page you can also delete a particular flag category. If you decide to add a new discount category you will have the same fields to fill out.

Edit Discount Category: <a href="#">Date does not match</a> <span style="float: right;">◀ Go back</span>	
Name*	Discount Category Identifier
<input type="text" value="Date does not match"/>	<input type="text" value="8"/>
Description*	Require Reason*
<input type="text" value="Date does not match"/>	<input type="text" value="No"/>
<input type="button" value="Update discount category"/>	
Delete Discount Category	
<a href="#">Delete discount category.</a> ▶	

## Customer Report

A detailed customer report can be generated from the customer profile page. The generated report will provide an in-depth summary of the customer's:

- Profile
- Match Statistics
- Potential Matches
- Flagged Matches
- Discounted Matches
- Screening History

## Flagged Entity Report

The data entity detail report shows all information found on the Details tab of a client entity.

Client Entity Detail Report
Go back

1 of 1
Page Width
Find | Next

## Client Entity Detail Report

**Client Detail**

Client Name	<input type="text" value="STGLOADUAT-DEMO-CLIENT-1"/>	Client Entity ID	<input type="text" value="5030"/>
Business Unit	<input type="text" value="Default"/>		
Last Name	<input type="text" value="PUTIN"/>		
First Name	<input type="text" value="VLADIMIR"/>		
Middle Name	<input type="text"/>		
Gender	<input type="text" value="Male"/>	Date	<input type="text"/>
Status	<input type="text" value="Active"/>	Interface Reference	<input type="text" value="TRG0030"/>
Country 1	<input type="text" value="Russia"/>	Risk	<input type="text" value="High"/>
Country 2	<input type="text" value="Unknown"/>	Handled by User Group	<input type="text" value="Handler Group"/>
Country 3	<input type="text" value="Unknown"/>	Handled by User	<input type="text"/>
Criteria	<input type="text" value="Person High Risk"/>	Date Added	<input type="text" value="01/11/2023"/>

**Criteria Detail**

Name	<input type="text" value="Person High Risk"/>	Identifier	<input type="text" value="7"/>
------	---	------------	--------------------------------

## Managing Customers

Customers in KYC360 are added or updated through either an import file or a manual addition. Only admin users can upload customer import files.

You can import a customer file by clicking the Upload Customers link under the Data section in the navigation bar.



### CUSTOMER DATA

Manage Customers

**Upload Customers**

Add Customer

Upload Internal Watchlist

Audit History

Export Data

To Upload a customer file, complete the fields and click the “Import Customer file” button.

- Browse
  - Allows you to browse your local drive and select the import file you have created, for more information on the required format of the file see the [Import File](#).
- Number of header rows
  - Set the number of rows at the top of the import file that contain column headers and should be ignored
  - Not all files will contain headers as a first row, in this case set the value to 0
- Delimiter
  - Select the delimiter the import file uses, available options are:
    - Comma
    - Colon
    - Semi Colon
    - Tab
    - Vertical Bar

**Upload Customers** ◀ Home

Name data for natural persons must be split into first name and last name fields, or first, middle and last name fields. Natural person name data must not be uploaded in a single (last name) field, unless it is in characters of a non-latin alphabet. For further information, see the KYC360 Hosted Batch user manual, or contact [support@kyc360.com](mailto:support@kyc360.com).

Customer File Path:\*  
Browse for input file...

Number of Header Rows:\*

Delimiter / File Format:\*  
Excel Files ( \*.xls | \*.xlsx ) ▾

## Understanding the Screening Process

### Risk

Risk Classifications are assigned to client entities based on their level of expected risk. You can access the risk classification page either from the home page or under the Static option on the navigation bar. This will take you to a page where you can view, add, delete and manage your risk classifications.

Risk <span style="float: right;">◀ Home</span>					
Id	Name	Description	Priority	Edit	Delete
4	<a href="#">Unclassified</a>	Unclassified Risk Classification	0	<a href="#">Edit</a>	<a href="#">Delete</a>
5	<a href="#">Low</a>	Low Risk Classification	1	<a href="#">Edit</a>	<a href="#">Delete</a>
16	<a href="#">Risk1</a>	Risk1	2	<a href="#">Edit</a>	<a href="#">Delete</a>
6	<a href="#">Medium</a>	Medium Risk Classification	5	<a href="#">Edit</a>	<a href="#">Delete</a>
7	<a href="#">High</a>	High Risk Classification	9	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add a new risk](#) ▶

Each risk classification is assigned a priority which can be edited. What this does is provide one way in which to order potential matches, bringing the high risk classified potential matches to the top of the list in the first instance.

In order to edit a risk classification, click on the edit option and you will be taken to a page where you can edit the:

- Risk Name
- Risk Description
- Risk Priority - The priority given to a risk classification is used to determine the sort order of the match potential screen. Values range from 0 being the lowest to 9 being the highest.

You will also have the same options to fill out if you were adding a new Risk Classification. From the edit page you can also delete the risk classification.

Edit Risk: Low <span style="float: right;">◀ Go back</span>	
Risk Name:*	Risk Identifier:
<input type="text" value="Low"/>	<input type="text" value="5"/>
Risk Description:*	Risk Priority:*
<input type="text" value="Low Risk Classification"/>	<input type="text" value="1"/>
<input type="button" value="Update Risk Details"/>	
Delete Risk	
<a href="#">Delete this risk</a> ▶	



## File Criteria

Criteria define the parameters used by the Screening engine when a client entity is screened. The onboarding email allows you to set the parameters for up to 6 criteria for your organisation. This section will explain each parameter in detail and follow up with a walkthrough of the screening process to help you understand how the criteria parameters affect screening results.

Each client entity is assigned a criteria when it is created. You can view, add and manage criteria from the criteria screen which you can access from the home page or by clicking on the Criteria option under Static on the navigation bar.



Criteria <span style="float: right;">◀ Home</span>					
Id	Name	Description	Type	Edit	Delete
3	<a href="#">Person Low Risk</a>	Person Low Risk	Person	<a href="#">Edit</a>	<a href="#">Delete</a>
4	<a href="#">Entity Low Risk</a>	Entity Low Risk	Entity	<a href="#">Edit</a>	<a href="#">Delete</a>
5	<a href="#">Person Medium Risk</a>	Person Medium Risk	Person	<a href="#">Edit</a>	<a href="#">Delete</a>
6	<a href="#">Entity Medium Risk</a>	Entity Medium Risk	Entity	<a href="#">Edit</a>	<a href="#">Delete</a>
7	<a href="#">Person High Risk</a>	Person High Risk	Person	<a href="#">Edit</a>	<a href="#">Delete</a>
8	<a href="#">Entity High Risk</a>	Entity High Risk	Entity	<a href="#">Edit</a>	<a href="#">Delete</a>
18	<a href="#">Criteria1</a>	Criteria1	Person	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add new criteria](#) ▶

If you choose to add or edit a criteria you will be taken to a page with all the individual criteria able to be changed. There is also an option at the bottom to delete these particular criteria.

**Edit Criteria: Person Medium Risk**
◀ Go back

**Criteria Name:\***

**Criteria Identifier:**

**Criteria Description:\***

**Type:\***

**Last Name Match Percentage:\***    
 **First Name Match Percentage:\***    
 **Middle Name Match Percentage:\***    
 **Reverse Search:\***

**Search PEP:\***    
 **Search RCA:\***    
 **Search WBL:\***    
 **Search SAN:\***

**Search AVM:\***    
 **Search UNK:\***    
 **Search OTH:\***

**Include Blank Middle Name Records:\***    
 **Exact Date Match:\***    
 **Exclude Year Range:\***    
 **Bump Country Match:\***

**Bump Date Match:\***    
 **Bump Date MM YY Match:\***    
 **Bump Date YY Match:\***    
 **Bump Date DD MM Match:\***

**Exclude Country No Match:\***    
 **No Match Include PEP:\***    
 **No Match Include SAN:\***    
 **No Match Include WBL:\***

Update Criteria    [Go back](#)

**Delete Criteria**  
[Delete Criteria](#) ▶

Below is a table that provides more information on each of the criteria parameters.

Field	Information
Name	Name of the Criteria.
Description	Description of the Criteria.
Identifier	System allocated identifier which cannot be changed.
Entity Type	The entity type determines which Dow Entities the criteria will screen against, if person is selected client entities that use this criteria will only be screened against person records in the Dow Data.  Options: <ul style="list-style-type: none"> <li>• Person</li> <li>• Entity</li> <li>• All</li> </ul>
Last Name Match %	% to use as the Last Name Jaro Bias. Refer to the <a href="#">Understanding KYC360 Search</a> section for more information on what these numbers mean.
First Name Match %	% to use as the First Name Jaro Bias. Refer to the <a href="#">Understanding KYC360 Search</a> section for more information on what these numbers mean.

*\*Results that have no first name will ignore this restriction.*

Field	Information
Middle Name Match %	% to use as the Middle Name Jaro Bias. Refer to the <a href="#">Understanding KYC360 Search</a> section for more information on what these numbers mean.
Reverse Search	<i>*Results that have no middle name will ignore this restriction.</i> Perform a reverse search.
Search PEP	<i>*A reverse search will perform a second search with the First and Last Names transposed and display the results from both searches.</i> Search against entities that are classified as PEP (Politically Exposed Person) list.
Search RCA	Search against entities that are classified as RCA (Relative and Close Associate) list.
Search WBL	Search against entities that are classified as WBL (Watch List Special Interest) list.
Search SAN	Search against entities that are classified as SAN (Sanctioned) list.
Search AVM	Search against entities that are classified as AVM (Adverse Media) list.
Search UNK	Search against entities that are classified as UNK (Unknown) list.
Include Blank Middle Name Records	Sets whether match potentials will be generated when no Middle Name is present in the search.
Exact Date Match	Sets whether match potentials are <b>only</b> generated when an exact date match is present.
Exclude Year Range	If the number of years between the Client Entity Date and Dow Entity Date is larger than this number no match potential will be generated.  A value of 5 would give you a 10-year radius reflecting 5 years either side of the date.
	Notes: <ul style="list-style-type: none"> <li>• Only checks against Date of Birth/Incorporation records for the Dow entity.</li> <li>• If either or both client entity and Dow entity have no Date this value is ignored.</li> </ul>
<b>Meta Bump</b>	<i>Once the final set of results are returned they are ordered based on a numerical value "Meta Bump". Where a higher Meta Bump means a higher placement in the list. The following fields starting with "Bump" will increase the Meta Bump by the configured amount if the criteria are met.</i>
Bump Date Match Default: 30	Increases Meta Bump by the amount set if the <b>entire</b> date matches the search date.
Bump Date MM YY Match Default: 20	Increases Meta Bump by the amount set if the month <b>and</b> year matches the search date.
Bump Date YY Match Default: 10	Increases Meta Bump by the amount set if <b>only</b> the year matches the search date.
Bump Date DD MM Match Default: 5	Increases Meta Bump by the amount set if the day <b>and</b> month matches the search date.

Field	Information
Bump Country Match Default: 25	Increases Meta Bump by the amount set if the country matches one of the search countries.
Exclude Country No Match Default: Yes	If none of the countries in the Client Entity match the countries in the Dow entity no match potential will be generated.  Notes: If either or both client entity and Dow entity have no Country this value is ignored.
No Match Include PEP Default: Yes	These settings allow you to turn country filtering off for the various lists.
No Match Include SAN Default: Yes	Yes – Country filtering will be applied to the list.
No Match Include WBL Default: Yes	No – Country filtering will not be applied to the list.

## Jaro Containment Bias

KYC360 uses an algorithm similar to Jaro-Winkler string distance to indicate how similar two names are. The Jaro Containment Bias represents a measure of “closeness” between two names where the higher the value the closer the two names are to identical. The value ranges from 0 (very different) to 100 (identical). When doing a search KYC360 will use the JCB to compare the name you have searched to every other name of that type in the database.

## Search Process

Conceptually a KYC360 search works a lot like multiple sieves stacked on top of each other that only allow the names that fit their requirements through. Each search will start with all Dow Jones records and as it moves down through the different sieves the number of records reduces until only the records that go to the potential matches for the customer remain.

## Create Screening List

The first sieve in the search removes Dow Jones records that you do not want to include in the screening list. The list of parameters below

Parameter	Information
Entity Type	All – both entity types pass through. Person – only entities with entity type person pass through. Entity – only entities with entity type entity pass through.
Gender	All – both genders pass through. Male – only records that are male pass through. Female – only records that are female pass through.
Politically Exposed Persons	Ticked – records that are marked as PEP’s will pass through. Unticked – records that are marked as PEP’s will not pass through.
Relative and Close Assoc	Ticked – records that are marked as RCA’s will pass through. Unticked – records that are marked as RCA’s will not pass through.
Watch List Special Interest	Ticked – records that are marked as WBL’s will pass through. Unticked – records that are marked as WBL’s will not pass through.

Parameter	Information
Sanctioned	Ticked – records that are marked as SAN's will pass through. Unticked – records that are marked as SAN's will not pass through.
Adverse Media	Ticked – records that are marked as ADV's will pass through. Unticked – records that are marked as ADV's will not pass through.
Unknown	Ticked – records that are marked as UNK's will pass through. Unticked – records that are marked as UNK's will not pass through.

## Screen Last Name

Only Dow Jones records that have a last name starting with the same letter as the last name you have provided pass through to the actual last name search (Person records only). The **Last Name** of your customer gets compared to the **Last Name** of all records in the list of records that have reached this point returning a Jaro Containment Bias (JCB) between 0% and 100% indicating how close the two last names are too identical. All the results that have a higher % than the threshold value you have set pass through.

## Screen First Name

The **First Name** of your customer gets compared to the **First Name** of all the remaining records returning a Jaro Containment Bias (JCB). All the results that have a higher % than the threshold value you have set pass through. If no first name exists all results pass through.

## Screen Middle Name

The **Middle Name** of your customer gets compared to the **Middle Name** of all remaining records returning a Jaro Containment Bias (JCB). All the results that have a higher % than the threshold value you have set pass through. If no middle name exists all results pass through. If Dow Jones records do not contain a middle name they are included by default.

## Date Filtering

Results that have a birth/incorporation date related to them are compared to the Date of the Customer. If the difference in date is larger than the thresholds you have set, they will not pass through. If either or both Dow Jones and Customer have no date they will pass through. The threshold represents a number of years either side of the date. Setting the threshold to 5 will give you a 10-year radius being 5 years either side of the date.

## Country Filtering

If country filtering is enabled, each result will have the countries related to them compared to the Country1, Country2 and Country3 properties of the customer. If none of the customer countries match the Dow Jones records' countries the result will not pass through. If either or both Dow and customer have no country, they will pass through.

## Potential Matches

The potential matches page shows a list of all customers that have potential matches that require review. You can open the potential matches page by:

- Clicking the Potential Matches option on the [Home Page](#)
- Clicking the Potentials option in the navigation bar at the top of the page

Clicking on the Customer Name of any of the potential match records will open the [customers profile](#).

Priority	Customer Name	Potential Matches	Highest % Match	Metadata Matches	SAN	PEP	WBL	RCA	AVM	UNK	OTH	Age (Days)	Handler Group	Handl Use
5	ALAN SUGAR	1	100.0%	Country	0	1	0	0	0	0	0	0	Training Group	
5	ALISHER USMANOV	1	100.0%	Date, Country	1	1	0	0	0	0	0	0	Training Group	
5	ALISON ROSE	3	100.0%	Country	0	3	0	0	0	0	0	0	Training Group	
9	ANDREY MELNICHENKO	27	100.0%	Date, Country	3	9	11	5	0	0	0	0	Training Group	

The filter controls at the top of the page allow you to filter the list of potential matches by:

Filter	Description
Match Filter	Filters potential matches based on the classification of the matched Dow Jones record or whether there was a Country/Date match: <ul style="list-style-type: none"> <li>• Sanctioned</li> <li>• Watch or blacklisted.</li> <li>• Politically exposed person</li> <li>• Relative or close associate</li> <li>• Adverse media</li> <li>• Date match</li> <li>• Country match</li> </ul>
Group Filter	Filters potential matches based on the user group they are assigned to.
User Filter	Filters potential matches based on the user they are assigned to, includes an option to show only unassigned potential matches.

