World-Check One

Client Administrator

Getting Started Guide

Document Version 0.1
Date of issue: 05.11.2019

Contents

About this document

Intended readership

For Refinitiv World-Check One clients selected for the role of **Client Administrator.**

In this guide

This guide will walk you through simple steps to completing administrative tasks in World-Check One as a **Client Administrator**. Learn how to **create groups**, **new roles** and **users**, and **configure group search settings**.

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WORLD-CHECK ONE ADMINISTRATORS

There are **three** types of **administrator** roles in the World-Check system:

Refinitiv Admin

Users with this role are Refinitiv Professional Services personnel and are the only users allowed to create **new Client records**.

Client_Admin

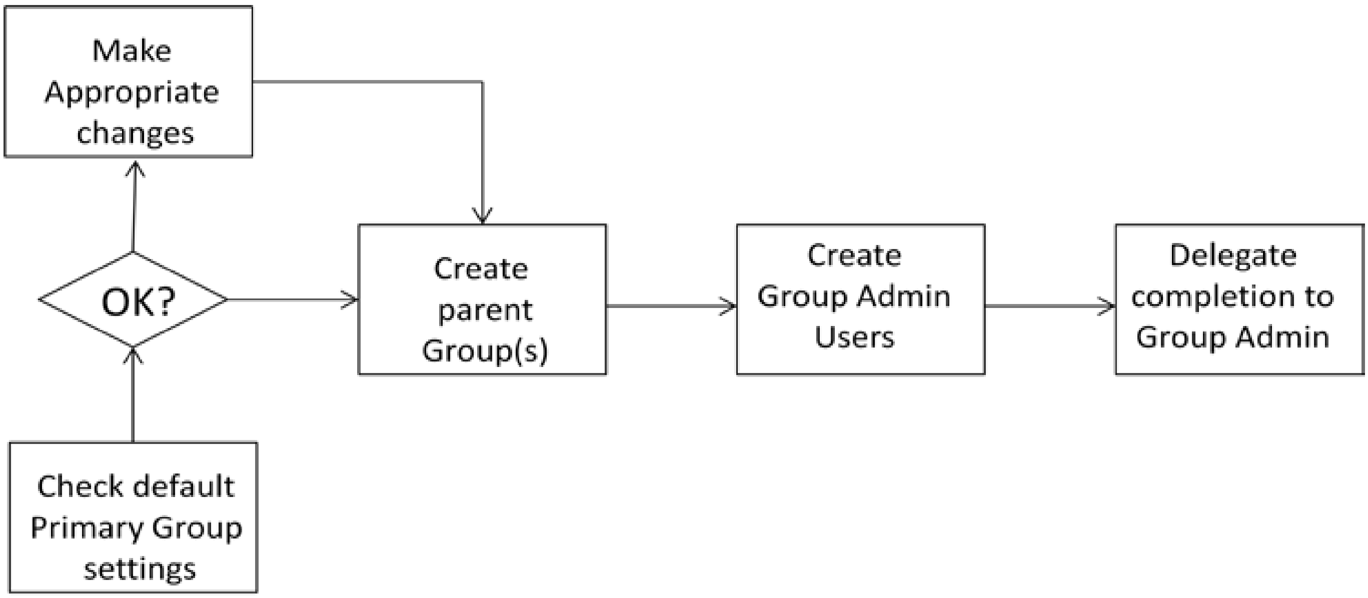
Users with this role belong to the **Client organization** (i.e. not Refinitiv personnel). Client Admin users can maintain the **client** and **primary group** as well as **create child groups**, **users, roles** etc. for the particular client.

Group_Admin

Users with this role belong to the **Client organization** (i.e. not Refinitiv personnel). Group Admin users can maintain the **group** they administer as well as **create child groups**, **users**, etc. for the particular group.

This guide covers the **Client Administrator** role. The below flow diagram outlines the responsibilities assigned to, and actions required of a Client Administrator:

Client Administrator Tasks



START

HOW TO LOGIN TO WORLD-CHECK ONE

As a **Client Administrator**, you will receive a notification from Refinitiv containing a **URL** providing access to World-Check One, as well as a **registration key** to create your **OnePass profile**.

What does OnePass do?

OnePass allows you to log on to multiple Refinitiv applications and websites with a **single** username and password.

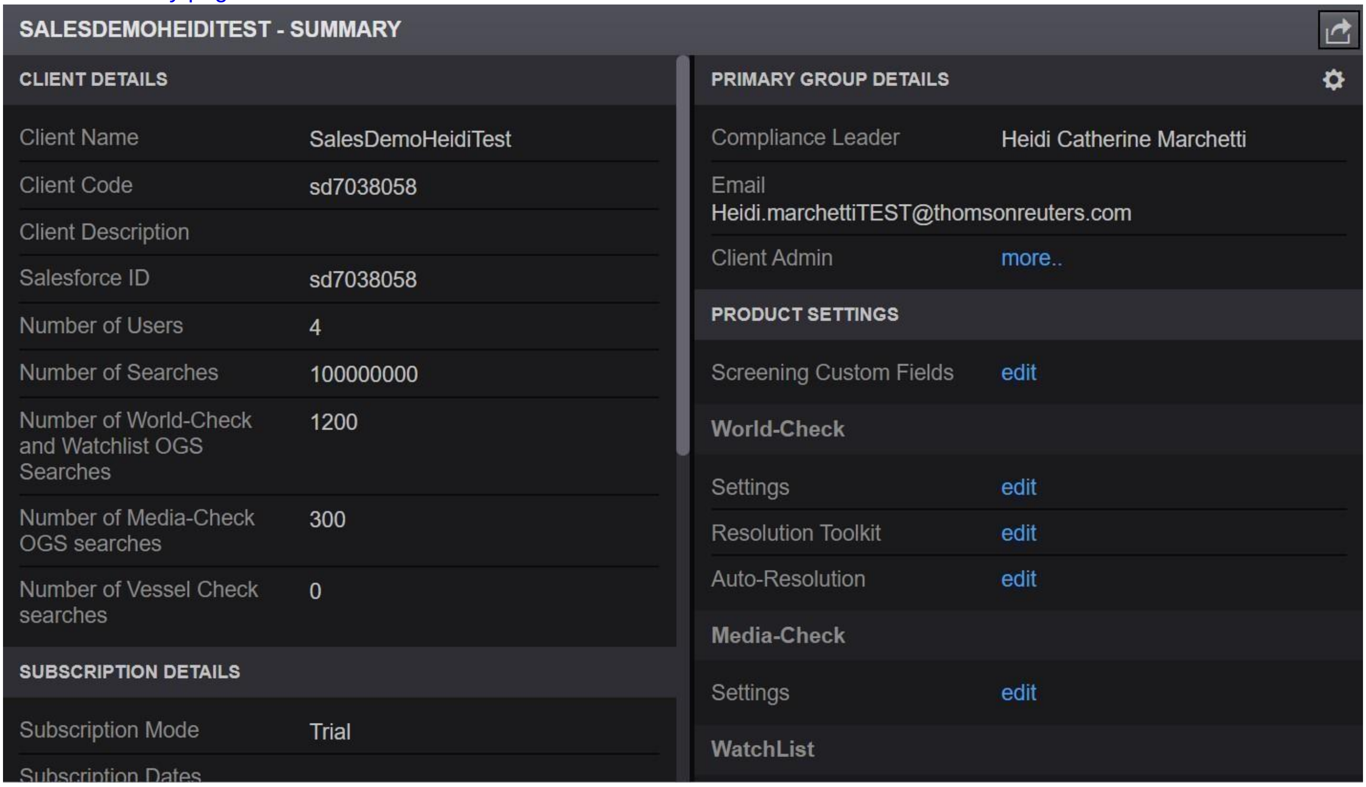
You can:

