

KYC6 Bulk Search Guide

Guide:

KYC6 Bulk Search

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01

KYC6 bulk search

Using on-going monitor schedule, the 'Bulk Search' option allows you to screen multiple individuals or businesses once, without using the usual individual or business search function. To use bulk search, you must create a source, assign the source to users and then finally load records to the monitor. This guide will demonstrate how.

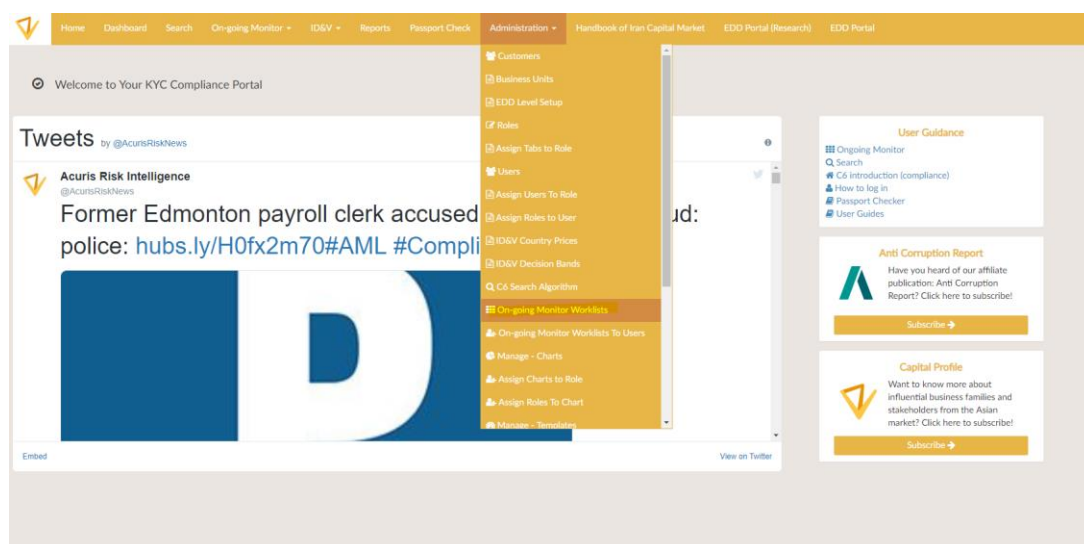
What is a source?

A source is how we categorized monitor records and matches. In the worklist, our matches are organized by source. It is within the source that a user selects the dataset they wish their records to be screened against and also manages the monitoring schedule of these records.

Creating a source

To bulk search you must first create a source for the records to be categorized by:

- To create a source, click on 'Administration' tab and select 'On-going Monitor Worklists'



- Scroll down the page and click 'Create Source'.

Source ID	Source Name	Categories
2758	ABC Bank High Risk Customers	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction
2728	ABC Loans	Sanction
2762	Brazil	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction
2749	Bulk Screen - Demo	Financial Regulator Law Enforcement Media PEP Sanction
2758	Bulk Search	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction
2742	Bulk Search	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction
2783	bulim	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction Watchlist
2794	bulim	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction Watchlist
2712	Business Monitoring Dept	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction
2755	canada	PEP Sanction
2761	CapitaTest	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction
2730	Demo	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction
2772	Demo Source High	PEP Sanction
2739	Demo1 High Risk	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction
2740	Demo1 PEPs	Disqualified Director Financial Regulator Insolvency Law Enforcement Media PEP Sanction

Showing 1 to 15 of 77 entries

[Edit Source](#)
[Create Source](#)

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- Populate the 'Name' box with a source name of your choosing and then select the datasets you would like the records to be screened against.
- Then, under the On-going Monitor Schedule, opt to screen the records against the Acuris Risk Intelligence database 'Once'.
- Then select which matching criteria you would like the records to screen against.
- Ensure you click 'Save' or your changes will not be saved.

The screenshot shows two main sections in a light gray container. On the left, the 'Source Details' section has a 'Name' field with a red border and a placeholder 'Please enter a source name'. Below it is a 'Categories' table with checkboxes for various risk factors. On the right, the 'On-going Monitor Schedule' section has two sub-sections: 'Person' and 'Business'. Each has radio button options for frequency (Daily, Weekly, Monthly, 6 months, Yearly, Once) and a 'Person Minimum Matching Criteria' or 'Business Minimum Matching Criteria' section with radio button options for specific matching rules. At the bottom right are 'Cancel' and 'Save' buttons.