Filter	Description
Rows Per page	How many results are shown per page
Sort By	Filtering option to sort the records by one of the dropdown values: <ul style="list-style-type: none"> <li>- Priority</li> <li>- Customer Name</li> <li>- Potential Matches</li> <li>- Metadata Matches</li> <li>- SAN</li> <li>- PEP</li> <li>- WBL</li> <li>- RCA</li> <li>- AVM</li> <li>- UNK</li> <li>- OTH</li> <li>- Age (Days)</li> <li>- Handler Group</li> <li>- Handler User</li> </ul>
Sort Direction	Functionality to change the sorting direction
Total Records	Total number of records within the potential matches

When clicking into the potential matches screen you can see the Dow Jones ID for all potential matches as you scroll down (DJ-148369):

**ROMAN ARKADEVICH ABRAMOVICH**

Sanctioned PEP Inactive Watch or Black Listed **DJ-148369**

Potential Matches

---

Overview
Aliases ( 14 )
Details
Related ( 186 )
Comments

See Previous Roles	Heads & Deputy Heads of Regional Government	
Member, State Duma	Members of the National Legislature	19 Dec 1999 - 24 Dec 2000
Governor, Chukotka Autonomous Region	Heads & Deputy Heads of Regional Government	24 Dec 2000 - 03 Jul 2008

---

Type: Person
Match: 100.0%

---

Citizenship: Israel

Citizenship: Portugal

Citizenship: Russia

Jurisdiction: Russia

Resident of: Israel

Resident of: Russia

Resident of: United Kingdom

Gender: Male

Date of Birth: 24 Oct 1966

Date of Birth: 1966

PEP Status: Inactive (03 Jul 2008)

---

**Other Matches** Displaying first 100 records only

**LIEUTENANT COLONEL AHARON ABRAMOWITZ**

PEP Inactive **DJ-531214**

Potential Matches

---

Overview
Aliases ( 13 )
Details
Related ( 0 )
Comments

See Previous Roles	Senior Civil Servants-National Government	
Director General, Ministry of Foreign Affairs	Senior Civil Servants-National Government	Jun 2006 - Mar 2009
Director General, Ministry of Justice	Senior Civil Servants-National Government	01 Dec 2002 - 01 Jun 2006

---

Type: Person
Match: 100.0%

---

Citizenship: Israel

Jurisdiction: Israel

Resident of: Israel

Gender: Male

Date of Birth: 1951

PEP Status: Inactive ( Mar 2009 )

By default, KYC360 will show all customers with outstanding potential matches as shown by the image below. You can sort the potential matches based on the values in any of the columns by clicking the column header you want to sort the results by, clicking the same header again will reverse the sorting order.

<input type="checkbox"/>	Priority	Customer Name	Potential Matches	Highest % Match	Metadata Matches	SAN	PEP	WBL	RCA	AVM	UNK	OTH	Age (Days)	Handler Group	Hand Use
<input type="checkbox"/>	5	<a href="#">ALAN SUGAR</a>	1	100.0%	Country	0	1	0	0	0	0	0	0	Training Group	
<input type="checkbox"/>	5	<a href="#">ALISHER USMANOV</a>	1	100.0%	Date, Country	1	1	0	0	0	0	0	0	Training Group	
<input type="checkbox"/>	5	<a href="#">ALISON ROSE</a>	3	100.0%	Country	0	3	0	0	0	0	0	0	Training Group	
<input type="checkbox"/>	9	<a href="#">ANDREY MELNICHENKO</a>	27	100.0%	Date, Country	3	9	11	5	0	0	0	0	Training Group	



The table below contains detailed information of columns shown for the potential matches.

Column	Description
Priority	Customers are prioritised based on the Risk classification assigned to them. <ul style="list-style-type: none"> <li>• Unclassified – 0</li> <li>• Low – 1</li> <li>• Medium – 5</li> <li>• High – 9</li> </ul>
Customer Name	Name of the customer that has potential matches.
Reference	The external reference number for the customer. Typically, this would be a unique customer reference such as a client number or account number for this purpose.
Potential Matches	Number of potential matches for the customer.
Highest % Match	This column displays the highest match percentage figure of all of the potential matches the customer has
Meta Data Matches	Will only show the meta data matches for the potential match with the highest meta bump.
Match Characteristics	Shows a distinct list of the classifications for the Dow Jones records the customer has potential matches for.
Handler Group	The user group the customer is assigned to.
Handler User	The user the customer is assigned to. Only the handler user or admin users will be able to see this customer record and any potentials it has.
Age	The number of days the oldest potential match has been outstanding.

## Reassigning Matches

Only Supervisor users and the user the potential matches for a customer are assigned to will be able to see their potential matches. If potential matches need to be reassigned to a new user or unassigned from the user they are currently assigned to, Supervisor users can reassign them from the [Potential Matches](#) page.

To reassign a potential match to a different user or to unassign it:

1. Tick the box to the left of the customer(s) you want to reassign potential matches for
  - a. You can select all the match potentials by ticking the box in the header row.
2. Click the “Reassign selected potentials” button above the potential matches.
3. Select the user you want to assign the potential matches to from the list and click “Save Changes”.

Potential Matches
Home

Reassign potential matches

Please select the user to reassign the entities with potential matches to:

Rows:

Save changes

Total Records: 36
Page: 1 of 1
<< First
< Previous
Next >
Last >>
1
Go to Page

<input type="checkbox"/>	Priority	Customer Name	Potential Matches	Metadata Matches	SAN	PEP	WBL	RCA	AVM	UNK	OTH	Age (Days)	Handler Group	Handler User
<input checked="" type="checkbox"/>	2	ABRAMOVICH	326		21	144	64	112	0	0	15	4	Admin Group	Stephen C hapman ST GLOADU A...
<input checked="" type="checkbox"/>	9	AKBAR ALI KHAN	79		0	2	68	9	0	0	0	1	Admin Group	Priteshsen gra+101@r iskscr...

## Inactive Status

Records will show their category status next to their profile name and Dow Jones profile ID. This will be shown in a grey box if inactive, or red if the status is still active.



In the Overview tab, you can easily identify inactive records by looking at the PEP, RCA, or Sanction/Watchlist Status. In the Details tab of the Potential Matches Screen, you can find further information about the inactive records, including notable dates.

If all lists are inactive for any of these categories, the status will be displayed in orange and bold. If ALL lists are inactive for (1) PEP, (2) RCA and/or (3) Sanctions/Watchlist. See the below breakdown:

### PEP/RCA:

In the Overview, you will see a field called "RCA/PEP Status: Inactive (DDMMYYYY)," highlighted in orange. This status will also be visible in the Details tab and any corresponding reports.

**Other Matches**

ALI AKBAR FAMIL-KARIMI PEP Inactive DJ-1771959 Potential Matches

Overview Aliases ( 5 ) **Details** Related ( 0 ) Comments

---

**Full Name** ALI AKBAR FAMIL-KARIMI

**Description** Politically Exposed Person (PEP)

**Role**

Primary Occupation		
See Previous Roles	Heads & Deputy Heads of Regional Government	
Previous Roles		
Deputy Governor General of Hamadan	Heads & Deputy Heads of Regional Government	
Previous Roles		
Acting Governor General of Hamadan	Heads & Deputy Heads of Regional Government	Jul 2012 - Aug 2012

**Address** No Address data held

**Citizenship & Residency**

Citizenship:	Iran
Jurisdiction:	Iran
Resident of:	Iran

**Notable Dates**

PEP Status: Inactive ( Aug 2012 )

## Sanctioned/Watchlist:

The "Sanctioned" status will only be displayed in the Overview, Details tab, and reports if all Sanctioned Lists are inactive/expired. It will also be highlighted in orange.

**YUSOF MOHAMMAD ABDOH ABDULNABY** Potential Matches

*Sanctioned Inactive* *Watch or Black Listed Inactive* **DJ-12525029**

Overview Allases ( 127 ) Details Related ( 0 ) Comments

<b>Full Name</b>	YUSOF MOHAMMAD ABDOH ABDULNABY	
<b>Description</b>	Special Interest Person (SIP) Sanctions Lists Special Interest Person (SIP) Terror	
<b>Role</b>	No Role data held	
<b>Address</b>	No Address data held	
<b>Citizenship &amp; Residency</b>	Citizenship:	Not Known
	Resident of:	Not Known
<b>Notable Dates</b>	Date of Birth:	20 Jun 1905
	Sanction Status:	Inactive

## Combinations of Records

If there is a combination of records, such as a mix of PEP/RCA and Sanction/Watchlist, only the lists that are inactive will be displayed. For example, if a record is no longer active on PEPs but is still on Sanctions, you will see "PEP Status: Inactive (DDMMYYYY)" without any reference to Sanctions being inactive.

## Data Management (Bulk Deletion/Approvals)

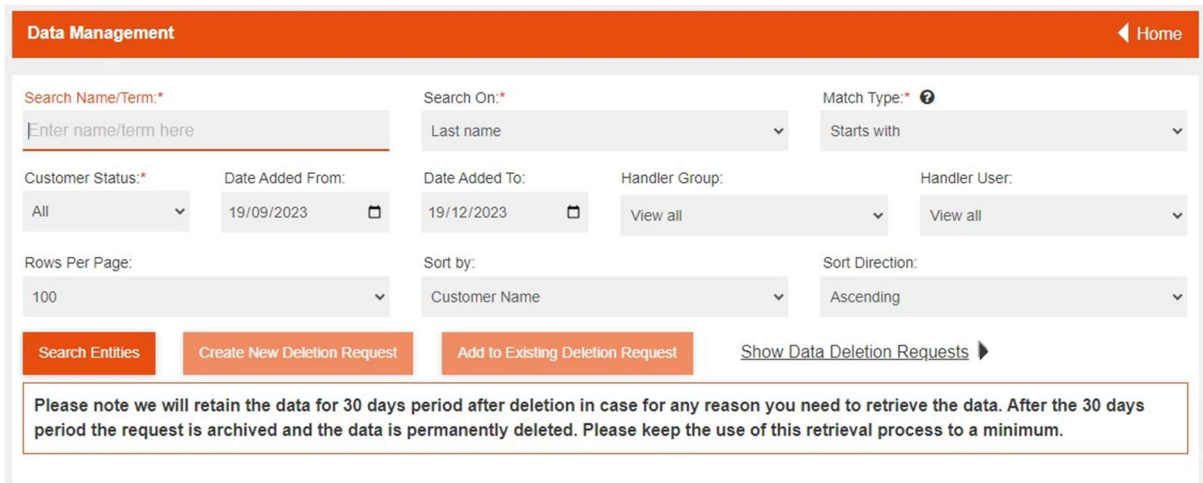
The Data Management screen (found in ‘Settings’ → ‘Data Management’) is your hub for managing data deletions within Screening. This functionality allows you to efficiently request the deletion of data, track the status of your requests, and ensure compliance with data retention policies.

**IMPORTANT:** This is only available for users within the Admin User Group. To execute the deletion of data you must have at least two admin users; one to request and one to approve the deletion.

### Data Deletion Process

To initiate the data deletion process, follow these steps:

**Access the Data Management Screen:** Log in to your account and navigate to the Data Management Screen found under ‘Settings’ → ‘Data Management’.



From this landing page, you can apply multiple filtering options to narrow down your search and find the specific data you want to delete. Filters include the following options:

Field	Description
Search Name/Term	Search term you want to use to perform the search.
Search On	The customer information you want to search by: <ul style="list-style-type: none"> <li>• Last name</li> <li>• First name</li> <li>• Middle name</li> <li>• Reference</li> </ul>
Match Type	Where the search term should appear in the specific field: <ul style="list-style-type: none"> <li>• Starts with</li> <li>• Contains</li> </ul>
Customer Status	Whether you want to filter the results by their status: <ul style="list-style-type: none"> <li>• Inactive</li> <li>• Active</li> <li>• All</li> </ul>

Field	Description
Date Added from/to	Date option to specify which date the customer(s) were added into the system.
Handler Group	The user group the customer record is assigned to.
Handler User	The user the customer record is assigned to.
Rows Per Page	How many results are shown per page.
Sort By	Filtering option to sort the records by one of the dropdown values: <ul style="list-style-type: none"> <li>- Customer Name</li> <li>- Reference</li> <li>- Handler Group</li> <li>- Handler User</li> <li>- Date added</li> </ul>
Sort Direction	Functionality to change the sorting direction

### Select Data for Deletion

Once you've applied your filters and identified the data you wish to delete, you can select individual items or select multiple items simultaneously via the tick box functionality.

**Data Management**
◀ Home

Search Name/Term:\*  
%

Search On:\*  
Last name

Match Type:\*  
Starts with

Customer Status:\*  
All

Date Added From:  
19/09/2023

Date Added To:  
19/12/2023

Handler Group:  
View all

Handler User:  
View all

Rows Per Page:  
100

Sort by:  
Customer Name

Sort Direction:  
Ascending

Search Entities

Create New Deletion Request

Add to Existing Deletion Request

[Show Data Deletion Requests](#)

**Please note we will retain the data for 30 days period after deletion in case for any reason you need to retrieve the data. After the 30 days period the request is archived and the data is permanently deleted. Please keep the use of this retrieval process to a minimum.**

Total Records: 67 Page: 1 of 1 << First < Previous Next > Last >>

1 [Go to Page](#)

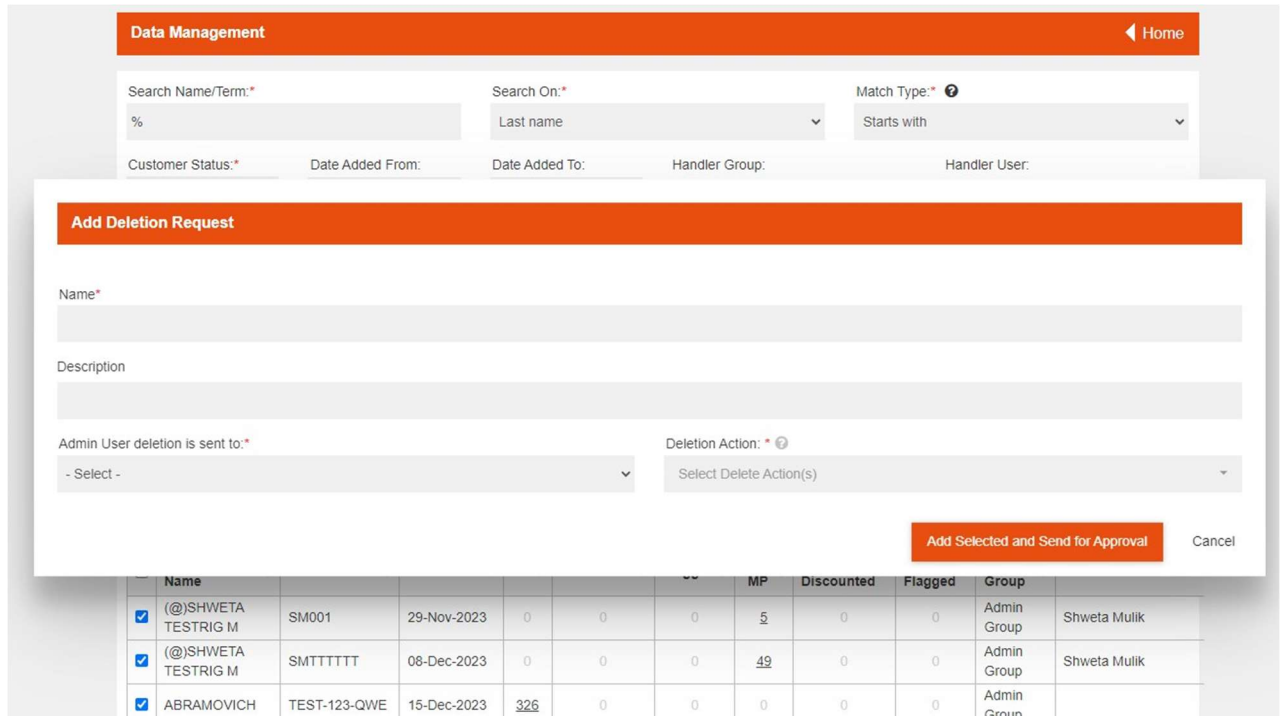
**Entity Search Results**

<input type="checkbox"/>	Customer Name	Reference	Date Added	MP	Discounted	Flagged	AVM MP	AVM Discounted	AVM Flagged	Handler Group	Handler User
<input checked="" type="checkbox"/>	(@)SHWETA TESTRIG M	SM001	29-Nov-2023	0	0	0	5	0	0	Admin Group	Shweta Mulik
<input checked="" type="checkbox"/>	(@)SHWETA TESTRIG M	SMTTTTTT	08-Dec-2023	0	0	0	49	0	0	Admin Group	Shweta Mulik
<input checked="" type="checkbox"/>	ABRAMOVICH	TEST-123-QWE	15-Dec-2023	326	0	0	0	0	0	Admin Group	
<input type="checkbox"/>	AKBAR ALI KHAN	TEST 123123 QWER	18-Dec-2023	79	1	1	0	0	0	Admin Group	Priteshsengra+101@ris
<input type="checkbox"/>	AKS#)AKSHAY()	ABC1237	08-Dec-2023	0	0	0	3	0	0	Admin Group	
<input type="checkbox"/>	ALAN SUGAR	TRG016	01-Nov-2023	0	0	1	0	0	0	Handler Group	

Once all the data has been selected – you can click either:

- 1) "Create New Deletion Request" button to initiate a new deletion process. This will generate a request for data deletion (please note these requests must be approved/rejected within 24 hours).
- 2) Add to Existing Request (Optional): If there is already a pending deletion request you can choose to add the new items to that request. This streamlines the approval process by consolidating multiple deletion requests into one.