- Choose your own **username** and **password**.
- Create **Groups** and **Users**. All you need is the individual's **name** and **email address**.
- **Reset** your username or password if you forget. When on the OnePass sign in page, select **Forgot my username or password**.
- Update an existing OnePass profile with a **new registration key**.

CLIENT AND PRIMARY GROUP RECORD

Once you have created your OnePass login and gained access to World-Check One through OnePass, you will land on the **Client Summary** page. The client record will have already been created for you with a **standardised set of defaults**.

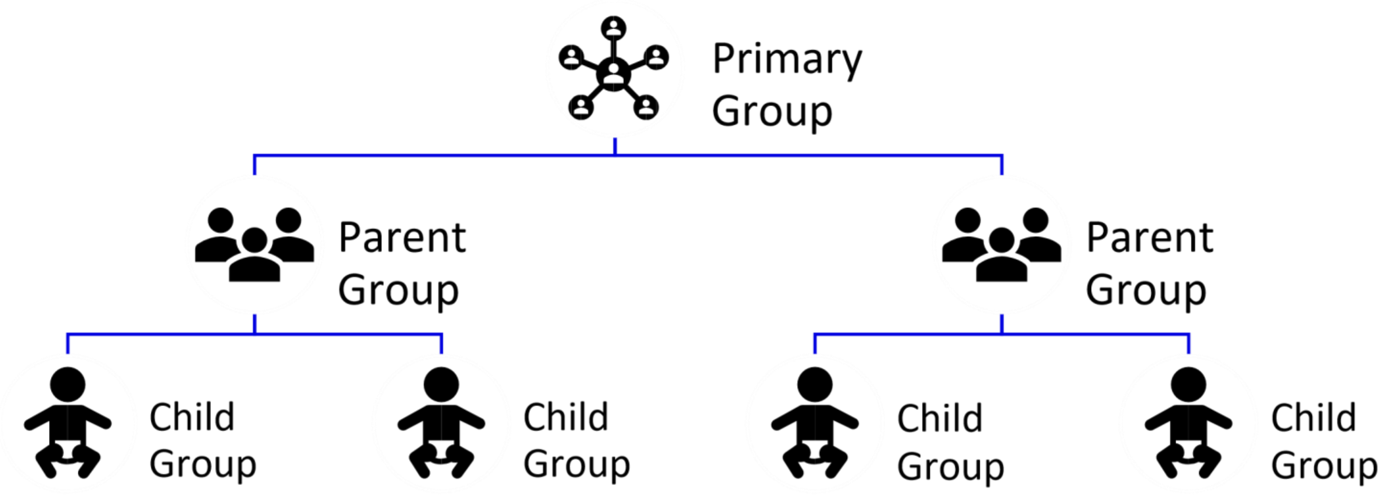
Client Summary page:



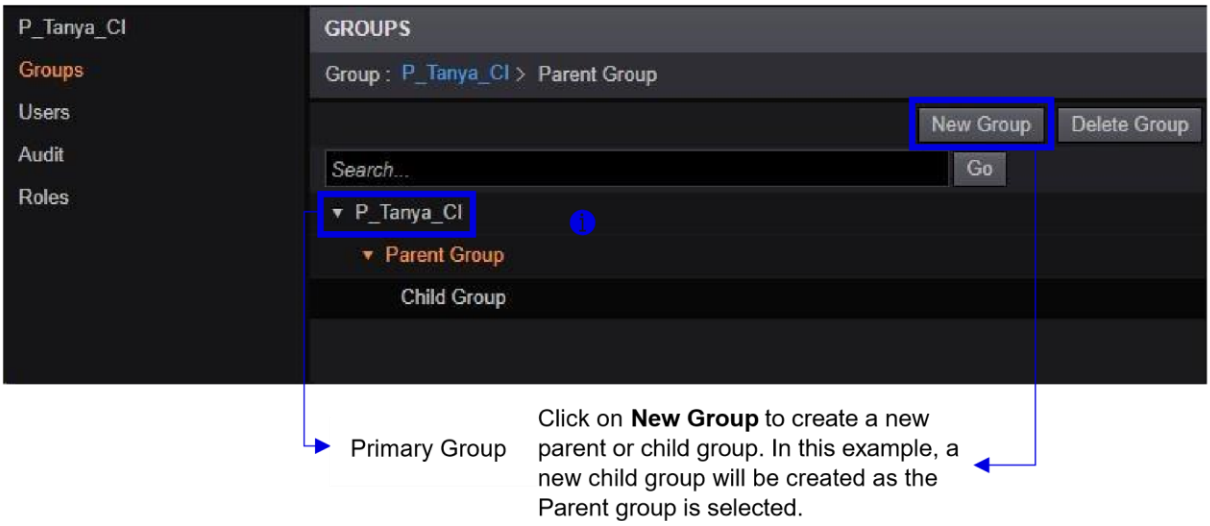
PRIMARY GROUP

A **Primary Group** is **automatically** created when a Client record is added. It is the **highest group** in the hierarchy. The **default settings** under the Primary Group cascade down to all parent and child groups.