Categories	
Select/Deselect All	<input type="checkbox"/>
Disqualified Director	<input type="checkbox"/>
Financial Regulator	<input type="checkbox"/>
Insolvency	<input type="checkbox"/>
Law Enforcement	<input type="checkbox"/>
Media	<input type="checkbox"/>
PEP	<input type="checkbox"/>
Sanction	<input type="checkbox"/>
Watchlist	<input type="checkbox"/>

On-going Monitor Schedule

Person

☒ Daily
☐ Weekly
☐ Monthly
☐ 6 months
☐ Yearly
☒ Once

Person Minimum Matching Criteria

☒ FN+SN+1 Other
☐ FN+SN Only
☐ FN+SN+YOB
☐ FN+SN+COUNTRY
☐ FN+SN+YOB+COUNTRY
☐ FN+SN+DOB

Business

☒ Daily
☐ Weekly
☐ Monthly
☐ 6 months
☐ Yearly
☒ Once

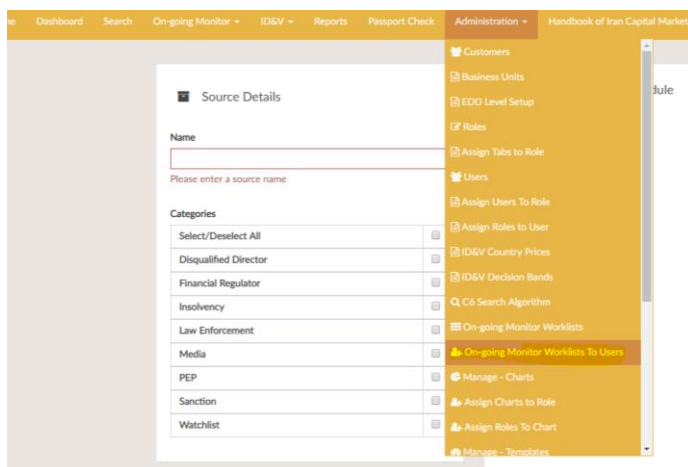
Business Minimum Matching Criteria

☒ Name+1 Other
☐ Name Only
☐ Name + COUNTRY

Once this is done you will need to assign the source to the users wanting to view the monitoring results. This can be done in the 'On-going monitor worklists to users' tab.

Assigning a source

- To assign a source, click Administration tab and select 'On-going Monitor Worklists to Users'.



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- Select the user that needs to be assigned to the source. Then under 'Assign Sources', check the box next to the relevant source.

- Ensure you click 'Save' at the bottom right hand side of the page. The users will now be able to see the associated matches in their worklist.

Load records in bulk for screening

The process and templates for loading records is very similar for persons and businesses. Please note the separate tabs, with the only difference being the name fields. For person the name is split into Forename and Surname, and for business it is just Business Name field. There is no nationality, DOB or YOB field in the business template.

To load records in bulk a user must follow the following steps:

- Click on 'Person Entity' or 'Business Entity' from the 'On-going Monitor' tab
- Click on the **Person Import Template** or **Business Import Template** tabs to download a csv template to your computer.
- Complete the 'Person' or 'Business' template with the record details to be loaded into the KYC6 on-going monitor system
- The details entered must meet the criteria outlined below (please see 'KYC6 Guide - Loading Records.pdf' for further details on mandatory fields and format):
 - Mandatory fields: Source name (the same for each record, as explained above), Unique ID (numbers or letters in any combination amounting to no more than 11 characters, of a user's choosing);
 - Person must include, Forename + Surname + one other piece of information e.g. Date of Birth, Year of Birth or Address field;
 - Business must include, Name + One other piece of information e.g. Address field.
- Once you have populated the CSV file, save this onto your desktop and click on **Import Persons** or **Import Businesses** to upload the template. A browser window will pop up and allow you to select the CSV file saved. Once selected, the file will begin to load.