Creating a new deletion request pulls up the following menu:

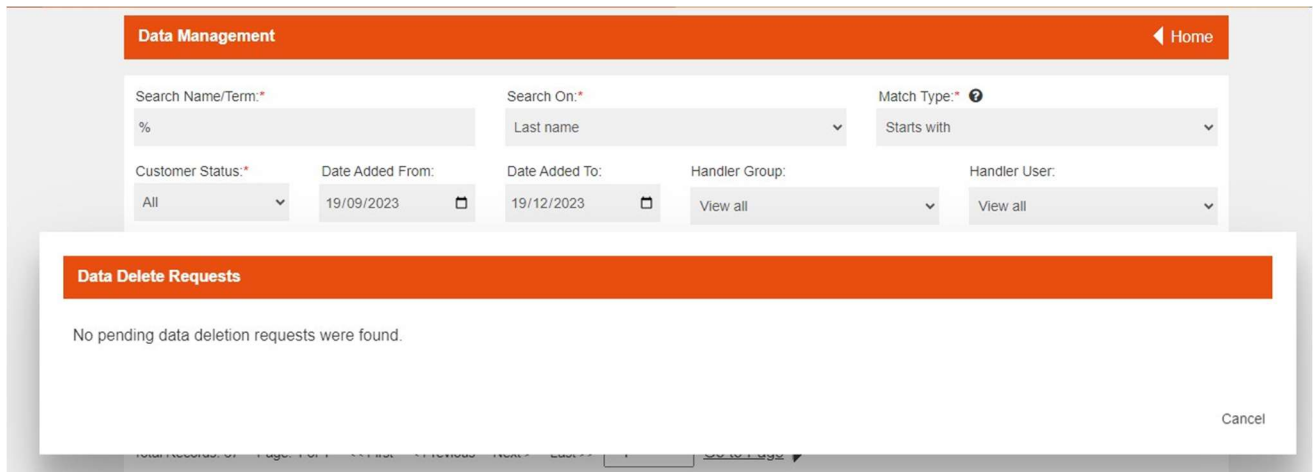


The options include:

Field	Description
Name of Deletion	Naming convention for your deletion request.
Description	Optional description field to describe the deletion/purpose etc.
Admin User deletion is sent to	Function to directly assign to specific admin user for review.

Field	Description
Deletion Action	<p>Select <b>ALL</b> (can select multiple) relevant delete requests.</p> <ul style="list-style-type: none"> <li>- Delete Entities (<i>delete the full customer record</i>)</li> <li>- Delete Match Potentials (<i>delete the outstanding match potentials</i>)</li> <li>- Delete Discounted Matches (<i>delete the discounted matches</i>)</li> <li>- Delete Flagged Matches (<i>delete the flagged matches</i>)</li> <li>- Delete AVM Match Potentials (<i>delete the outstanding AVM match potentials</i>)</li> <li>- Delete AVM Discounted Matches (<i>delete the AVM discounted matches</i>)</li> <li>- Delete AVM Flagged Matches (<i>delete the AVM flagged matches</i>)</li> </ul> <p>IMPORTANT: If you choose to 'Delete entities' then this deletes the whole customer data set for that record i.e. it will delete the entity and any associated matches.</p>
Add Selected and Send for Approval	Sends the approval request.
Cancel	Cancel the pop-up box.

Add to Existing Deletion Request brings up the following menu:



Here you can select to add on the additional deletion requests to an already open, pending approval.

## Approval/Rejection Process

Please note that your deletion request must be approved by an admin user, or by another admin user if the user who requested the approval is also an admin. The admin approver will then review the request and decide whether to approve or reject it.

To monitor the progress of your deletion requests you can go to the 'Show Data Deletion Requests' page.



**Data Management**
◀ Home

Search Name/Term:\*

Search On:\*

Match Type:\*

Customer Status:\*

Date Added From:

Date Added To:

Handler Group:

Handler User:

Rows Per Page:

Sort by:

Sort Direction:

[Search Entities](#)

[Create New Deletion Request](#)

[Add to Existing Deletion Request](#)

[Show Data Deletion Requests ▶](#)

Please note we will retain the data for 30 days period after deletion in case for any reason you need to retrieve the data. After the 30 days period the request is archived and the data is permanently deleted. Please keep the use of this retrieval process to a minimum.

Total Records: 67 Page: 1 of 1 << First < Previous Next > Last >>

[Go to Page ▶](#)

The Deletion Requests page looks like this:

**My Approvals**
◀ Go back

No data deletion requests in selected business unit for approval were found.

**Data Deletion Requests**

Request Name	No. of Entities	MP	Flagged	Discounted	AVMMP	AVM Flagged	AVM Discounted	Created By	Approver	Status	Edit	Delete
DELETE	1	5689	0	502	64	0	0	Charlotte Croxford	Vinod Agole	Expired	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">KYC360 Testing</a>	3	326	0	0	54	0	0	Stephen Chapman STGLOADUA...	Annie Roberts	Pending	<a href="#">Edit</a>	<a href="#">Delete</a>

Field	Description
Request Name	Naming convention for the deletion request (linked to the 'Name of Deletion' field when creating the request).
No. of Entities	Total number of entities/customer records being requested for deletion.
MP	Match Potentials to be deleted.
Flagged	Flagged matches to be deleted.
Discounted	Discounted matches to be deleted.
AVM MP	Live Adverse Media Match Potentials to be deleted.
AVM Flagged	Live Adverse Media Flagged matches to be deleted.
AVM Discounted	Live Adverse Media Discounted matches to be deleted.
Created By	The User that has created the deletion request.
Approver	The User that the approval/rejection is pending with.
Status	Status indicator showing whether the request is pending approval, approved, or rejected.
Edit	Edit the request.
Delete	Delete the request.

You can also click through into the highlighted numbers in the deletion request table. For example, you have the option to click into the red highlighted numbers – this will load up the following page to provide more details on what will be deleted (what has been requested).

(You will notice that some numbers are black, and some are red - the red ones are those that the user has requested for deletion)

**View Data Deletion Request: KYC360 Testing** ◀ Go back

Total Records: 3 Page: 1 of 1 << First < Previous Next > Last >>  Go to Page ▶

**Entities**

Customer Name	Reference	Date Added	MP	Discounted	Flagged	AVM MP	AVM Discounted	AVM Flagged	Handler Group	Handler User
(@)SHWETA TESTRIG M	SM001	29-Nov-2023	0	0	0	5	0	0	Admin Group	Shweta Mulik
(@)SHWETA TESTRIG M	SMTTTTTT	08-Dec-2023	0	0	0	49	0	0	Admin Group	Shweta Mulik
ABRAMOVICH	TEST-123-QWE	15-Dec-2023	326	0	0	0	0	0	Admin Group	

## Data Retention Policy

It's important to be aware of our data retention policy Data Retention Period.

We will retain the deleted data for a 30-day period after the deletion request is approved. This retention period allows for data recovery in case it is needed for any reason.

**After 30 Days** - After the 30-day retention period expires, the deletion request is archived (as shown in below screenshot), and the data is permanently deleted from our system. Please use the data retrieval process sparingly and only when necessary, as data cannot be recovered once it's permanently deleted.

**My Approvals** ◀ Go back

No data deletion requests in selected business unit for approval were found.

**Data Deletion Requests**

Request Name	No. of Entities	MP	Flagged	Discounted	AVMMP	AVM Flagged	AVM Discounted	Created By	Approver	Status	Edit	Delete
DELETE	1	5689	0	502	64	0	0	Charlotte Croxford	Vinod Agole	Expired	Edit	Delete
<a href="#">KYC360 Testing</a>	3	326	0	0	54	0	0	Stephen Chapman STGLOADUA...	Annie Roberts	Pending	Edit	Delete
shweta regression	1	0	0	0	20	0	0	Sukanya Suryawanshi	Shweta Mulik	Expired	Edit	Delete
Req	1	0	0	0	0	0	0	Shweta Mulik	Sukanya Suryawanshi	Expired	Edit	Delete
Test delete	1	1	0	0	0	0	0	Sukanya Suryawanshi	Krunal Lute	Expired	Edit	Delete
test	1	3	0	0	0	0	0	Tejal	Shweta Mulik	Expired	Edit	Delete



## User Groups

KYC360 restricts access to customers through user groups. Only users that are part of a user group a customer is assigned to will be able to view their profiles or any potential matches they generate.

If a user group is enabled to run reports then they will be able to run reports and export data across all user groups, not just their own. This does not affect the segregation of user groups when it comes to assigning potential matches.

Those that have access to the Administrator Group will have the ability to add themselves to other user groups.

## User Group Types

### Handler Groups

Handler groups are used to work on customer potential matches. Each customer is assigned a user group when imported and only users in that user group will be able to handle any potential matches for that customer and view their customer profile.

### Supervisors

A standard user can view all unassigned matches and matches they own for the user groups they are a member of. User group supervisors can view all potential matches within a group and assign or reassign potential matches to other members of the user group.

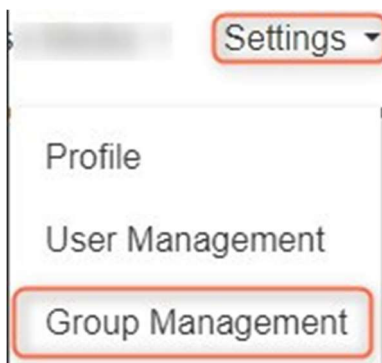
### Admin Groups

Each client has an admin group which grants its users the following privileges.

- Access to all customers in all user groups
- User management (invite new users, disable users)
- Group management (add, change or delete groups, change user group memberships)
- Import new customer files
- Export customer files with high-level match statistics

## Managing User Groups

User groups are managed from the Group Management page in the admin section of the navigation bar.



Groups can be added, deleted and updated from the Group Management page.

Group Management					
<a href="#">Home</a>					
Id	Name	Admin	Edit	Delete	Permissions
202	<a href="#">Admin Group</a>	✓	<a href="#">Edit</a>	<a href="#">Delete</a>	-
203	<a href="#">Handler Group</a>	-	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Permissions</a>
204	<a href="#">Handler Group 2</a>	-	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Permissions</a>
213	<a href="#">Rebrandddd</a>	-	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Permissions</a>

[Add a new group](#) ▶

## Add User Group

To add a new user group:

1. From the Group Management page, click the “Add a new group button”.
2. Enter a name for the new group.
3. Set whether the new group is an admin group.
4. Set which of your existing users will be part of the new group (optional).
5. Click “Add new group”.

Create Group					
<a href="#">Go back</a>					
Group Name:					
<input type="text"/>					
Admin					
<input type="checkbox"/> Is this an administrator group?					
Choose members, supervisors, managers and directors					
Email Address	User Name	Member	Supervisor	Manager	Director
akshaypardeshi+suat@riskscreen.com	Akshay Pardeshi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
alicefoster@riskscreen.com	Alice Foster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
andyking@riskscreen.com	Andy King	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
annieroberts@riskscreen.com	Annie Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Create Group</a>					

## Edit User Group

Editing a user group allows you to:

- Change the name of the user group.
- Change whether the group is an admin user group or not.
- Add or remove users from the group.
- Change the supervisors in the group.
- Promote or demote people within the group.
- Delete the group.

To edit user group details:

1. From the Group Management page, click the “Edit” button next to the user group you want to change.
2. Make any changes to the name or admin status.

3. Click “Update group details”.

To edit group membership:

1. From the Group Management page, click the “Edit” button next to the user group you want to change.
2. Under the Manage Group Members section click “Add” in the first **Action** next to the users name to add them to the group
  - a. If they are already in the group click the Remove button to remove the user from the group
3. Promote a user to supervisor by clicking the “Promote” button in the second Action column next to the users’ name.
  - a. If the user is already a supervisor click the “Demote” button to make them a regular user

Edit Group: Handler Group
◀ Go back

Group Name:\* Admin\*

Handler Group  Is this an administrator group?

Update Group

### Manage Group Permissions

[Manage permissions for this group ▶](#)

### Manage Group Members

User ID	User Name	Email Address	Enabled	Member	Supervisor	Manager	Director
126	Akshay Pardeshi	akshaypardeshi+suat@risks...	✓	Add	Promote	Promote	Promote
131	Alice Foster	alicefoster@riskscreen.co...	✓	Add	Promote	Promote	Promote
109	Andy King	andyking@riskscreen.com	✓	✓ (Remove)	✓ (Demote)	Promote	Promote

## Delete User Group

User groups can only be deleted if there are no customers assigned to them.

To delete a user group:

4. From the Group Management page, click the “Delete” button next to the user group you want to delete. You can also delete a group once its selected.

Group Management
◀ Home

Id	Name	Admin	Edit	Delete	Permissions
202	<a href="#">Admin Group</a>	✓	<a href="#">Edit</a>	<a href="#">Delete</a>	-
203	<a href="#">Handler Group</a>	-	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Permissions</a>
204	<a href="#">Handler Group 2</a>	-	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Permissions</a>
213	<a href="#">Rebranddd</a>	-	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Permissions</a>

[Add a new group ▶](#)

## Permissions

In order to adjust permissions of certain user groups for them to have access to edit static data, edit groups and permissions and run reports, you need to amend their permissions with the permission screen. To get to this screen, click on the Permissions option on the Group Management page.

Group Management <span style="float: right;">◀ Home</span>					
Id	Name	Admin	Edit	Delete	Permissions
202	<a href="#">Admin Group</a>	✓	<a href="#">Edit</a>	<a href="#">Delete</a>	-
203	<a href="#">Handler Group</a>	-	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Permissions</a>
204	<a href="#">Handler Group 2</a>	-	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Permissions</a>
213	<a href="#">Rebrandddd</a>	-	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Permissions</a>

[Add a new group](#) ▶

This will take you to a page where you can change permissions for viewing, adding, deleting or updating. This comes in the form of tick boxes next to the relevant options where the corresponding boxes should be ticked and then the option Update Group Permissions selected at the bottom of the screen. The Menu option allows the user group to view the various options in the navigation bar but not to make changes.