However, each individual child group can be customized as needed/wanted regardless of the inherited defaults.



Admin > Groups page > Primary Group example:



For more instructions on groups and how to create them, go to the Groups section of this document.

Default Settings

The standardised settings will enable your organization to start using World-Check One instantly, without having to make any further changes.

If you are the Client Administrator

Please review and make any changes that would be appropriate for your organization.

If you are not the Client Administrator

Your Client Administrator would have already reviewed the settings and made the appropriate changes for the Client and Primary Group. Liaise with your Client Administrator as appropriate.

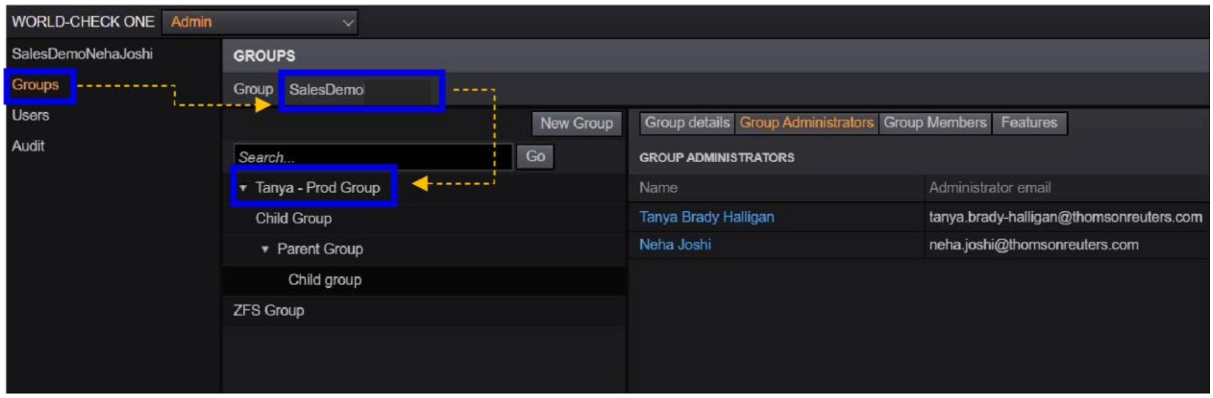
Do I Have Client Administrator Access?

Follow the below steps to test if you have Client Administrator access:

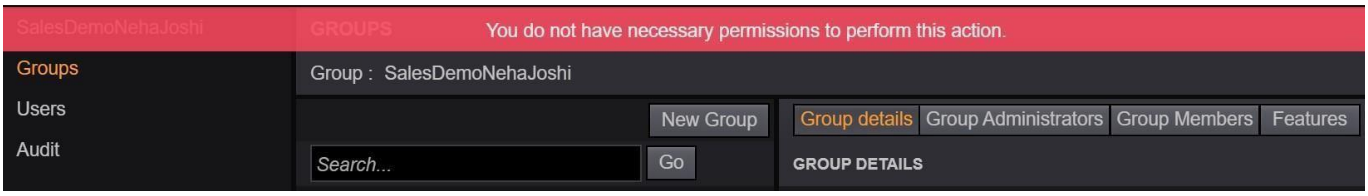
1. On the **Client Summary** page, from the left-hand panel, select **Groups**.

2. Click on a group. The **Primary Group** will now appear under the **Groups** heading. Select the **Primary Group**. In the example below, **SalesDemo** is the Primary Group:

Admin page > Groups:



3. If you are *not* an administrator for the selected group, the following message is displayed:



NOTE: If you do not have access, you will need to speak to your organization's **Client Administrator** to make any changes that require Client Administrative level access.

GROUP SETTINGS

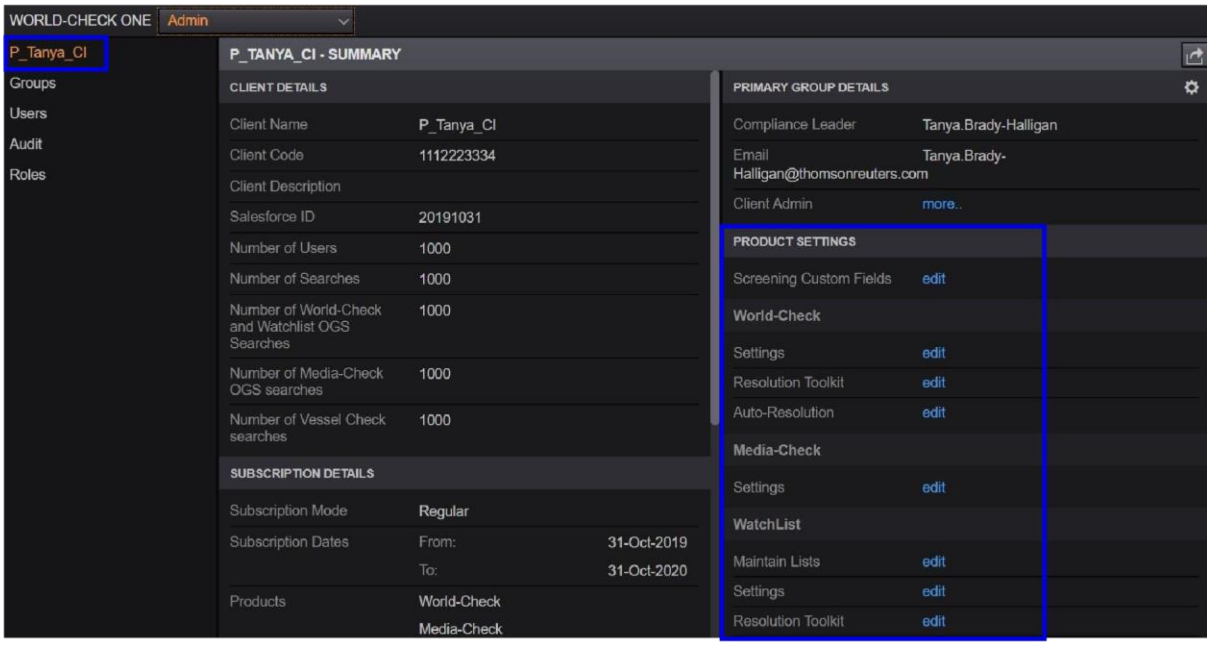
The features in this section instruct you on how to set and adjust the parameters of your **Group settings**. You can turn on the **World-Check search** functionality for all groups, adjust **minimum score thresholds**, edit **sources** searched against, and configure **custom settings**.