Errors

- Any errors which occur whilst loading records will be displayed in a message box. From here you can export the errors to a CSV file for fixing. The errors box will tell you row by row what needs to be amended for them to be loaded successfully.
- The message box will also highlight how many records have been successfully loaded

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- After amending the errors in the CSV file, you can upload the same file again. Records that have been successful previously, will not appear twice, if the unique ID remains the same.

Data Load Confirmation:

1 record(s) loaded successfully


Errors:

Source is undefined in row 2
UniqueID is mandatory in row 2
Surname is missing in row 3
Date of birth is invalid in row 3
Invalid country in row 3


[Export errors](#) [OK](#)

Bulk search results

The results of the bulk search/'once' screening will be found in the worklist. This can be accessed by clicking 'Worklist' under the 'On-going Monitor' tab, as shown below:



HomeDashboardSearchOn-going MonitorID&VReportsPassport CheckAdministrationHandbo

Search

Individual

Forename

Middle name

Surname

Date Of Birth

dd-MM-yyyy

On-going Monitor

Worklist

On-going Monitor Search

On-going Monitor Algorithm

Person Entity

Business Entity

Watchlist

Quick Reference

- A worklist can be expanded to see a summary of the bulk search results by dataset:

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- Having clicked on a dataset in the worklist, you are able to filter the results using the black filter icon on the table headers. You can also print all the results and/or export them to a CSV file.
- The view below shows you the records that have alerts against them. Click on the name to work the potential match

[Print Report](#) [Export to CSV](#)









Person/Business Name	Unique Id	Existing Matches	Open Matches	Highest Match Score	Last Alert Date
David Cameron	C6P-3	0	2	100	14/03/2018 00:48:22
Donald Trump	C6P-15	1	1	100	14/03/2018 00:48:22
Euan Blair	C6P-4	0	1	100	14/03/2018 00:48:22

- By clicking on matches, you will be taken to the database profile, where it can be manually reviewed and worked
- Alternatively, if it's easy to identify the match or not, you can work the case at this level

Monitor record

Full name: David Cameron
Date of Birth: 09/10/1966
Unique Id: C6P-3

Address:
City:
State:
Postcode:
Country: United Kingdom

	Status	Dataset	Profile	DOB	PEP Level	Match Accuracy	Description	Match Date	Last Update	Attachments	Comments
	Open	PEP	David William Donald Cameron	09/10/1966	1	100	Match on Forename, Surname, DOB, YOB, Address6	14/03/2018	14/03/2018	0	0
	Open	PEP	David Cameron		3	96	Match on Forename, Surname, YOB, Address6	14/03/2018	14/03/2018	0	0
	Open	Media	David Dodds Cameron			76	Match on Forename, Surname, Address6	14/03/2018	14/03/2018	0	0
	Open	Media	David Lee Cameron			76	Match on Forename, Surname, Address6	14/03/2018	14/03/2018	0	0
	Open	Media	David Cameron (Deceased)			76	Match on Forename, Surname, Address6	14/03/2018	14/03/2018	0	0
	Open	Media	David Cameron			76	Match on Forename, Surname, Address6	14/03/2018	14/03/2018	0	0
	Open	Media	David Samerson			71	Match on Forename, Surname, Address6	14/03/2018	14/03/2018	0	0
	Open	Insolvency	David Cameron			76	Match on Forename, Surname, Address6	14/03/2018	14/03/2018	0	0

- From the database profile, you can review the linked businesses, linked persons and the documents/articles that have been gathered to construct the profile

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- Via the 'Actions' button, you can export the profile to PDF. Click the 'Actions' tab on the top right-hand side of the screen and select 'Export to PDF'. The PDF can then be printed or saved.

Status: Open

Actions

Database Profile

Match Details

Comments

Attachments

Status-History

Details

Businesses (38)

Linked Persons (44)

Documents (92)

Mr David William Donald Cameron



This Profile contains the following Article Categories

PEP	ADVERSE MEDIA	SDV
91	20	26

Born:

09 Oct 1966

Gender:

Male

PEP Level:

1

Alias

David Cameron

David W.D. Cameron

Date of Birth:

09/10/1966

- Note: if you require any records to be monitored on an on-going basis, update the source's monitoring schedule by setting it to daily, weekly, or monthly as required. This option is available if the full 'On-going Monitor' product has been purchased.

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