Manage Group Permissions: Handler Group 2 <span style="float: right;">◀ Go back</span>						
Category	Permission	Menu	Add	Update	Delete	View
Customer Screening	Potential Matches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Screening	Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Screening	Customer Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Screening	Upload Customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Screening	Configure Criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Screening	Configure Risk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Update Group Permissions](#)

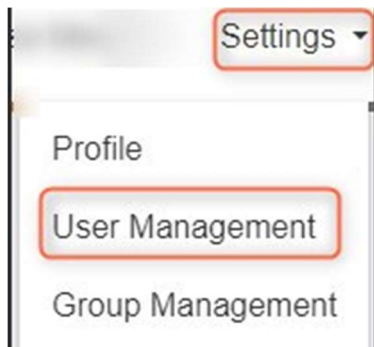
As per the relevant sections detailed elsewhere in this manual, this page manages who has access to these. please note that if a user group is enabled to run reports then they will be able to run reports across all user groups, not just their own. This does not affect the segregation of user groups when it comes to assigning potential matches.

## Users

KYC360 uses users to control access to the website. Every time you open KYC360 you will be asked to log in with your user account by providing your email address and a Password. Once logged in you will be shown the [Home Page](#).

## Managing Users

Users are managed from the User Management page in the System section of the navigation bar.



The User Management page will show a list of all users associated with your organisation, pending invites and the status of each user. Users can also be invited and disabled from this page.

User Management
◀ Home

Add a new user / link an existing Microsoft account

Name*	Email Address:*	Azure Active Directory Account:	Two Factor Authentication:
<input type="text"/>	<input type="text"/>	No <span style="float: right;">▼</span>	No <span style="float: right;">▼</span>

Add User

### Pending Invitations

For accounts other than Microsoft accounts, when a user is sent an invitation they will be asked to complete a registration form. When this is done, the user will be added to your organisation. In the meantime, administrators can add the new user to the groups they will be members of.

Email Address	Last sent (UTC)	Two Step Login	Resend	Delete
alicefoster@riskscreen.com	07 Dec 2023 09:20:53		<a href="#">Resend</a>	<a href="#">Delete</a>
christophemontoya@riskscreen.com	15 Dec 2023 17:23:07		<a href="#">Resend</a>	<a href="#">Delete</a>
gabrielfranks@riskscreen.com	07 Dec 2023 09:19:43		<a href="#">Resend</a>	<a href="#">Delete</a>



## User Details

Clicking on the username of any of the users in the list will show the user details page for that user.

Edit User: Stephen Chapman STGLOADUA...
◀ Go back

### User Details

User ID: 138  
 User Name: Stephen Chapman STGLOADUAT  
 User Email: stephenchapman@riskscreen.com  
 Status: Enabled  
 Business Unit Transfer Permission: No

### Update User Status

[Disable this user](#)

### Business Unit Transfer Permission

[Grant business unit transfer permission](#)

### Update User Name

User Name:

[Change User Name](#)

### Group Memberships

Group Name	Admin Group	Member	Supervisor	Manager	Director
<a href="#">Admin Group</a>	✓	✓ <i>(Remove)</i>	✓ <i>(Demote)</i>	<a href="#">Promote</a>	<a href="#">Promote</a>

The user details page shows detailed information on the user including:

- User Id, Name, Email address and status
- User groups the user is a member of
- Whether the user is a supervisor in the groups they are a member of

The user details page also allows you to disable the user or manage the users' group memberships.

## Add User

To add a new user:

1. On the User Management page
2. Complete the name and email address for the new user.
3. Click the "Add User" button to send an invite to the user.
  - a. The user will receive an email invite to your KYC360 organisation and will be required to provide a password for their account before they can access the system.
  - b. You can resend the invite email by clicking the "Resend" button next to the users' name in the **Pending Invitations** section.

## Disable User

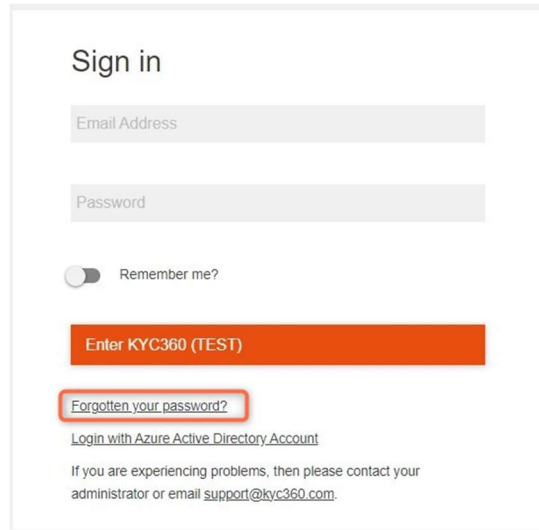
To disable a user:

1. On the User Management page

2. Click the “Disable” button next to the users’ name in the user list.
  - a. Disabled users will not be allowed to log into KYC360.

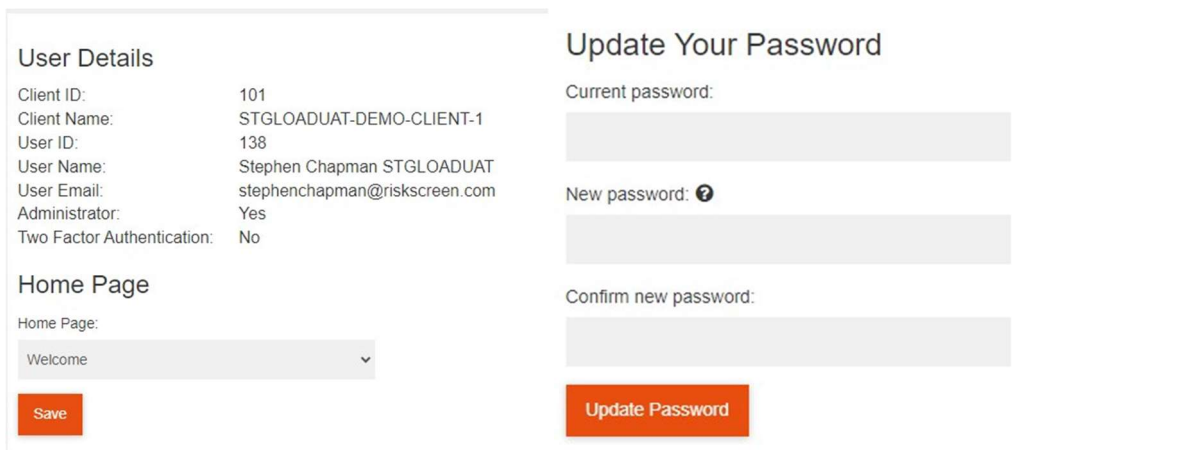
## Resetting Your Password

If you have forgotten your password, you can click on the “Forgotten your password?” button on the login page to send a password reset link to your email address.



You can also reset your password from your Accounts Details page without having to send the password reset link through email.

From the [Home Page](#), click the Account details button enter your existing password and your desired new password and confirm the change by clicking the “Update password” option below the entry fields.



## Two Factor Authentication

A two-factor authentication option for log on can be enabled/disabled by Admin users in the User Management section under 'Add a new user'. This option will default to 'Yes' if there are any already existing users or invites with this option on.

The screenshot shows the 'User Management' section with a header bar containing 'User Management' and a 'Home' link. Below the header is a form titled 'Add a new user / link an existing Microsoft account'. The form has four main sections: 'Name\*' with an input field, 'Email Address:\*' with an input field, 'Azure Active Directory Account:' with a dropdown menu set to 'No', and 'Two Factor Authentication:' with a dropdown menu set to 'No'. An orange 'Add User' button is located at the bottom left of the form area.

You can toggle the 'Two Step Login' option on for existing users in the 'Manage Users' section by clicking enable/disable in the Action column to the right of it.

### Manage Users

Id	User Name	Email Address	Registered	Enabled	Two Factor Auth
126	<a href="#">Akshay Pardeshi</a>	<a href="mailto:akshaypardeshi+suat@riskscreen.com">akshaypardeshi+suat@riskscreen.com</a>	✓	✓ <a href="#">(Disable)</a>	<a href="#">Enable</a>
131	<a href="#">Alice Foster</a>	<a href="mailto:alicefoster@riskscreen.com">alicefoster@riskscreen.com</a>		✓ <a href="#">(Disable)</a>	
109	<a href="#">Andy King</a>	<a href="mailto:andyking@riskscreen.com">andyking@riskscreen.com</a>	✓	✓ <a href="#">(Disable)</a>	<a href="#">Enable</a>
135	<a href="#">Annie Roberts</a>	<a href="mailto:annieroberts@riskscreen.com">annieroberts@riskscreen.com</a>	✓	✓ <a href="#">(Disable)</a>	<a href="#">Enable</a>
122	<a href="#">ARUN_STGLOADUAT DEMO1</a>	<a href="mailto:arunputhran+101@riskscreen.com">arunputhran+101@riskscreen.com</a>	✓	✓ <a href="#">(Disable)</a>	<a href="#">Enable</a>

Verification codes will be sent to the email address (login) for all users who have two step login option enabled when they try to log on. User will be prompted to enter this verification code to complete login as shown below. Verification code will be a 6 digit number and valid for 6 minutes.

The screenshot shows a screen titled 'Enter Verification Code'. At the top is a text input field labeled 'Verification Code'. Below it is an orange button with the text 'Enter KYC360'. Underneath the button is a paragraph of text: 'If you have not received an email with the verification code, then please click 'Log In' on the top right to log in again for a new verification code to be sent to your email. Please check your junk email folder if you don't see this email in your inbox. Please add noreply@riskscreen.com to your Contacts so that these emails don't go to your junk folder in future.' Below this is another paragraph: 'If you are experiencing problems, then please contact your administrator or email [support@kyc360.com](mailto:support@kyc360.com).'

### Verification Code



KYC360 <noreply@ [redacted] >  
To: Stephen Chapman



If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

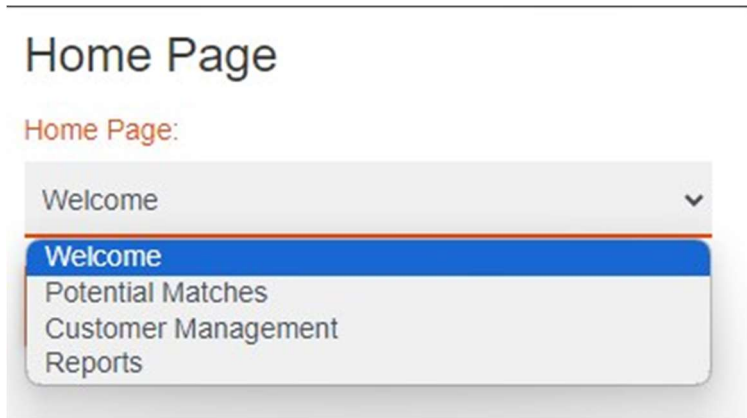


External (noreply@ [redacted] )

Your one-time verification code is: [redacted]

## Home page selection

Users can select which page they first see when they login to KYC360. You can change your default home page option by visiting System >> Account Details. The options available are:



## Reports

The Reports page allows you to generate reports across all your customers in KYC360. You can open the Reports and Data Export page by:

- Clicking the Reports option on the [Home Page](#)
- Clicking the Reports option under Home in the navigation bar at the top of the page

It is useful to note that if a user group is enabled to run reports then they will be able to run reports across all user groups, not just their own. This does not affect the segregation of user groups when it comes to assigning potential matches.

If the report you wish to view includes more than 1500 rows, a message will appear on the screen, informing you of how many results are in the report. In this case, only the first 1500 rows are displayed on the report, you are prompted to use the 'Export to Excel' option to view all rows.

When the Export to Excel option is used, a message is displayed informing you that a new tab will open with the download and that you can continue with your work whilst the download runs in the background.

Report for match discount items for selected date range: [Match Discount Report](#) ▶

Report for match flag items for selected date range: [Match Flag Report](#) ▶

Report for match potentials that are outstanding: [Match Potential Report](#) ▶

Report for match potentials statistics: [Match Potential Statistics Report](#) ▶

Report for match potentials summary: [Match Potential Summary Report](#) ▶

Report for volume of match potentials that are outstanding: [Match Potential Volume Report](#) ▶

Report for match potentials, flags and discounts by day: [Match Data By Day Report](#) ▶

Report for match discount items for selected category and date range: [Match Discount By Category Report](#) ▶

Report for match flag items for selected category and date range: [Match Flag By Category Report](#) ▶

Report for matched data for selected date and user group: [Match Checking Report](#) ▶

Report for processing run statistics for selected date: [Processing Statistics Report](#) ▶

Report for client notify change information for selected date: [Client Notify Change Report](#) ▶

Report for client entity last changed information for selected date range: [Client Entity Last Changed Report](#) ▶

Report for client entity data quality information: [Client Entity Data Quality Report](#) ▶

### Match Discount Report

The match discount report shows all match potentials that were discounted in the date range selected with some additional information. You also have the option to export this data to excel to create summary metrics.

**Parameters:**

- From Date
- To Date

#### Match Discount By Day Report

Between 01/12/2023 and 19/12/2023

Match Discount Items
Between 01/12/2023 and 19/12/2023

Current Data							
Client	STGLOADUAT-DEMO-CLIENT-1	Business Unit	Default	Client Entity ID	5002		
Last Name	ABRAMOVICH	First Name	ROMAN	Middle Name			
Entity Full Name	ROMAN EVGENEVICH AMBAROV			EntityID	4331089		
Historic Data							
Matched Date	19/12/2023	Generated Date	08/12/2023	Action Days	11	Valid to Date	31/12/2099
Reason	ZXcvbnm,./			Discount Category	Address does not match		
Date Meta	26 May 1968		Country Meta	Citizenship : Russia   Jurisdiction : Russia   Resident of : Russia			
User Group	Handler Group		Handling User	Tejal			

### Match Flag Report

The match flag report shows all match potentials that were flagged in the date range selected with some additional information. You also have the option to export this data to excel to create summary metrics.

**Parameters:**

- From Date
- To Date

#### Match Flag By Day Report

Between 01/12/2023 and 19/12/2023

Match Flag Items
Between 01/12/2023 and 19/12/2023

Current Data							
Client	STGLOADUAT-DEMO-CLIENT-1	Business Unit	Default	Client Entity ID	5076		
Last Name	GANDHI	First Name		Middle Name			
Entity Full Name	DEVAVRAT GANDHI			EntityID	731844		
Historic Data							
Matched Date	04/12/2023	Generated Date	29/11/2023	Action Days	5	Valid to Date	31/12/2099
Reason	rbyy			Flag Category	Relevant Not Acceptable - Generic		
Date Meta			Country Meta	Citizenship : India   Jurisdiction : India   Resident of : India			
User Group	Admin Group		Handling User	Sukanya Suryawanshi			

### Match Potential Report

The match potentials report shows all the client entities that have match potentials still outstanding with the Dow Entities they have matched against.

