THOMSON REUTERS CLEAR®

USER GUIDE

MAY 2015

THOMSON REUTERS

HELP AND SUPPORT

Online Help Features in CLEAR

- Browse the CLEAR functionality in the table of contents
- Search text for your questions
- Access user guides and training guides

Contact Support at 1-877-242-1229

- Technical Support – 24 hours a day, 7 days a week
- Search Assistance – Monday through Friday 7:00 a.m. to 10:30 p.m. EST
  Saturday and Sunday 8:00 a.m. to 5:00 p.m. EST
- Billing and Account Maintenance – Monday through Friday 8:00 a.m. to 4:30 p.m. EST

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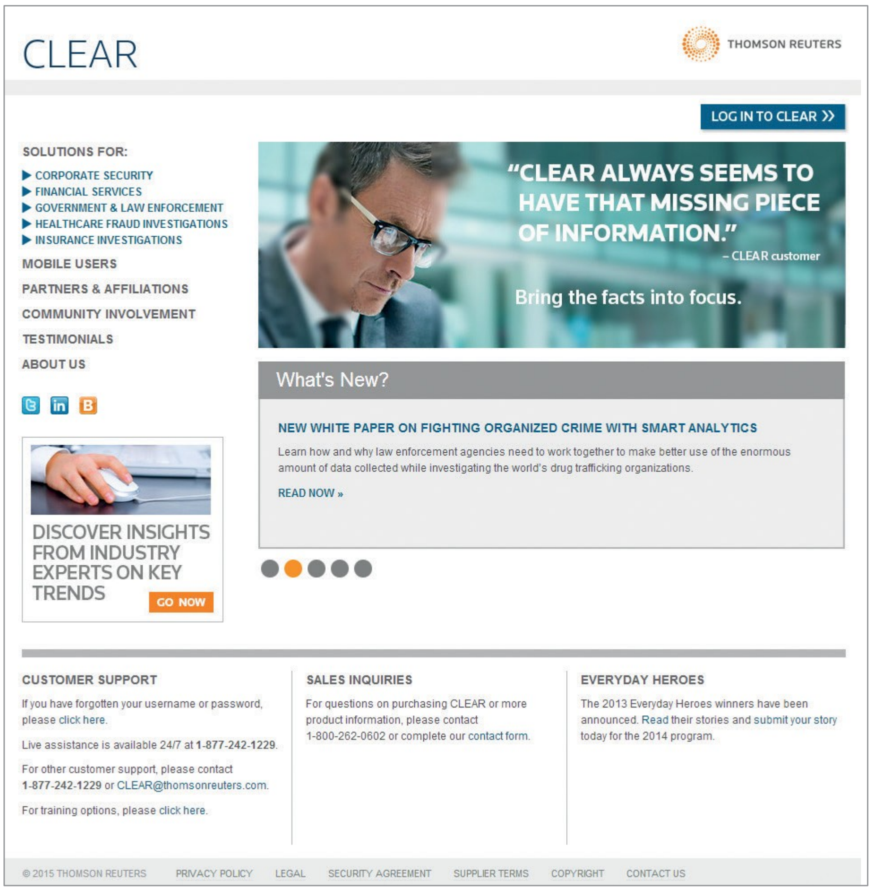
1 INTRODUCTION

Thomson Reuters CLEAR® records resource is a next-generation online investigative platform that Thomson Reuters created specifically to meet the unique needs of investigative customers. It is an easy-to-use portal interface that requires minimal training and provides faster and more thorough searching.