You can configure the settings for all groups from the **Client Summary page**:

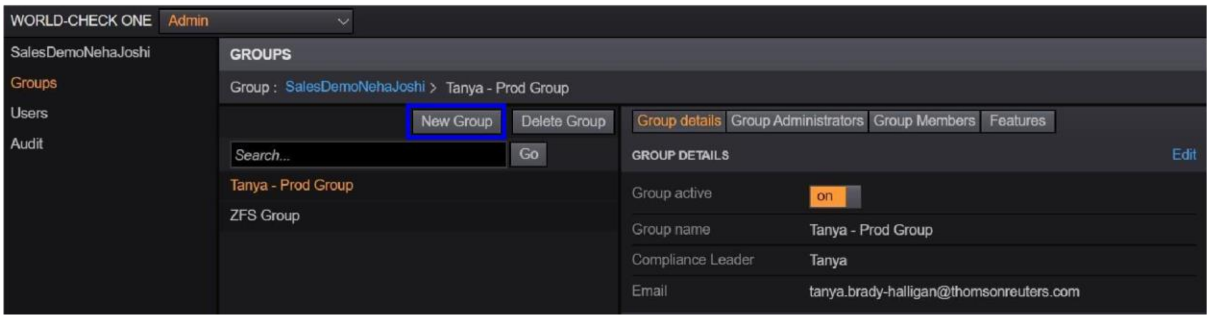
1. Choose **Admin** from the dropdown menu. Select the **Primary Group** from the left-hand menu. The **Client Summary page** will appear.

2. Edit the settings from the **Product Settings** section. Continue reading for more information on each setting.

Admin > Client Summary page > Product Settings:



Group Admin page > Group details:



World-Check

World-Check is **ON** by default.

Auto-Include New Data Sources

The option to **Auto-Include data-sources** is **ON** by default and is set by Refinitiv Administrators according to your **client subscription** details.

For Group Administrators

The option to **Auto-Include data-sources** would have been set by your **Client Administrator**, but you can change it as appropriate for your group, subscription levels permitting.

The subscription options available are: **Standard**, **Premium** or **Premium Plus**.

NOTE: Some of the settings below are available to **Premium** and **Premium Plus** subscription holders only.

Minimum Score Threshold

Minimum score threshold allows you to control the result set returned by the matching engine. The Default is set from Fuzzy to Exact.

You can edit the default **minimum score threshold** for your Primary Group, which will override the initial settings inherited from World-Check settings.

Sources

All Sources are turned **ON** by default. Iranian Economic Interest Data (**IEI**) will be turned **ON** if you have subscribed to it.

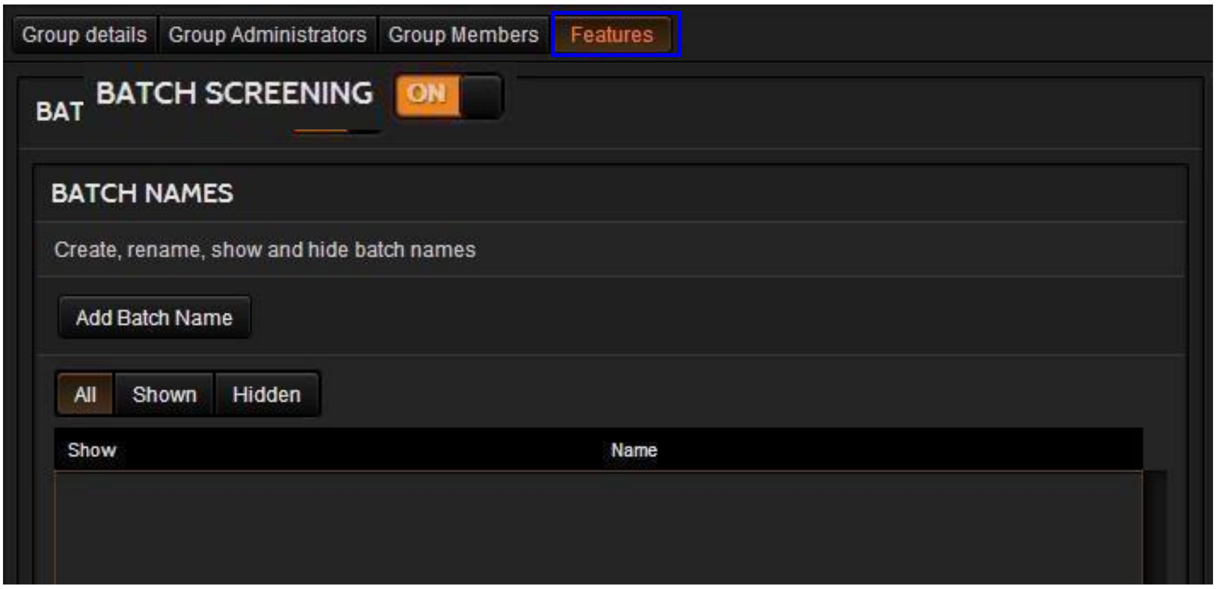
OPTIONAL SETTINGS

Batch Screening

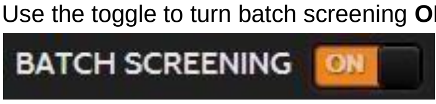
To turn batch screening **ON** or **OFF** within the **Primary Group**, and thereby turning batch screening ON/OFF for all other groups under the Primary Group, follow the below instructions. If you wish to edit batch screening settings from within a parent group or child group, follow the same process within the relevant group.