**KYC 360 Match Potential Report**  
Between 01/01/2023 and 19/12/2023

**Match Potentials Outstanding**

Client	STGLOADUAT-DEMO-CLIENT-1	Business Unit	Default
User Group	Admin Group	Priority	0
Last Name	MESSI	Generated Date	19/12/2023
Middle Name		Potential Matches	489
PEP Volume	234	RCA Volume	97
WBL Volume	162	SAN Volume	1
AVM Volume	0	OTH Volume	9
UNK Volume	0		

Entity Name	NEY EMIL DA CONCEIÇÃO MESSIAS JÚNIOR	Entity ID	1647924	Generated Date	19/12/2023
Average Bias	90.4762 %	Date Match	No	Country Match	No
Priority	0	Meta Bump	0		
Is PEP	Yes	Is RCA	No	Is WBL	No
Is SAN	No	Is AVM	No	Is OTH	No
Is UNK	No				

Entity Name	ELISABETH ELENA VON MESSING	Entity ID	1065445	Generated Date	19/12/2023
Average Bias	90.4762 %	Date Match	No	Country Match	No
Priority	0	Meta Bump	0		
Is PEP	No	Is RCA	No	Is WBL	Yes
Is SAN	No	Is AVM	No	Is OTH	No
Is UNK	No				

### Match Potential Statistics

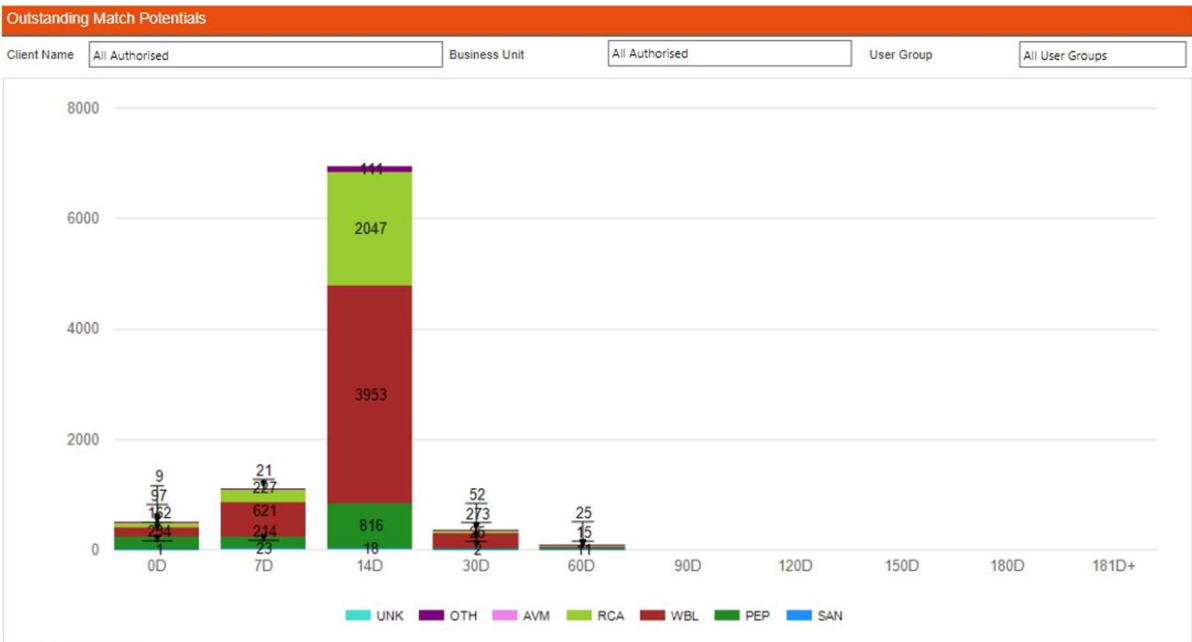
The match potential statistics report shows the following statistics on the outstanding match potentials:

- Match Potential Age
- Match Potentials by Priority
- Number of Potentials in each of the lists (SAN, PEP, WBL, RCA, AVM, UNK)

#### Parameters:

- User Group

**KYC 360 Match Potential Statistics Report**





## Match Potential Summary

The match potential summary report shows summary information for each of the outstanding match potentials based on the user group they are assigned to.

### Match Potential Summary Report

Between 19/12/2022 and 19/12/2023

**Match Potentials**

Client		STGLOADUAT-DEMO-CLIENT-1		Business Unit		Default	
		User Group		Admin Group		Items 16	
Priority	0	Meta Bump		Days OS		Generated Date	19/12/2023
		Potential Matches		469			
Last Name	MESSI			First Name			
Middle Name				Client Entity ID		5123	
		Handling User		Priteshsengra+101@riskscreen.com			
PEP Volume	234	RCA Volume	97	WBL Volume	162	SAN Volume	1
		AVM Volume		0		OTH Volume	
		9		UNK Volume		0	
Priority	9	Meta Bump		Days OS		Generated Date	18/12/2023
		Potential Matches		3			
Last Name	ABRAMOVICH			First Name			
Middle Name				Client Entity ID		5120	
		Handling User		Annie Roberts			
PEP Volume	2	RCA Volume	0	WBL Volume	1	SAN Volume	2
		AVM Volume		0		OTH Volume	
		0		UNK Volume		0	
Priority	9	Meta Bump		Days OS		Generated Date	18/12/2023
		Potential Matches		79			
Last Name	KHAN			First Name			
Middle Name	ALI			Client Entity ID		5119	
		Handling User		Priteshsengra+101@riskscreen.com			
PEP Volume	2	RCA Volume	9	WBL Volume	68	SAN Volume	0
		AVM Volume		0		OTH Volume	
		0		UNK Volume		0	

## Match Potential Volume

The match potential volume report shows the number of match potentials outstanding based on the following groupings:

- Total
- By Priority (Risk Classification)
- By Generated Date
- By Priority and Generated Date
- By Generated Date and User Group
- By Generated Date and User Group and Priority

### Match Potential Volumes Report

Between 19/12/2022 and 19/12/2023

**Total Volumes**

Client Name	STGLOADUAT-DEMO-CLIENT-1		Business Unit	Default		Total Items	2,623						
PEP Volume	669	RCA Volume	639	WBL Volume	1,319	SAN Volume	39	AVM Volume	9	OTH Volume	47	UNK Volume	0

**Priority Volumes**

Priority	9	Total Items	112										
PEP Volume	23	RCA Volume	13	WBL Volume	80	SAN Volume	8	AVM Volume	0	OTH Volume	3	UNK Volume	0
Priority	5	Total Items	532										
PEP Volume	120	RCA Volume	153	WBL Volume	256	SAN Volume	6	AVM Volume	8	OTH Volume	10	UNK Volume	0
Priority	2	Total Items	326										
PEP Volume	144	RCA Volume	112	WBL Volume	64	SAN Volume	21	AVM Volume	0	OTH Volume	15	UNK Volume	0
Priority	1	Total Items	1,047										
PEP Volume	138	RCA Volume	229	WBL Volume	682	SAN Volume	3	AVM Volume	1	OTH Volume	9	UNK Volume	0
Priority	0	Total Items	608										
PEP Volume	244	RCA Volume	132	WBL Volume	237	SAN Volume	1	AVM Volume	0	OTH Volume	10	UNK Volume	0

**Generated Date Volumes**

Generated Date	19/12/2023	Total Items	469										
PEP Volume	234	RCA Volume	97	WBL Volume	162	SAN Volume	1	AVM Volume	0	OTH Volume	9	UNK Volume	0
Generated Date	18/12/2023	Total Items	593										
PEP Volume	32	RCA Volume	63	WBL Volume	500	SAN Volume	2	AVM Volume	0	OTH Volume	2	UNK Volume	0
Generated Date	16/12/2023	Total Items	3										

## Match Data by Day

The match data by day report shows all match potentials generated on a specific day.

### Parameters:

- Data Date

### Match Data By Day Report

**Outstanding Match Potentials**


Client	STGLOADUAT-DEMO-CLIENT-1																
User Group	Admin Group																
Client Entity ID	5123	Last Name	MESSI			First Name											
EntityID	115022	Entity Full Name	SELMA-JOHANNA KAAL			Handling User	Priteshsengra+101@riskscreen.com										
Generated Date	19/12/2023	PEP	No	RCA	Yes	WBL	No	SAN	No	AVM	No	UNK	No	Date Match	No	Country Match	No
EntityID	251253	Entity Full Name	EMANUEL MESSIAS DE OLIVEIRA			Handling User	Priteshsengra+101@riskscreen.com										
Generated Date	19/12/2023	PEP	Yes	RCA	No	WBL	No	SAN	No	AVM	No	UNK	No	Date Match	No	Country Match	No
EntityID	251460	Entity Full Name	JOÃO MARIA MESSI			Handling User	Priteshsengra+101@riskscreen.com										
Generated Date	19/12/2023	PEP	Yes	RCA	No	WBL	No	SAN	No	AVM	No	UNK	No	Date Match	No	Country Match	No
EntityID	295523	Entity Full Name	MESSAOU MESSIKH			Handling User	Priteshsengra+101@riskscreen.com										
Generated Date	19/12/2023	PEP	Yes	RCA	No	WBL	No	SAN	No	AVM	No	UNK	No	Date Match	No	Country Match	No

## Match Discount by Category

The match discount by category report shows information for each discounted match potential for the selected category between the dates supplied.

Parameters:

- From Date
- To Date
- Category



### Match Discount By Category Report

Between 09/01/2023 and 09/01/2024

---

Match Discount Items
Between 09/01/2023 and 09/01/2024


Current Data	
Client	Jersey Company (TEST) Business Unit: Default Client Entity ID: 1147641
Last Name	PUTIN First Name: VLADIMIR Middle Name:
Entity Full Name	VLADIMIR GENNADEVICH PUTIN EntityID: 12611176
Is PEP	<input type="checkbox"/> No <input type="checkbox"/> Is RCA <input type="checkbox"/> No <input type="checkbox"/> Is WBL <input type="checkbox"/> No <input type="checkbox"/> Is SAN <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Is AVM <input type="checkbox"/> No <input type="checkbox"/> Is OTH <input type="checkbox"/> No <input type="checkbox"/> Is UNK <input type="checkbox"/> No
Historic Data	
Matched Date	09/01/2023 Generated Date: 09/01/2023 Action Days: 0 Valid to Date: 31/12/2099 Notify: No
Reason	Discount Category: Date does not match
Date Meta	06 Mar 1975 Country Meta: Citizenship: Russia
User Group	Admin Group Handling User: Lucie (RiskScreen)
Custom Text 1	

Match Flag by Category

The match flag by category report shows information for each flagged match potential for the selected category between the dates supplied.

Parameters:

- From Date
- To Date
- Category



### Match Flag By Category Report

Between 09/01/2023 and 09/01/2024

---

Match Flag Items
Between 09/01/2023 and 09/01/2024

Current Data	
Client	Jersey Company (TEST) Business Unit: Default Client Entity ID: 1147641
Last Name	PUTIN First Name: VLADIMIR Middle Name:
Entity Full Name	VLADIMIR VLADIMIROVICH PUTIN EntityID: 98141
Is PEP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Is RCA <input type="checkbox"/> No <input type="checkbox"/> Is WBL <input type="checkbox"/> No <input type="checkbox"/> Is SAN <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Is AVM <input type="checkbox"/> No <input type="checkbox"/> Is OTH <input type="checkbox"/> No <input type="checkbox"/> Is UNK <input type="checkbox"/> No
Historic Data	
Matched Date	09/01/2023 Generated Date: 09/01/2023 Action Days: 0 Valid to Date: 31/12/2099 Notify: Yes
Reason	Flag Category: Relevant Acceptable - Generic
Date Meta	1952   07 Oct 1952 Country Meta: Citizenship: Russia   Jurisdiction: Russia   Resident of: Russia   Address: Russia   Address: Russia   Address: Russia
User Group	Admin Group Handling User: Lucie (RiskScreen)
Custom Text 1	

Match Checking

The match checking report shows all matches that were made on the date and user group selected with some additional information on each of the matches.

Parameters:

- Match Date

- User Group

### Processing Run Statistics

The processing run statistics report will show summary statistics for any processing runs for a client on the date selected.

#### Parameters:

- Processing Date

Client Processing Statistics					
Client	STGLOADUAT-DEMO-CLIENT-1	Business Unit	Default	Batch Identifier	116
Start Date	01/12/2023 07:07	End Date	01/12/2023 07:07	DL Threads	1
				NS Threads	1
Searches Performed	32	Client Entity Matches	0	Total Data Matches	0
Data Match Volumes	PEP 0	RCA 0	WBL 0	SAN 0	AVM 0
				OTH 0	UNK 0
Initial Matches	1,206	Discount Total	1,206	Discount Multi Match	469
		Discount White List	0	Discount Date Meta	29
		Discount Country Meta	300	Discount Existing	388
Client Adverse Media Processing Statistics					
Client	STGLOADUAT-DEMO-CLIENT-1	Business Unit	Default	Batch Identifier	66
Start Date	01/12/2023 22:30	End Date	01/12/2023 22:30	DL Threads	2
				NS Threads	2
Searches Performed	14	Client Entity Matches	5	Total Data Matches	10
Initial Matches	64	Discount Total	54		
Discount Multi Match	0	Discount Existing	54		

### Client Notify Change

The client notify change report will show the list of Dow entities that generated a change notification for the client and date selected.

#### Parameters:

- Data Feed Date

### Client Notify Change Report

Between 01/12/2022 and 19/12/2023

---

Notify Change Items

Client	STGLOADJAT-DEMO-CLIENT-1	Business Unit	Default	Data Feed ID	112
Last Name	PUTIN			Client Entity ID	5030
First Name	VLADIMIR			Area	Match Flagged
Middle Name				Notify	Yes
Entity Name	VLADIMIR VLADIMIROVICH PUTIN			Entity ID	98141
Data Feed Date	19/12/2023	User Group	Handler Group	User	Andy King
Deleted	<input type="checkbox"/> No	Record Changed	<input checked="" type="checkbox"/> Yes	Classification Changed	<input type="checkbox"/> No
		Name Changed	<input type="checkbox"/> No	Date Changed	<input type="checkbox"/> No
		Address Changed	<input type="checkbox"/> No	Country Changed	<input type="checkbox"/> No

### AVM Match Potentials:

The AVM Match Potentials Report will show a list of Adverse Media potential matches from a selected Business unit and date range. This is found in the Adverse Media → Reports section.

#### Parameters:

- Business Unit
- User Group
- Date Range

AVM Match Potential Report Go back

From Date:\*  To Date:\*  User Group:\*  Business Unit:\*

1 of 28
Page Width
Find | Next

### Match Potential Report

Between 01/12/2022 and 19/12/2023

Match Potential Items												Between 01/12/2022 and 19/12/2023	
Client ID	Entity ID	Entity Reference	Last Name	First Name	Middle Name	Generated Date	Search Engine	Display Link	Snippet	Business Unit	Handled By User Group Name	Handled By User Name	
101	5002	TRG002	ABRAMOVICH	ROMAN		15 Dec 2023	Google	<a href="https://www.icij.org/category/investigations/">https://www.icij.org/category/investigations/</a>	13 hours ago ... Art. Leak reveals majority interest in Roman Abramovich's nearly \$1 billion art ... Money-laundering criminals are adapting to new technology faster than ...	Default	Handler Group	Shweta Mulik	
101	5002	TRG002	ABRAMOVICH	ROMAN		16 Dec 2023	Google	<a href="https://www.wsj.com/world/europe/abramovich-pledged-3-billion-for-ukraine-war-victims-the-money-is-frozen-in-the-u-k-Sc1ce55c">https://www.wsj.com/world/europe/abramovich-pledged-3-billion-for-ukraine-war-victims-the-money-is-frozen-in-the-u-k-Sc1ce55c</a>	17 hours ago ... Sanctions experts say donating frozen funds raises a host of potential red flags, including worries that Abramovich would use the money to whitewash his ...	Default	Handler Group	Shweta Mulik	

### Data Quality Report

This report assesses the quality of your customer data and provides a quality check for common issues.

- Status
- Business Unit (or 'All')

#### Parameters/Test Conditions:

- Where data subject is Person and first or last name contains multiple words
  - Where data subject is Person and first name contains two or more words and middle name is blank
  - Where data subject is Person and younger than 16 years
  - Where data subject is Person and is older than 80 years
  - Where data subject is Person and first name or last name are more than 18 characters long
  - Where data subject is Person and has a single character between two spaces or a single character followed by a full stop in the first, middle or last name fields.
  - Where data subject is Person and has a single character in either the first name, middle name or last name fields.
  - Where data subject is Person and first name, middle name or last name contains an integer value.
  - Where data subject is Person and duplicate records exist with the same name
  - Where data subject is Person and first name is empty
  - Where data subject is Entity and last name contains an integer value
  - Where data subject is Entity and duplicate records exist with the same name
- Summarises the volume/percentage of customer records affected by each issue.
  - For each test condition, lists each record with the interface reference number/entity ID and name data, so that you can easily identify the specific customer with the potential issue.