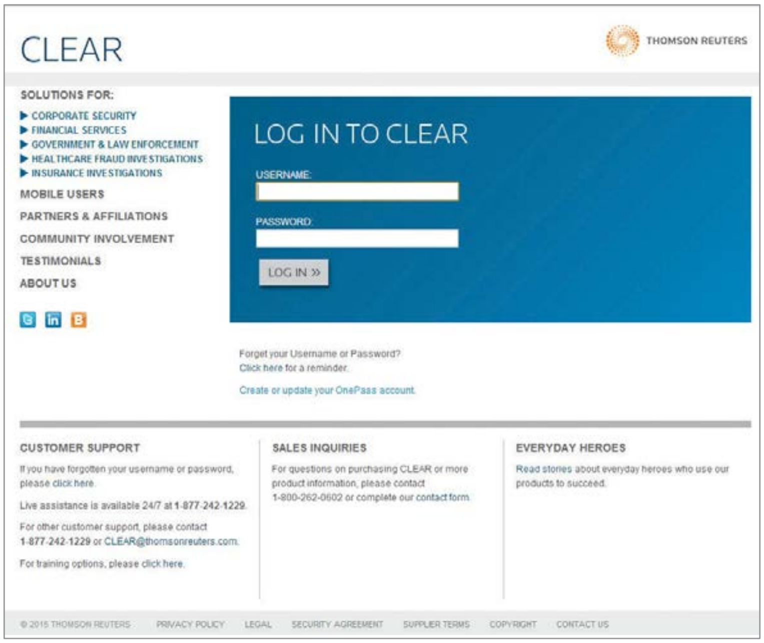
ACCESSING CLEAR

If you are a new Thomson Reuters customer, you will receive more information from customer support on creating a OnePass account to access CLEAR.

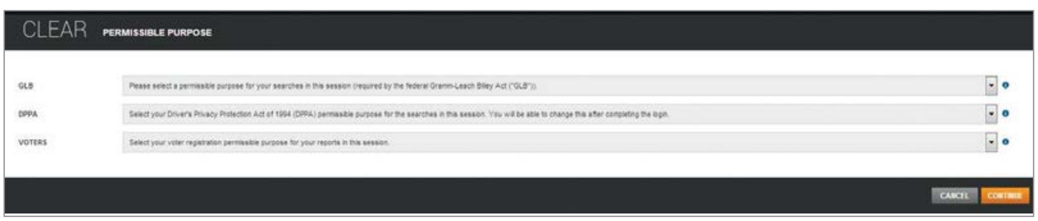
When your account is enabled to access CLEAR, you can go to the homepage at clear .thomsonreuters .com and select Log In To CLEAR.



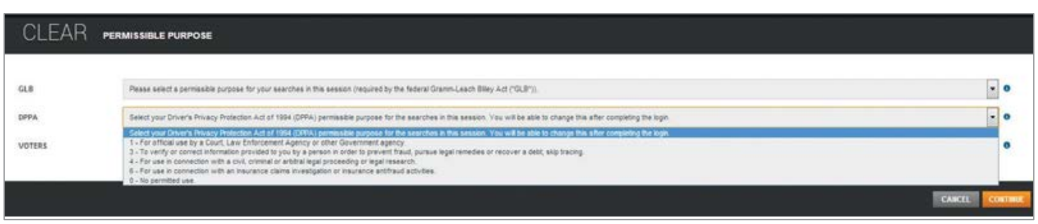
The log-in page appears and you can enter your username and password, and then select Log In.



The next page requires you to select your Permissible Purposes for use in accordance with the Gramm-Leach-Bliley Act (GLB), the Driver's Privacy Protection Act (DPPA), and Voter Registration (Voters).



Select the appropriate pull-down option for your relevant usage, and then select Continue.



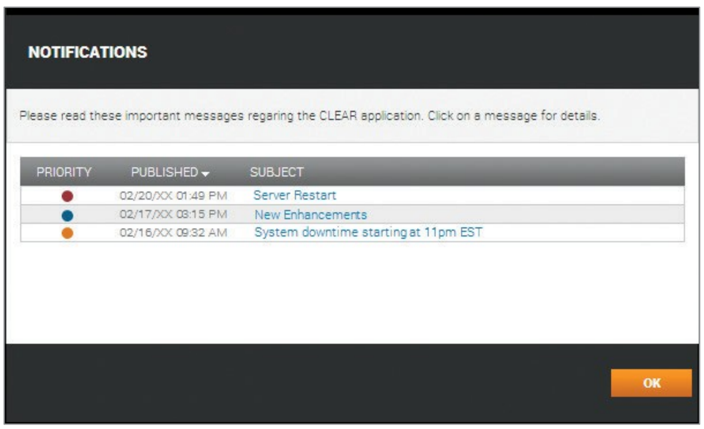
CLEAR NOTIFICATIONS

Notifications allow CLEAR administrators to post messages and information to users.