1. Navigate to the **Features** tab from any **Group** summary page. The **Batch Screening** settings will be displayed:

Group Summary page:

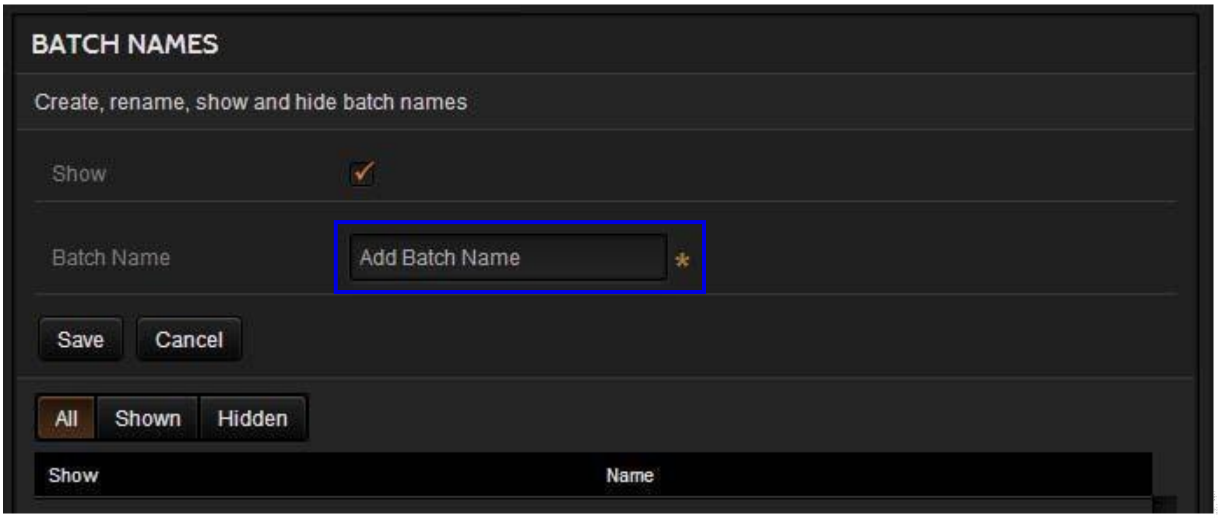


2. Use the toggle to turn batch screening **ON / OFF** according to your needs.



3. Once you have turned Batch Screening **ON**, you will need to add Batch Names. Click **Add Batch Names** to display the **Batch Names** section:

Batch Name section:



4. Enter a **Batch Name**, for example **Credit Cards**, **Retail**, **Brokerage**, etc. The **Show** check box is ticked by default. Click to **remove** the tick if you don't want the batch name to be shown but would like to create it for later use. It will then be displayed in **Hidden** tab).

5. Click **Save** to save the batch name (you can add more batch names depending on your requirements).

Custom Fields

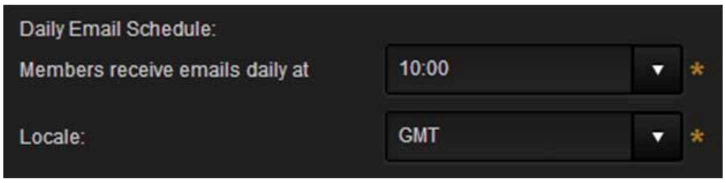
Custom fields are **optional**, which means there are no default custom fields pre-defined in the system. They are **information only** fields that can be used to capture reference information when screening a name.

To name your customised settings, enter a label name in the entry field.

NOTE: If your organization is using **Screening Online**, then there will **be two customs fields** pre-defined for you carried over from Screening Online.

Daily E-Mail Schedule

It is set by default to be **10:00 GMT**.

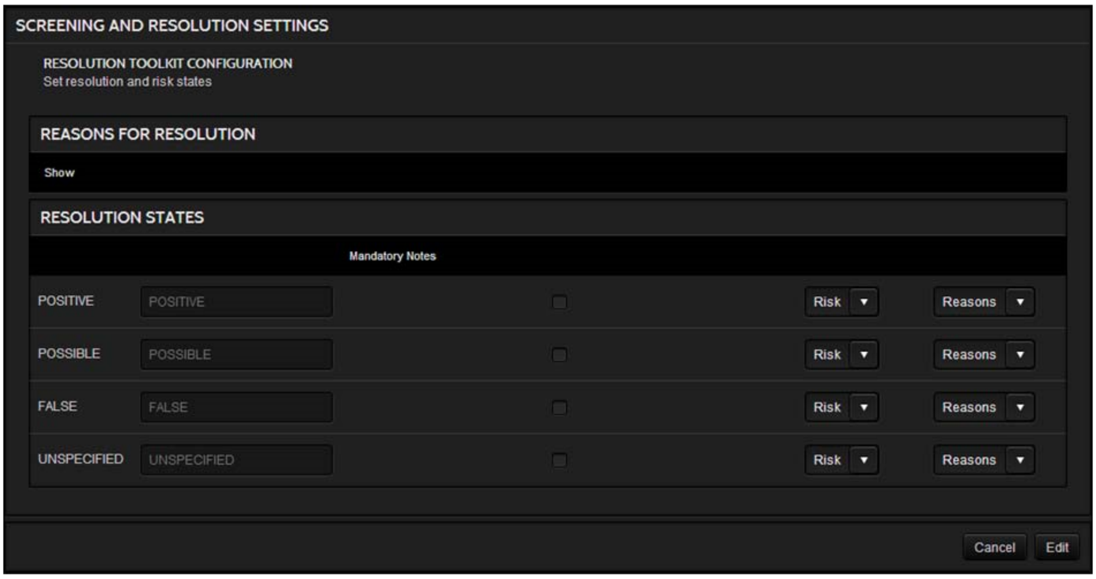


Resolution Toolkit Configuration

The **Resolution Toolkit Configuration** allows you to specify Statuses, Risks and Reasons for **valid values.** This information will be displayed later when resolving matches.