## Client Entity Data Quality Report

### Test Conditions - Where data subject is:

<input type="checkbox"/> Yes	Person and first or last name contains multiple words	<input type="checkbox"/> Yes	Person and first name or last name are more than 18 characters long
<input type="checkbox"/> Yes	Person and first name contains two or more words and middle name is blank	<input type="checkbox"/> Yes	Person and has a single character between two spaces or a single character followed by a full stop in the all name fields
<input type="checkbox"/> Yes	Person and younger than 16 years	<input type="checkbox"/> Yes	Person and has a single character in either the first name, middle name or last name
<input type="checkbox"/> Yes	Person and is older than 80 years	<input type="checkbox"/> Yes	Person and first name, middle name or last name contains an integer value
<input type="checkbox"/> Yes	Person duplicate name check	<input type="checkbox"/> Yes	Person and first name is empty
<input type="checkbox"/> Yes	Entity and last name contains an integer value	<input type="checkbox"/> No	Entity duplicate name check

Client:	STGLOADUAT-DEMO-CLIENT-1	Business Unit:	Default	Volume	Total Volume	Percentage
Test Condition						
Where data subject is Person and younger than 16 years				2	69	2.899%
Where data subject is Person and has a single character in either the first name, middle name or last name				6	69	8.696%
Where data subject is Person and first name, middle name or last name contains an integer value				3	69	4.348%
Where data subject is Person and duplicate records exist with the same name				8	69	11.594%
Where data subject is Person and first name is empty				9	69	13.043%

Client:	STGLOADUAT-DEMO-CLIENT-1	Business Unit:	Jersey Business Unit	Volume	Total Volume	Percentage
Test Condition						
Where data subject is Person and first name, middle name or last name contains an integer value				1	7	14.286%
Where data subject is Person and first name is empty				2	7	28.571%

Client:	STGLOADUAT-DEMO-CLIENT-1	Business Unit:	Default	Volume	Total Volume	Percentage
Test:	Where data subject is Person and younger than 16 years					
Interface Ref	Last Name	First Name	Middle Name	Entity ID		
TRG015	ABBOTT	DIANE		5015		
Wwe1	KURT1	DIANE		5095		

## Audit History

The audit History reporting function allows you to run reports which show historical changes made to data over time.

**Audit History**
◀ Home

Audit records for client entities: [Client Entity Audit](#) ▶

Audit records for discounted matches: [Match Discounted Audit](#) ▶

Audit records for flagged matches: [Match Flagged Audit](#) ▶

## Client Entity Audit

The client entity audit report lets you see changes made to a certain client record in a particular period (up to 24 months lookback range).

**Client Entity Audit**
◀ Go back

User:\*  
- Select -

From Date:\*  
19/11/2023

To Date:\*  
19/12/2023

Search Customer:  
Enter name/term (optional)

Search On:  
Last name

Match Type: ⓘ  
Starts with

Customer Status:  
All

Rows Per Page:  
100

Sort by:  
Audit Date

Sort Direction:  
Ascending

View Audit Data
Export Audit Data
Clear

**Parameters:**

- User
- From Date
- To date
- Search Customer
- Search On
- Match Type
- Customer Status
- Rows Per Page
- Sort By
- Sort Direction

Audit Date	Entity Name	Action	Interface Reference	Criteria	Country 1	Country 2	Country 3	Risk
<a href="#">15/12/2023 18:55:18</a>	<a href="#">MICROSOFT</a>	Add	ZZX998	Person Low Risk	United States	Unknown	Unknown	Unclassified
<a href="#">15/12/2023 18:55:59</a>	<a href="#">MICROSOFT</a>	Update	ZZX998	Entity Low Risk	United States	Unknown	Unknown	Unclassified

**Match Discounted Audit**

The match discounted audit report lets you see changes made to discounted matches in a particular period (up to 24 months lookback range).

**Parameters:**

- User
- Date
- Customer
- Match Type
- Status



Audit Date	Entity Name	Action	Interface Reference	Match Name	Generated Date	Matched Date	Action Days	Discount Category	Download
<a href="#">07/12/2023 12:54:21</a>	<a href="#">GANDHI</a>	Add	1F705F6E-3B8A-4AC4-9A03-9ECB7C25F48F	SAROJ DILIP GANDHI	29/11/2023	07/12/2023	8	Gender does not match	<a href="#">Download</a>
<a href="#">07/12/2023 12:54:21</a>	<a href="#">GANDHI</a>	Add	1F705F6E-3B8A-4AC4-9A03-9ECB7C25F48F	MANEKA SANJAY GANDHI	29/11/2023	07/12/2023	8	Gender does not match	<a href="#">Download</a>
<a href="#">07/12/2023 12:54:21</a>	<a href="#">GANDHI</a>	Add	1F705F6E-3B8A-4AC4-9A03-9ECB7C25F48F	SANJAY GANDHI	29/11/2023	07/12/2023	8	Gender does not match	<a href="#">Download</a>
<a href="#">07/12/2023 12:54:21</a>	<a href="#">GANDHI</a>	Add	1F705F6E-3B8A-4AC4-9A03-9ECB7C25F48F	TARA GANDHI	29/11/2023	07/12/2023	8	Gender does not match	<a href="#">Download</a>
<a href="#">07/12/2023 12:54:21</a>	<a href="#">GANDHI</a>	Add	1F705F6E-3B8A-4AC4-9A03-9ECB7C25F48F	HARILAL GANDHI	29/11/2023	07/12/2023	8	Gender does not match	<a href="#">Download</a>

### Match Flagged Audit

The match flagged audit report lets you see changes made to flagged matches in a particular period (up to 24 months lookback range).

#### Parameters:

- User
- Date
- Customer
- Match Type
- Status

Audit Date	Entity Name	Action	Interface Reference	Match Name	Matched Date	Flag Category	Download
<a href="#">04/12/2023 09:08:38</a>	<a href="#">GANDHI</a>	Add	1F705F6E-3B8A-4AC4-9A03-9ECB7C25F48F	DEVAVRAT GANDHI	04/12/2023	Relevant Not Acceptable - Generic	<a href="#">Download</a>
<a href="#">13/12/2023 13:04:29</a>	<a href="#">BORIS JONHSON</a>	Add	A192F0B7-98AA-484F-87D2-980313F6D756	ALEXANDER BORIS DE PFEFFEL JOHNSON	13/12/2023	Relevant Not Acceptable - Generic	<a href="#">Download</a>
<a href="#">18/12/2023 12:38:35</a>	<a href="#">TESCO</a>	Add	TRG007	TESCO PLC	18/12/2023	Relevant Acceptable - Generic	<a href="#">Download</a>
<a href="#">18/12/2023 12:41:37</a>	<a href="#">ALI PATHAN</a>	Add	PATHANNNNNN	ALI GUL PATHAN	18/12/2023	Relevant Acceptable - Generic	<a href="#">Download</a>
<a href="#">18/12/2023 12:41:51</a>	<a href="#">ALI PATHAN</a>	Add	PATHANNNNNN	ALI PATHAN	18/12/2023	Relevant Not Acceptable - Generic	<a href="#">Download</a>

### Export Customer List

The export customer list report contains a list of all customers and their data as well as their match statistics. You can set what data is included in the report by toggling the data inclusion options on and off. Generate the report by clicking the “Export customer list” button. The report can be generated in either a CSV or excel format.

Option	Description
Numerical IDs	Include the numerical ID's for data that have them: <ul style="list-style-type: none"> <li>• Criteria</li> <li>• Gender</li> <li>• Country1-3</li> <li>• Handled by User Group</li> <li>• Handled by User</li> <li>• Risk</li> <li>• Status</li> </ul>
Person/entity criteria	Include the criteria the customer is screened under.
Gender	Include the gender of the customer.
Date of birth/registration	Include the Date of Birth/Registration of the customer.
Countries	Include the Countries associated with the customer.
Handler Group	Include the Handler Group the customer is assigned to.
Handler User	Include the User the customer is assigned to.
Risk Category	Include the Risk classification of the customer.
Status	Include the status of the customer.
Date Added	Include the date the customer was added to KYC360.
Match Statistics	Include columns showing how many of the following the customer has: <ul style="list-style-type: none"> <li>• Potential Matches</li> <li>• Discounted Matches</li> <li>• Flagged Acceptable Matches</li> <li>• Flagged Not Acceptable Matches</li> </ul>

## Export customer list in import format

This report will generate a file in the format required to import customers that includes the current information for all your customers. The most likely use for this report is to update customer data by exporting the list, making any necessary changes to the file and [importing the file](#) to update the customers in KYC360.

**Note:** Should a high volume of data be exported the system will display a process wheel and grey out all export options whilst the data is being exported. Please be patient whilst this process is running.

### Confirmation

A new browser tab will open with the download and close once completed.  
You are able to continue on with your work or wait whilst the file downloads.

Please note: If there is a large amount of data the export may take some time to download.

Confirm to start the export of the file.

Confirm

Close

## Customer Report

A detailed customer report can be generated or downloaded from the [customers profile](#) page. Click the “generate customer report” or “download customer report” button in the Client entity details section to generate the report.

Customer Details: VLADIMIR PUTIN
◀ Go back

Name: VLADIMIR PUTIN	Reference: TRG0030
Gender: Male	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Reports</a>   <a href="#">AVM Matches</a>
Country: Russia	Date Added: 01 Nov 2023
Date: -	File Criteria: Person High Risk
Client:	Risk: High
Handler Group: Handler Group	Status: Active
Handler User:	

View Customer Report
Download Customer Report

The report is generated as a downloadable PDF and contains detailed information on potential matches, flagged/discarded matches and screening history for the customer.

### Example

The first page of the report is a summary of the client details, including the handler group it has been assigned to and statistics for outstanding potential matches and flagged/discarded matches.

Customer Report
◀ Go back

**KYC360** Customer Report
09 Jan 2024

---

#### Summary

<b>Customer Name</b> VLADIMIR PUTIN	<b>Handler Group</b> Admin Group
<b>Client</b> Jersey Company (TEST)	<b>Handler User</b> -
<b>Prepared by</b> harryhulme@riskscreen.com	<b>Custom Text 1</b>

---

#### Customer Details

<b>Customer Name</b> VLADIMIR PUTIN	<b>Reference</b> ABC1111
<b>Gender</b> Unknown	<b>Date Added</b> 03 Jun 2021
<b>Country</b> Russia	<b>File Criteria</b> Person
<b>Date</b>	<b>Risk</b> High
	<b>Status</b> Inactive

---

#### Statistics

Red flagged matches (not acceptable): 1	AVM Flagged Matches: 2
Yellow flagged matches (acceptable): 0	AVM Discounted Matches: 1
Discounted Matches: 0	AVM Unchecked Matches: 33
Unchecked Matches: 0	AVM Total count: 36

In the following pages of the report, it will include flagged matches, starting with the red flagged matches (not acceptable), followed by the orange (Acceptable) and grey matches (Discounted) and their corresponding details.

Red flagged matches (not acceptable)

**VLADIMIR VLADIMIROVICH PUTIN** Sanctioned PEP Other

**Match status:** Flagged (unacceptable)  
**Match category:** Relevant Not Acceptable - Sanctioned  
**User:** Andy King  
**User notes:** Multiple current sanctions and linked to several sanctioned entities. High risk PEP and several adverse media hits.

**Full Name** VLADIMIR VLADIMIROVICH PUTIN  
**Role** Primary Occupation  
 President of Russia  
 Heads & Deputies State/National Government (07 May 2018- Ongoing)  
 Other Roles  
 Member, Security Council  
 Senior Civil Servants-National Government (01 Oct 1998- Ongoing)  
 Other Roles  
 Chairman, Security Council  
 Senior Civil Servants-National Government (07 May 2012- Ongoing)

<b>Aliases</b>	Primary Name: <b>ВЛАДИМИР ВЛАДИМИРОВИЧ ПУТИН</b> Also Known As: <b>VLADIMIR PUTIN</b> Also Known As: <b>ВЛАДИМИР ПУТИН</b> Also Known As: <b>ウラジーミル・プーチン</b> Also Known As: <b>VLADIMIR VLADIMIROVICH ROUTINE</b> Also Known As: <b>VOLODYMYR VOLODYMYROVYCH PUTIN</b> Also Known As: <b>ВОЛОДИМИР</b>	<b>Related Entities</b>	<b>Relationship:</b> Associate VLADIMIR VLADIMIROVICH PUTIN Public Figure ALEKSANDR ALEKSANDROVICH SHULGIN Current: YES <b>Relationship:</b> Associate VLADIMIR VLADIMIROVICH PUTIN Public Figure ALEKSANDR SEMENOVICH BROD Current: YES
----------------	--	-------------------------	---

<b>Description</b>	Person (SO) Board Member (BRD) Politically Exposed Person (PEP) Special Interest Person (SIP) Sanctions Lists	<b>Address</b>	Moscow Russia Bocharov Ruchey Sochi Russia Kremlin Moscow Russia Novo-Ogaryevo Moscow Region Russia Valdai Novgorod Region Russia
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**Sanctions**

- DFAT (Australia) Consolidated List: 28 Feb 2022 [ [Ongoing](#) ]
- DFATD (Canada) Special Economic Measures (Russia) Regulations: 28 Feb 2022 [ [Ongoing](#) ]
- EC (CFSP) 2022/331 Ukraine List: 25 Feb 2022 [ [Ongoing](#) ]
- EC 2022/332 Ukraine List: 25 Feb 2022 [ [Ongoing](#) ]
- FCDO (UK) Sanctions List - Asset Freeze: 25 Feb 2022 [ [Ongoing](#) ]
- French Economy Ministry - EU and UN Asset Freezing Measures: 28 Feb 2022 [ [Ongoing](#) ]
- HM Treasury Consolidated List: 25 Feb 2022 [ [Ongoing](#) ]
- Japanese Finance Ministry - Russia List: 01 Mar 2022 [ [Ongoing](#) ]
- MFAT (New Zealand) Autonomous Sanctions: 18 Mar 2022 [ [Ongoing](#) ]
- Monaco National Asset Freeze List: 26 Feb 2022 [ [Ongoing](#) ]
- NSDC (Ukraine) Special Economic and Other Restrictive Measures (Sanctions): 09 Jun 2022 [ [Ongoing](#) ]
- OFAC - Specially Designated National List: 25 Feb 2022 [ [Ongoing](#) ]
- SECO (Switzerland) Ukraine List: 28 Feb 2022 [ [Ongoing](#) ]



The next section (Unchecked potential matches) contains information for outstanding potential matches.

## Unchecked potential matches

VLADIMIR VLADIMIROVICH PUTIN		Sanctioned	PEP	Other
<b>Match:</b>	Match:100.0%			
<b>Meta bump:</b>	25 (Country match)			
<b>Full Name</b>	<b>VLADIMIR VLADIMIROVICH PUTIN</b>			
<b>Role</b>	Primary Occupation President of Russia Heads & Deputies State/National Government (07 May 2018- Ongoing) Other Roles Member, Security Council Senior Civil Servants-National Government (01 Oct 1998- Ongoing)			
<b>Citizenship &amp; Residency</b>	Citizenship: Russia Jurisdiction: Russia Resident of: Russia	<b>Notable Dates</b>	Date of Birth: 07 Oct 1952 Date of Birth: 1952	
<b>Gender</b>	Male			
<b>Place of Birth</b>	Leningrad,Russia Léningrad,Russia Saint Petersburg,Russia Saint-Pétersbourg,Russia Saint-Petersburg,Russia St Petersburg,Russia St. Petersburg,Russia	<b>Identity Documents</b>	<b>DFAT Reference Number:</b> 6678 <b>EU Consolidated Electronic List ID:</b> 135909 <b>EU Sanctions Programme Indicator:</b> UKR <b>HM Treasury Group ID:</b> 14196 <b>HM Treasury Regime:</b> Russia <b>OFAC Program ID:</b> RUSSIA-EO14024 <b>OFAC Unique ID:</b> 35096 <b>SECO SSID:</b> 49812 <b>UK Sanctions List Regime:</b> The Russia (Sanctions) (EU Exit) Regulations 2019 <b>UK Sanctions List Unique ID:</b> RUS0251	

The final section (Batch run details) shows the screening history of the customer.