If you want to edit these settings, access the **Resolution Toolkit Configuration** on the **Admin page** and click **Edit** next to the option.

Group Admin page > Features > Resolution Toolkit:



Reasons

The following **Reasons** are pre-defined on the page:

1. Full match
2. Partial match
3. No Match
4. Unknown

Resolution States

The following **Resolution States**, **Risk** and **Reasons** are pre-defined:

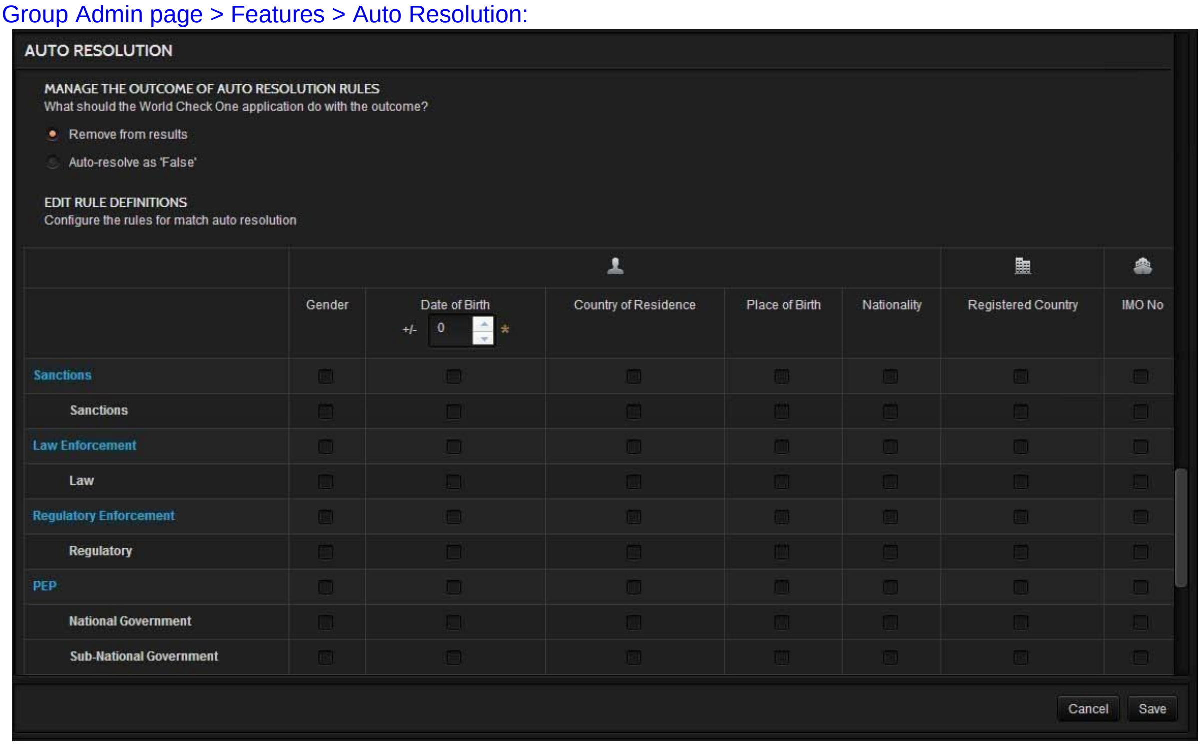
STATUS	MANDATORY NOTES	RISK	REASONS
POSITIVE	No	HIGH, MEDIUM, LOW	Full Match
POSSIBLE	No	HIGH, MEDIUM, LOW, UNKNOWN	Partial Match
FALSE	No	UNKNOWN	No Match
UNSPECIFIED	No	UNKNOWN	Unknown

Auto-resolution Settings

Authorised users can set rules for the World-Check One matching engine so that the system will **auto resolve false positives** returned when a User screens **Individual**, **Organizations** or **Vessels**.

You can also exclude potential **false positives** entirely from the screening results.

Group Admin page > Features > Auto Resolution:



There are no pre-configured settings for the **Auto-Resolution** rules for Secondary Matching fields.

GROUPS

You only need to create one **Parent Group** for the **Primary Group** which would then inherit all settings from the Primary Group.

Tip: You are advised **not** to use the Primary Group directly. It is better to create at least one **parent group** in case you need to assign new parent groups immediately under the Primary Group in the future.

NOTE: If you are migrating from **Screening Online**, the existing Group(s) will be created for you, so you only have to review and check if the current settings are still applicable to your organization.

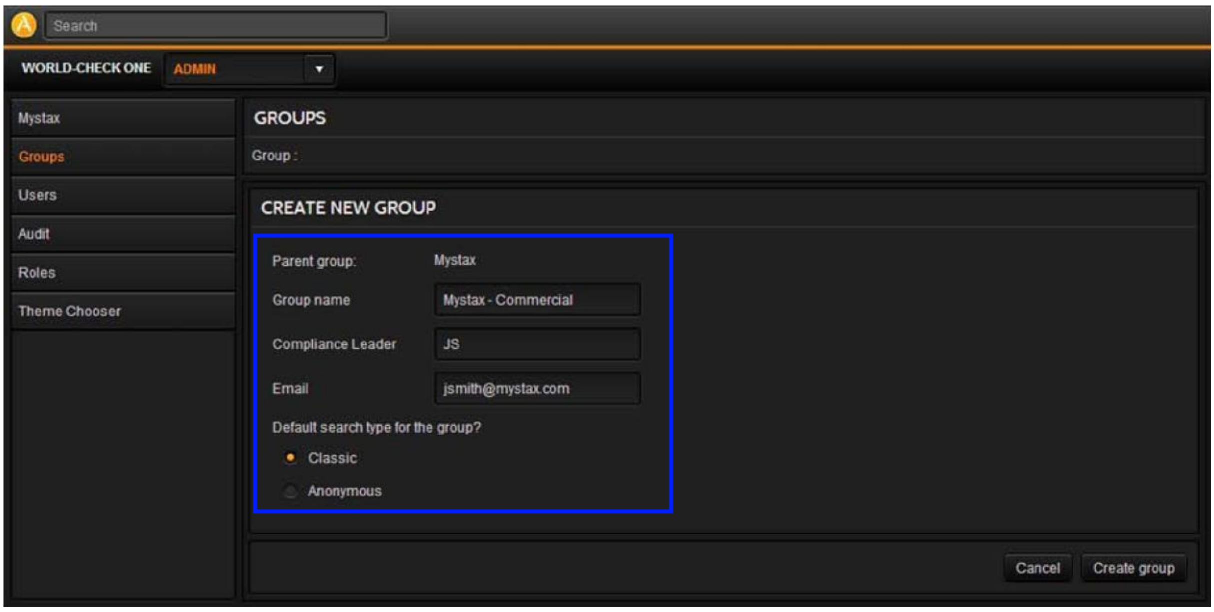
Create a Parent Group

1. Go to the **Admin page**, select **Groups**. Select the **Primary Group**, then click **New Group**:

Groups > Primary Group > New Group:

2. You will be transferred to the **Create New Group** page. You will need to enter a **Group Name**, **Compliance Leader name**, and **E-mail address**. The default search setting for the group is **Classic** (i.e. Initial & Ongoing screening). Then click **Create Group**.

Groups > Primary Group > New Group > Create New Group page:

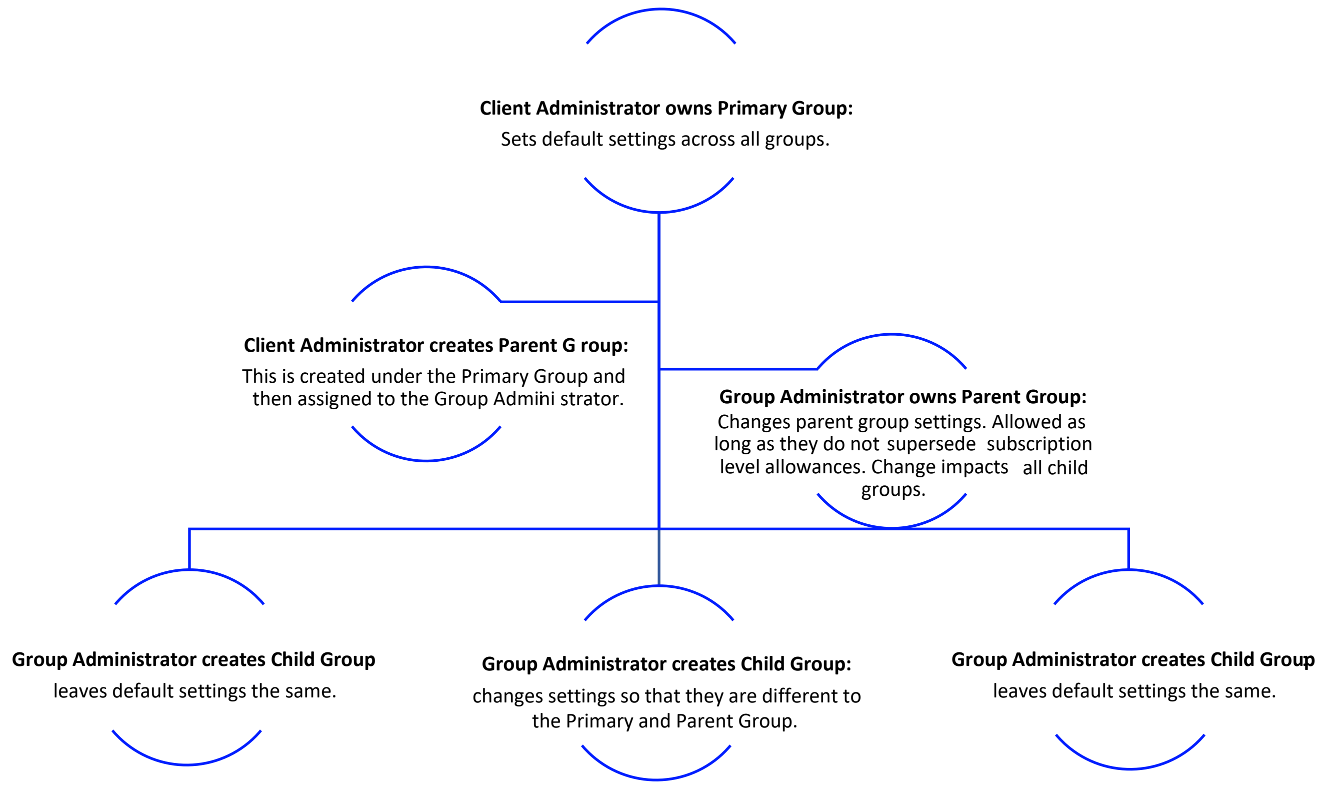


Optional: Assign a Group Administrator to Parent Groups

If there are multiple divisions and sub-divisions within your company that you would like to mirror into the World-Check One group structure, then you can choose to only create **Parent Groups** and assign those groups to **Groups Administrators**. The Group Administrators can then manage the **child groups** within their assigned group structure.

As a Client Administrator, you will need to:

- **Create** the **Parent Groups**.
- **Create** the **Group Administrator Users** and **assign** them to the appropriate Parent Group(s).
- **Notify** the **Group Administrator** by sending them their **registration key** and providing them with instructions on how to access World-Check One. They will then need to **register** in **OnePass** and login into World-Check One.



ROLES

As a Client Administrator, you are automatically assigned all permissions of a **Group Administrator** for all the **child groups** within your Client/Primary Group. The following Roles are **pre-defined** in the system:

CLIENT_ADMIN

This is the **Client Administrator** and permissions cannot be changed within this role.

GROUP_ADMIN

This is the **Group Administrator** and permissions cannot be changed with in this role.