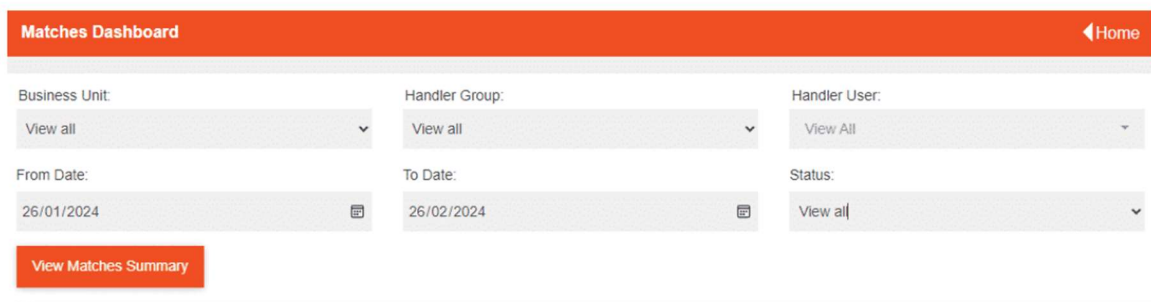
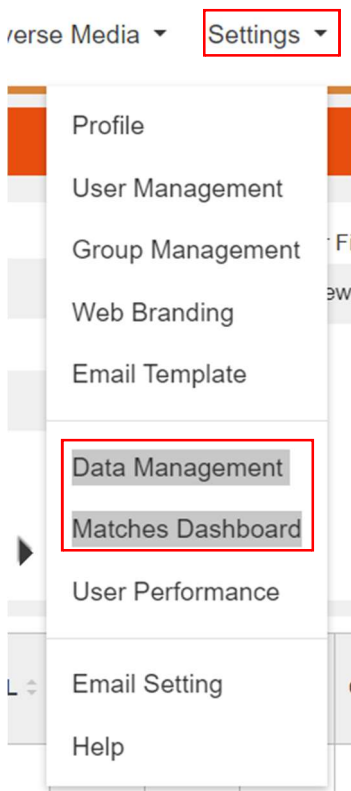
## Dashboards

In addition to detailed reports, Screening provides interactive visual dashboards that offer essential summary information at a glance. The dashboards provide a clear insight into key performance metrics, allowing you to measure how effectively your team is handling Screening matches. These dashboard screens are **only** available to Admin users.

There are two dashboards available:

### Matches Dashboard

This dashboard allows you to analyse the volume and type of matches over a specified period. It helps identify trends and provides essential reporting to key stakeholders. You can navigate to the Matches Dashboard menu option from within the Settings menu.

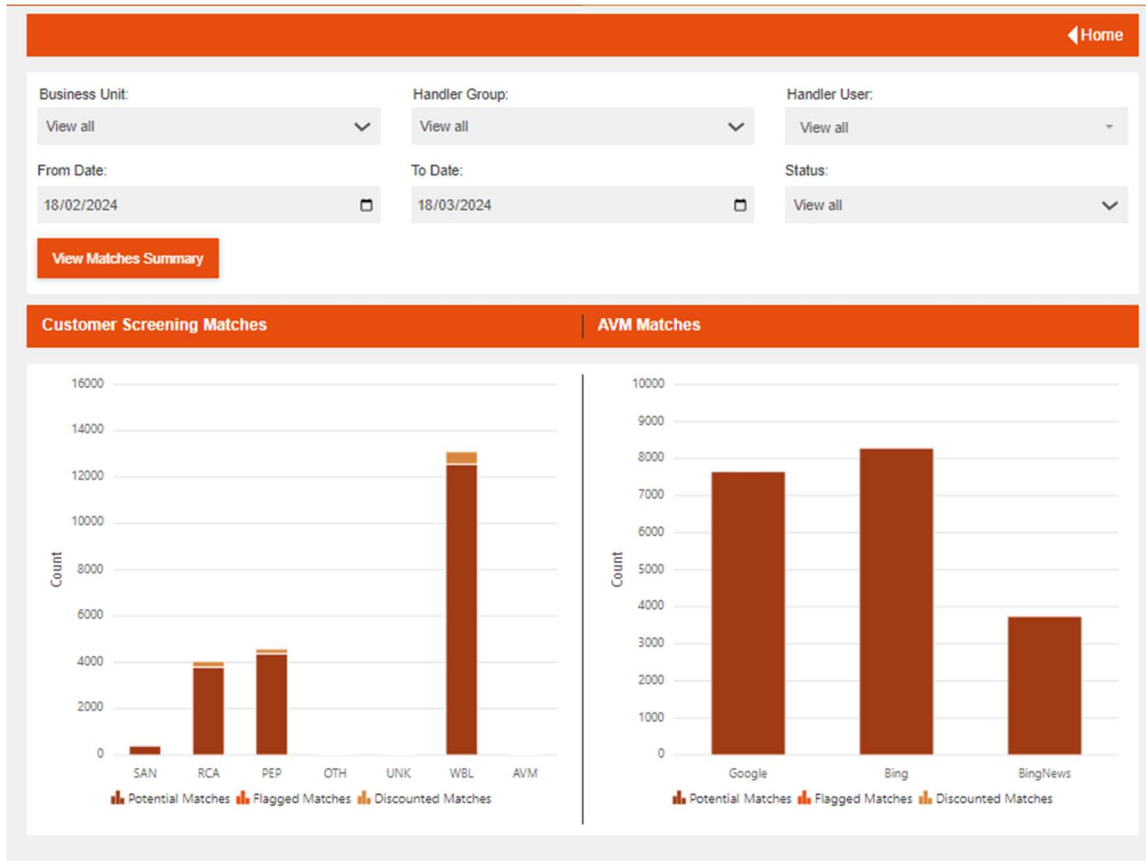


#### Parameters/Test Conditions:

- Business Unit (select a specific Business Unit, or 'view all')

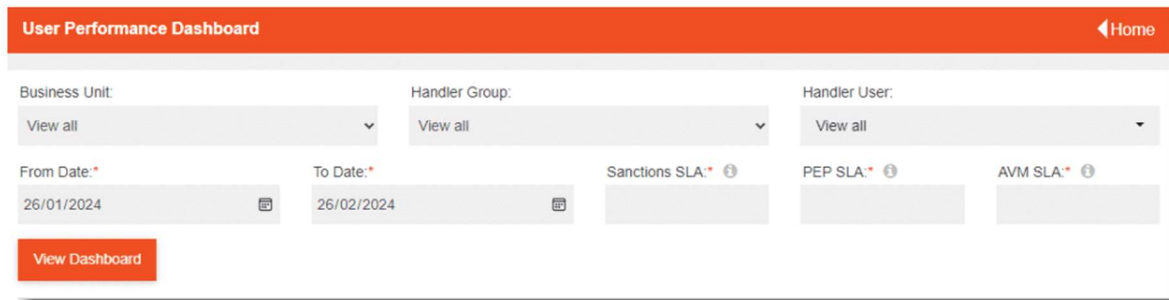
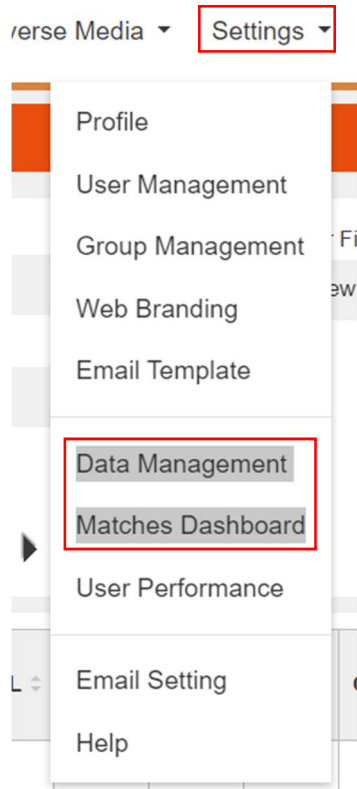
- Handler Group (select a specific Handler Group, or 'view all')
- Handler User (select specific Handler Users, or 'view all')
- From/To Date (date range)
- Status (select 'active'/'inactive' records, or 'view all')

Once your required parameters are set, click on the View Matches Summary button to view the associated dashboard data.



## User Performance Dashboard

This dashboard enables you to enter SLA parameters and analyse user performance against those SLAs over time. It helps identify trends and potential knowledge gaps or training issues. You can navigate to the Matches Dashboard menu option from within the Settings menu.

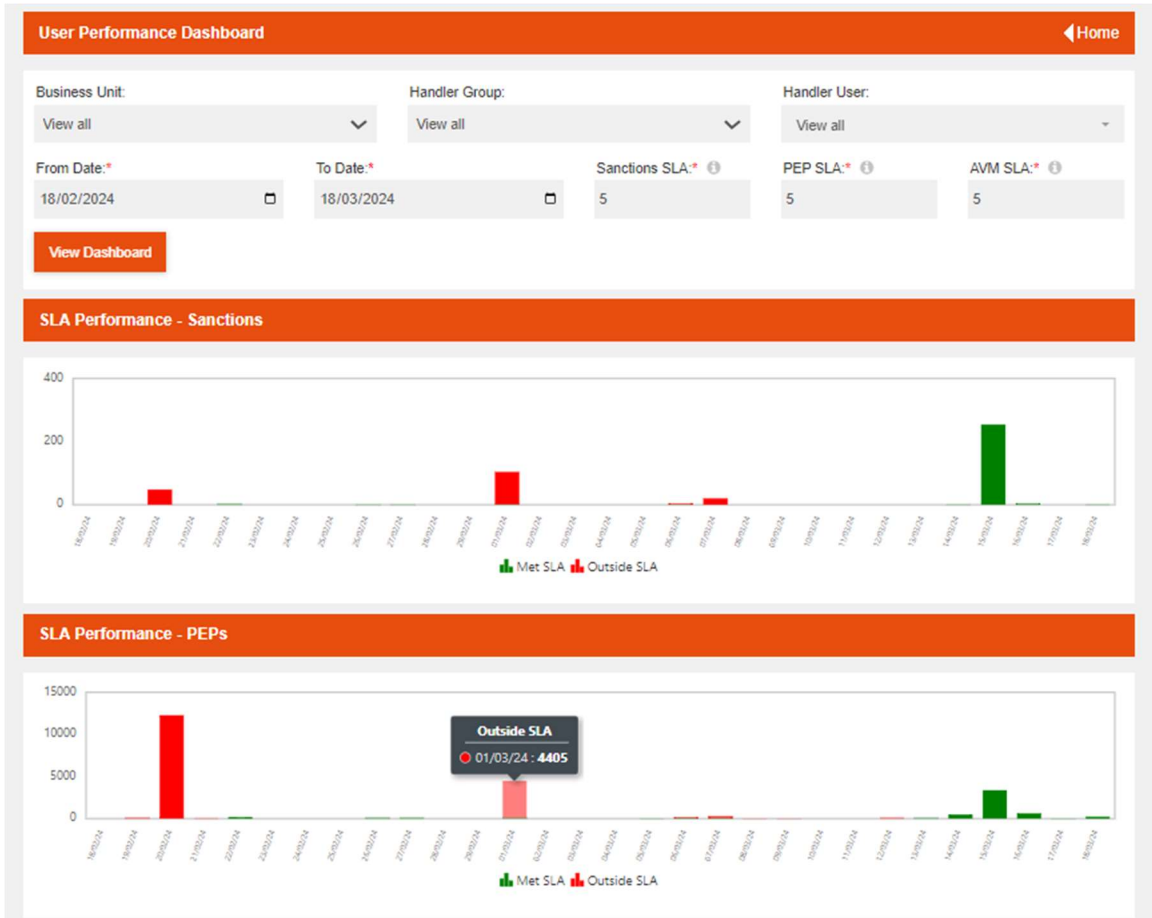


### Parameters/Test Conditions:

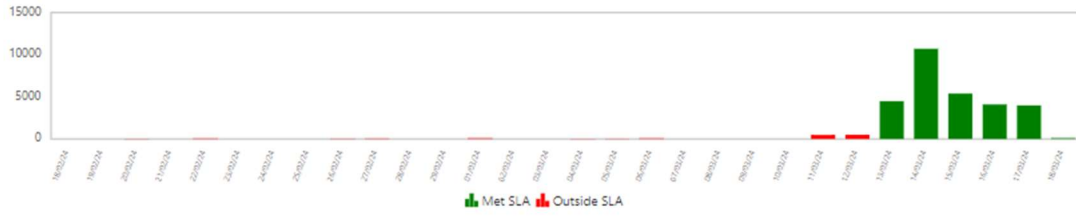
- Business Unit (select a specific Business Unit, or 'view all')
- Handler Group (select a specific Handler Group, or 'view all')
- Handler User (select specific Handler Users, or 'view all')
- From/To Date (date range)
- Sanctions SLA (enter your target number of days for having Sanctions matches worked; this is mandatory and must be greater than or equal to 1 day)
- PEP SLA (enter your target number of days for having the following matches worked:
  - o PEP, RCA, WBL, OTH, UNK and the structured AVM i.e. everything asides from SAN and Live AVM
  - o This is mandatory and must be greater than or equal to 1 day)
- AVM SLA (enter your target number of days for having Adverse Media matches worked; this is mandatory and must be greater than or equal to 1 day)



Once your required parameters are set, click on the View Matches Summary button to view the associated dashboard data.



SLA Performance - AVM



User Performance

Total Records: 37 Page: 1 of 4 << First < Previous Next > Last >> 1 Go to Page ▶

User Name	Total Match Count	Performance Graph (most recent 30 days)	Ratio	Categories	Average Time (days)
Adi	60			SAN PEP AVM	2
AdiKul 1	591			SAN PEP AVM	3
Automation director	32			SAN PEP AVM	4

## Import File

Once the setup is complete you will be able to import customers into the system for screening. The below file specification defines how the import file is structured.

Import files must conform to the following:

- File Extensions
  - TXT
  - CSV
  - Excel
- File Delimiters
  - Comma
  - Colon
  - Semicolon
  - Tab
  - Vertical bar (pipe)
- Text Qualifier
  - Is not mandatory but if used must be quotation marks.
- Encoding
  - ASCII
  - UTF8 if using Unicode characters.

The import allows the following 15 fields per record.

Column	Mandatory	Description
1	Yes	Client Identifier
2	Yes	Interface Reference
3	Yes	Last Name
4		First Name
5		Middle Names
6	Yes	Criteria Identifier
7	Yes	Gender Identifier
8		Date
9		Country 1 Identifier
10		Country 2 Identifier
11		Country 3 Identifier
12	Yes	Handled by User Group Identifier
13	Yes	Handled by User Identifier
14	Yes	Risk Identifier
15	Yes	Status Identifier
16		Custom Text 1
17		Custom Text 2
18		AVM Criteria
19		Business Unit ID

## Client ID

Your organisation is the Screening KYC360 client.

*You will be given the Client ID assigned to your organisation during onboarding.*

## Interface Reference

This field should contain your unique reference for the customer and is mandatory. This could be an account number or client number from your source system. This reference is used to determine whether a customer already exists in the system by the import process.

### Last Name

This field contains the Last Name of a Person or the Full Name of an Entity and is mandatory.

### First Name

This field contains the First Name of a Person and should be blank for an Entity and is optional.

### Middle Name

This field contains the Middle Names of a Person and should be blank for an Entity and is optional.

### Criteria

This field contains the identifier for the [File Criteria](#) that will be used to screen this customer.

*You will be provided with a list of your Criteria and their identifiers during onboarding.*

### Gender

This field contains the KYC360 Gender Identifier and is mandatory.

Below is a list of available Gender Identifiers:

ID	Name
0	Any
1	Male
2	Female
8	Not Applicable
9	Unknown

### Date

This field contains the Date of Birth for a Person or the Date of Registration for an Entity and is optional. You must enter a complete date or a blank value if not held or required. Dates should be provided in a DD/MM/YYYY format.

KYC360 also holds partial Date information. If you only have the Year of 1972 then the date should be provided as 01/01/1972. If you have a Month and Year of May 1972 then the date should be provided as 01/05/1972.

Date information is used with the Criteria option of "Date Filtering" and allows for records using a criteria with this value set to exclude potential matches if they fall outside of a radius of the value set. If the value is set to 10 years this would discount potentials that are outside of a 20-year radius of the supplied date (being 10 years either side).