Case Manager

This is a custom pre-defined role that includes all permissions related to **screening/maintaining a case.**

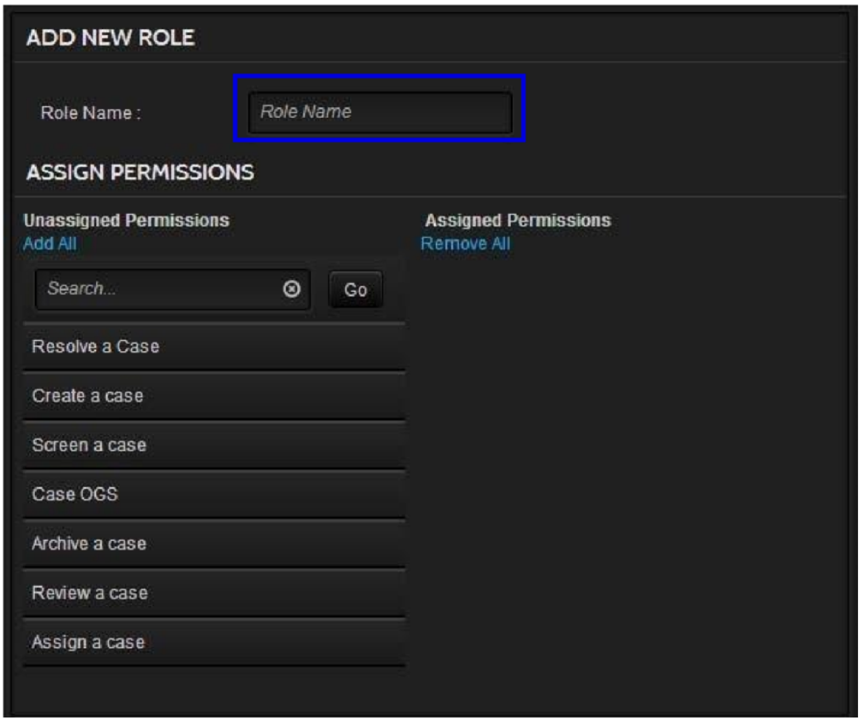
NOTE: You can either change the Case Manager Role by removing permissions or you could create your own custom roles.

Create a New Role

Follow the below instructions to create a new role:

1. Go to **Admin** > select **Roles** from the left-hand menu > click **New Roles** at the top right of the page.
2. Provide a **Role Name** in the **Role Name field box**.
3. Select **Create Role** at the bottom of the page.

Admin > Roles > New Roles:



Create a New User

If you need to create **Group Administrator Users** and assign them the ability to create and maintain child groups, follow the below instructions to create a new user:

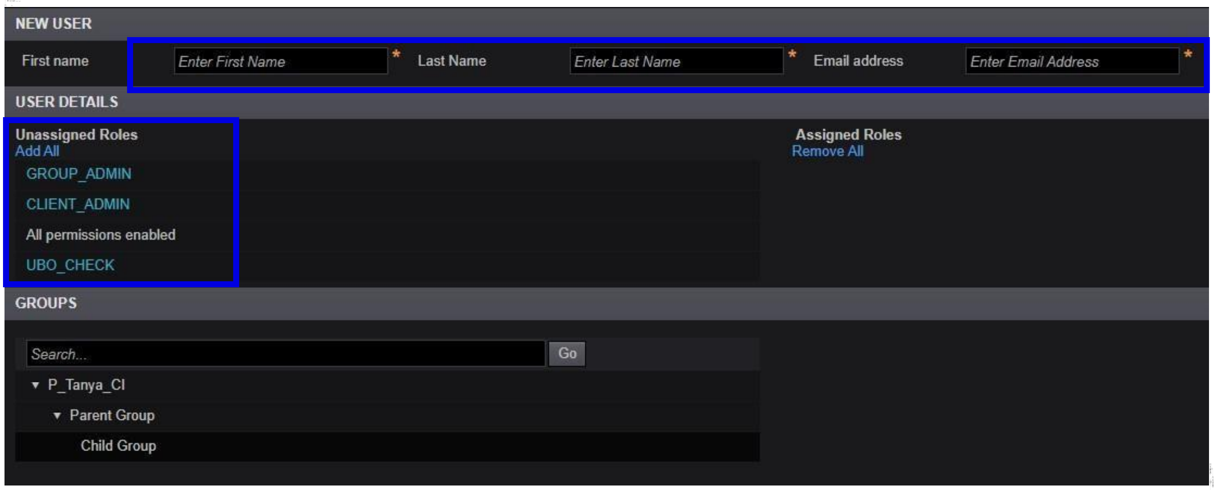
1. Go to **Admin** > select **Users** from the left-hand menu > click **New User** at the top right of the page.

2. Enter the **first name**, **last name**, and **email address** of the new user in the field boxes.

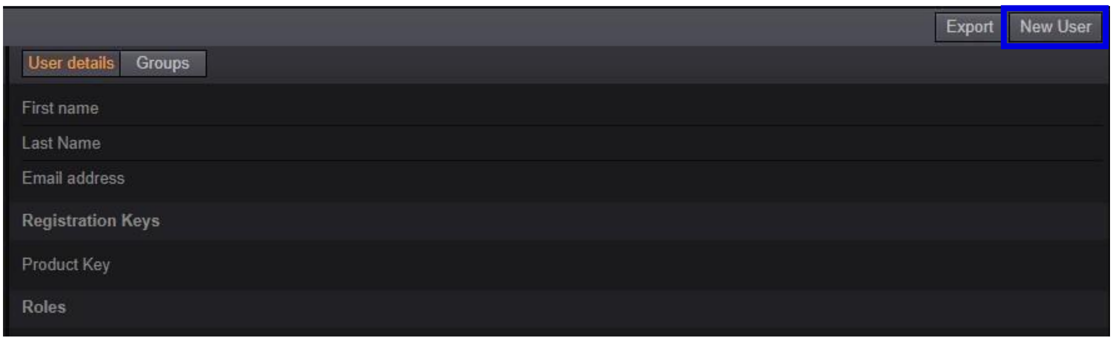
3. Add any **Unassigned Roles** by clicking on the role itself. It will then move to the **Assigned Roles** section. Click **Add All** to include all roles under the user's name. To **remove** roles, click **Remove All** or select the roles you wish to remove by clicking on them.

4. Select **Create user** at the bottom of the page.

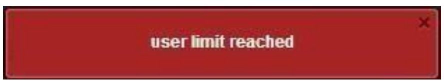
Admin page > Users:



Users > New User:



NOTE: If you have reached the limit of users you can create, the following message will appear:



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