## Country 1

This field contains the KYC360 Country Code Identifier or the ISO 2-digit code and is optional. When using the xls template, you don't need to use country codes and can select the country names in the import template dropdown. A full list of countries with their identifiers and 2-digit ISO codes used in KYC360 can be found in the [Country Codes](#) section. You can specify up to three countries per Client Entity to reflect associated countries of connection.

Country information is used with the Criteria option of "Country Filtering" and allows for records using a criteria with this value set to exclude potential matches if they do not have a Country association matching any of the three values.

## Country 2

See detail for Country 1.

## Country 3

See detail for Country 1.

## Handled by User Group

This field contains the User Group Identifier of the [user group](#) the customer will be assigned to and is Mandatory.

*You will be provided with a list of your User Groups and their identifiers during onboarding.*

## Handled by User

This field contains the KYC360 User Identifier (within the Handled by User Group) that the customer is assigned to and is optional. Set this value to 0 or leave blank to allow any user within the Handled by User Group to take ownership of the potential matches.

If you specify a specific User Identifier, other users that do not have Supervisor status within the Handled by User Group will not be able to take ownership of the potentials. Supervisor status users can re-assign assigned potentials to other users within the Group if necessary.

*You will be provided with a list of your Users and their identifiers during onboarding.*

## Risk

This field contains the KYC360 Risk Identifier and is mandatory.

Below is a list of available Risk Identifiers:

<u>Name</u>
<u>Unclassified</u>
<u>Low</u>
<u>Medium</u>
<u>High</u>

*You will be provided with a list of your Risk identifiers during onboarding.*

## Status

This field contains the KYC360 Status Identifier and is mandatory. It is recommended that this field is always set to Active as Disabled customer records are ignored by the screening process.

Below is a list of the available Status Identifiers:

ID	Name
0	Inactive
1	Active

## Custom Text 1 and Custom Text 2

This field is a free text option for when internal notes are required. This is **not** used for any of the screening searches.

## Adverse Media ID

This field is only mandatory for when you have the Live Adverse Media module add-on. If you do not have the Live Adverse Media module this can be left as blank, or as a value of "0".

## Business Unit ID

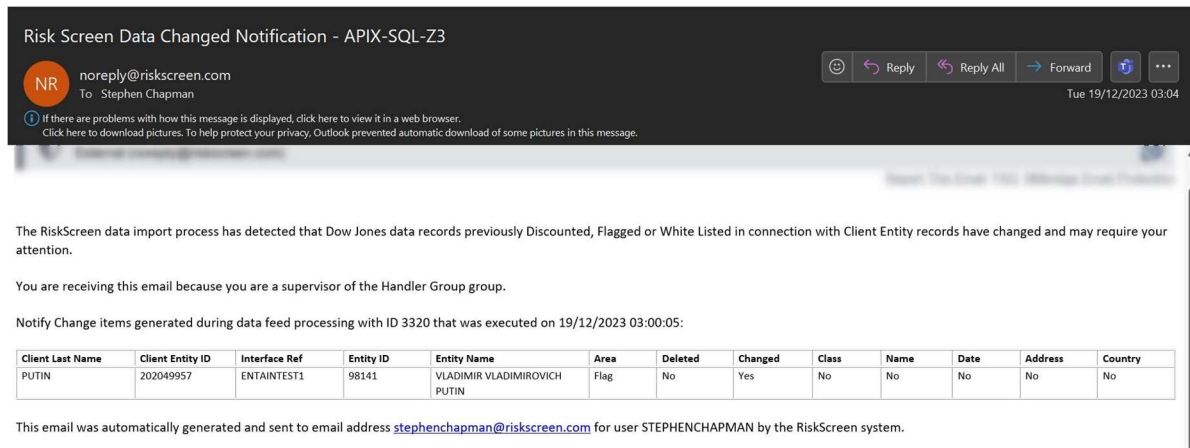
This field allows you to import entities into multiple Business Units in one single import file.

This field is only mandatory for when you have the additional Business Unit module. Otherwise, this can be left as blank (if this is left blank, then the entities will be imported to the default Business Unit – number "10").

## Data Change Notifications

The image below illustrates the format of a Dow Jones 'change notification' email you will receive from [noreply@kyc360.com](mailto:noreply@kyc360.com) if you set the 'Notify' flag to 'yes' when actioning a potential match. These emails serve as alerts to inform you that the Dow Jones record has changed in some way, allowing you to then assess the impact of the change on your customer data and recorded outcome.

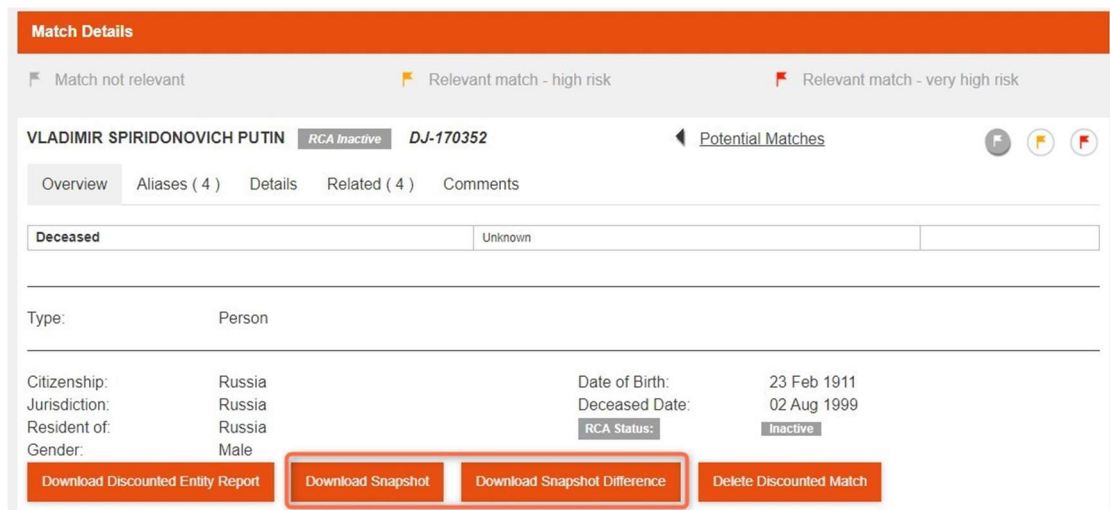
Included within the email are details of your Customer (Client Last Name, Client Entity ID, Interface Ref) and the Dow Jones record (Entity ID, Entity Name), with indicators to inform you if the record has been deleted or changed, and whether Dow Jones have changed any key data items, such as the classification, name, date, address or country.



## Tracking Dow Jones changes via 'snapshots'.

Additionally, to further assist you in understanding the specific changes made to Dow Jones records that were involved in potential matches with your customer record, the system automatically takes a 'snapshot' of the original match record and the updated Dow Jones profile, compares them, and stores the 'differences' data for you.

When you view a customer record, click into any of the Flagged or Discounted Matches (by clicking on a 'Match Name' link), the match details are displayed, and two 'snapshot' buttons are available, highlighted below. Explore the other buttons on the screen by clicking on the icons below:



## Download Flagged Entity Report

This option allows you to download a report which provides full details of the most up-to-date version of the Dow Jones record.

If you are viewing a discounted match, the button label will change to 'Download Discounted Entity Report'.

## Delete Flagged Match

This option allows you to permanently remove the flagged match from the system.

If you are viewing a discounted match, the button label will change to 'Delete Discounted Match'.

## Download Snapshot

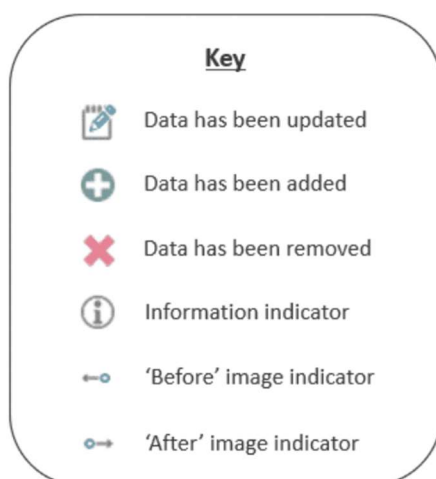
This option allows you to download a report which provides full details of the version of the Dow Jones record as it was when the potential match was created with your customer record.

## Download Snapshot Difference

This option allows you to download a report which details the differences between the profile of the Dow Jones record when the potential match was created and the current profile of the Dow Jones record (i.e. the record that has been updated by Dow Jones, which has triggered a 'notify change' event).

## Snapshot Difference Report Icons

Within the Snapshot Difference report, icons are used to indicate the type of difference, as illustrated opposite.





Should you wish to view the full details of the current version of the Dow Jones record, use the 'Download Flagged(/Discounted) Entity Report' option. This report contains the same level of information as the 'Snapshot' report, but for the most up-to-date version of the record.

## Appendix

### Country Codes

ID	Name	ISO Code
0	Unknown	
1	Antarctica	AQ
2	Abkhazia	GZ
3	Afghanistan	AF
4	Albania	AL
5	Algeria	DZ
6	American Samoa	AS
7	Andorra	AD
8	Angola	AO
9	Anguilla	AI
10	Antigua and Barbuda	AG
11	Argentina	AR
12	Armenia	AM
13	Aruba	AW
14	Austria	AT
15	Australia	AU
16	Azerbaijan	AZ
17	Bahamas	BS
18	Bahrain	BH
19	Bangladesh	BD
20	Barbados	BB
21	Belgium	BE
22	Belize	BZ
23	Benin	BJ
24	Bermuda	BM
25	Bhutan	BT
26	British Indian Ocean Territory	IO
27	Bolivia	BO
28	Botswana	BW
29	Bouvet Island	BV
30	Brazil	BR
31	Brunei	BN
32	Bosnia and Herzegovina	BA
33	Bulgaria	BG
34	Myanmar	MM
35	Burundi	BI
36	British Virgin Islands	VG
37	Belarus	BY
38	Central African Republic	CF
39	Cameroon	CM
40	Canada	CA
41	Cayman Islands	KY
42	Chad	TD
43	Chile	CL
44	China	CN
45	Christmas Island	CX
46	Cocos (Keeling) Islands	CC

ID	Name	ISO Code
47	Colombia	CO
48	Comoros	KM
49	Congo Republic	CG
50	Cook Islands	CK
51	Costa Rica	CR
52	Croatia	HR
53	Cuba	CU
54	Cape Verde	CV
55	Cyprus	CY
56	Czech Republic	CZ
57	Denmark	DK
58	Dominica	DM
59	Dominican Republic	DO
60	Ecuador	EC
61	Egypt	EG
62	El Salvador	SV
63	Equatorial Guinea	GQ
64	Eritrea	ER
65	Estonia	EE
66	Ethiopia	ET
67	Faroe Islands	FO
68	Falkland Islands	FK
69	Micronesia	FM
70	French Guiana	GF
71	Fiji	FJ
72	Finland	FI
73	French Polynesia	PF
74	France	FR
75	Gabon	GA
76	Gambia	GM
77	Germany	DE
78	Ghana	GH
79	Gibraltar	GI
80	Greece	GR
81	Greenland	GL
82	Grenada	GD
83	Georgia	GE
84	Guadeloupe	GP
85	Guam	GU
86	Guatemala	GT
87	Guinea-Bissau	GW
88	Guernsey	GG
89	Guinea	GN
90	Guyana	GY
91	Haiti	HT
92	Heard and McDonald Islands	HM
93	Hong Kong	HK
94	Honduras	HN
95	Hungary	HU
96	Iceland	IS
97	Cote d'Ivoire	CI

ID	Name	ISO Code
98	India	IN
99	Indonesia	ID
100	International	IZ
101	Iran	IR
102	Iraq	IQ
103	Ireland	IE
104	Isle of Man	IM
105	Israel	IL
106	Italy	IT
107	Jamaica	JM
108	Japan	JP
109	Jersey	JE
110	Jordan	JO
111	Cambodia	KH
112	Kazakhstan	KZ
113	Kenya	KE
114	Kiribati	KI
115	Kyrgyzstan	KG
116	Kosovo	XK
117	Kuwait	KW
118	Laos	LA
119	Latvia	LV
120	Lebanon	LB
121	Lesotho	LS
122	Liberia	LR
123	Libya	LY
124	Liechtenstein	LI
125	Lithuania	LT
126	Luxembourg	LU
127	Macau	MO
128	Marshall Islands	MH
129	Madagascar	MG
130	Malawi	MW
131	Malaysia	MY
132	Maldives	MV
133	Mali	ML
134	Malta	MT
135	Martinique	MQ
136	Mauritania	MR
137	Mauritius	MU
138	Mayotte	YT
139	Macedonia	MK
140	Mexico	MX
141	Montenegro	ME
142	Moldova	MD
143	Monaco	MC
144	Mongolia	MN
145	Montserrat	MS
146	Morocco	MA
147	Mozambique	MZ
148	Namibia	NA

ID	Name	ISO Code
149	Curaçao	CW
150	Nauru	NR
151	Nepal	NP
152	Netherlands	NL
153	New Caledonia	NC
154	Nicaragua	NI
155	Nigeria	NG
156	Niger	NE
157	Niue	NU
158	North Korea	KP
159	Northern Mariana Islands	MP
160	None	NX
161	Norfolk Island	NF
162	Norway	NO
163	Not Known	NN
164	New Zealand	NZ
165	Oman	OM
166	Pakistan	PK
167	Palau	PW
168	Palestine	PS
169	Panama	PA
170	Papua New Guinea	PG
171	Paraguay	PY
172	Peru	PE
173	Philippines	PH
174	Pitcairn	PN
175	Poland	PL
176	Portugal	PT
177	Sao Tome and Principe	ST
178	Puerto Rico	PR
179	Qatar	QA
180	Reunion	RE
181	Romania	RO
182	Russia	RU
183	Rwanda	RW
184	Saudi Arabia	SA
185	South Africa	ZA
186	Saint Barthélemy	BL
187	Senegal	SN
188	Seychelles	SC
189	South Georgia and South Sandwich Islands	GS
190	Sierra Leone	SL
191	Singapore	SG
192	St. Maarten	SX
193	St. Kitts and Nevis	KN
194	South Korea	KR
195	Saint Lucia	LC
196	Slovakia	SK
197	Slovenia	SI
198	San Marino	SM
199	Solomon Islands	SB

ID	Name	ISO Code
200	Somalia	SO
201	South Ossetia	ZE
202	South Sudan	SS
203	Spain	ES
204	Western Sahara	EH
205	Sri Lanka	LK
206	St. Helena	SH
207	St. Martin	MF
208	St. Pierre and Miquelon	PM
209	Sudan	SD
210	Suriname	SR
211	Svalbard and Jan Mayen Islands	SJ
212	St. Vincent and the Grenadines	VC
213	Eswatini	SZ
214	Sweden	SE
215	Switzerland	CH
216	Syria	SY
217	Tajikistan	TJ
218	Djibouti	DJ
219	Taiwan	TW
220	Tanzania	TZ
221	Turks and Caicos Islands	TC
222	Thailand	TH
223	Timor Leste	TL
224	Togo	TG
225	Tokelau	TK
226	Tonga	TO
227	Trinidad and Tobago	TT
228	Tunisia	TN
229	Turkey	TR
230	Turkmenistan	TM
231	Turkish Republic of Northern Cyprus	ZC
232	Tuvalu	TV
233	United Arab Emirates	AE
234	Uganda	UG
235	United Kingdom	GB
236	Ukraine	UA
237	Burkina Faso	BF
238	Uruguay	UY
239	United States	US
240	Uzbekistan	UZ
241	Vanuatu	VU
242	Vatican City	VA
243	Venezuela	VE
244	U.S. Virgin Islands	VI
245	Vietnam	VN
246	Wallis and Futuna Islands	WF
247	Samoa	WS
248	Yemen	YE
249	Serbia	RS
250	Democratic Republic of the Congo	CD

ID	Name	ISO Code
251	Zambia	ZM
252	Zimbabwe	ZW