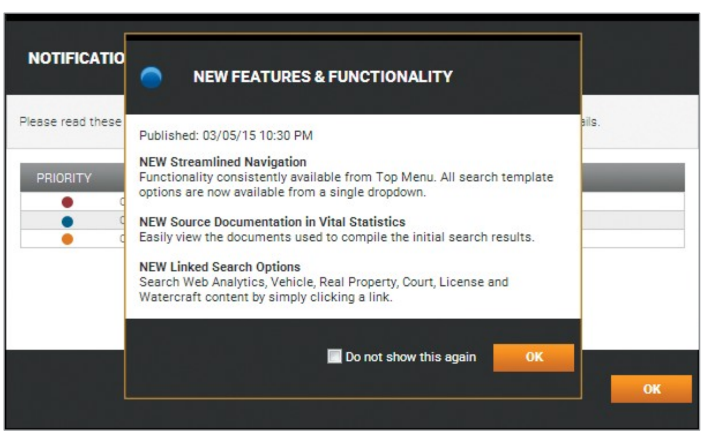
Different priority levels and colors are associated with specific types of notifications, which include the following:

- Information: Highlighted in blue and may include information about system enhancements, new features, or other user information.
- Warning: Highlighted in gold and may include information about system availability or migration schedules.
- Critical: Highlighted in red and may include information about system issues or details that may have immediate impact for the user.

When you log in, CLEAR presents all available notifications for your review.



Select a notification link to view the message. You can select OK to return to the list to view other notifications, if applicable. To acknowledge that you have viewed the message, select the Do not show this again check box, and CLEAR deletes the notification.



When you receive notifications during a user session, CLEAR presents an indicator in the toolbar and highlights it in the color representing the highest priority of all active notifications. By clicking on the envelope with the number of notifications listed, you can view and acknowledge the notifications.

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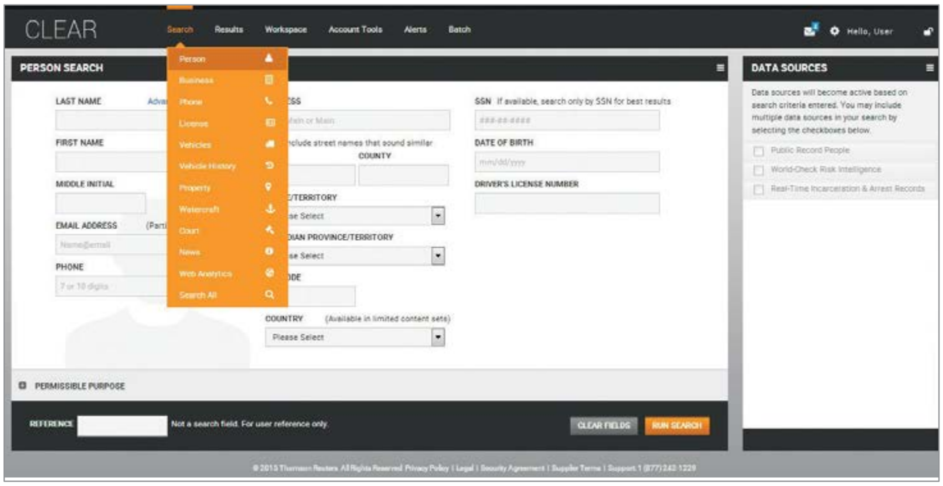
GENERAL FUNCTIONALITY

Pull Down Menus

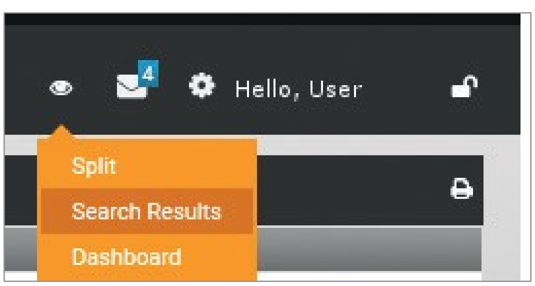
All search pages are available via the pull-down menu at the top of the screen. Depending on their subscription, users may see the following options: Person, Business, Phone, License, Vehicles, Vehicle History, Property, Watercraft, Court, News, Bookings, Lineups, Web Analytics, Search All, and Social Media Analytics.

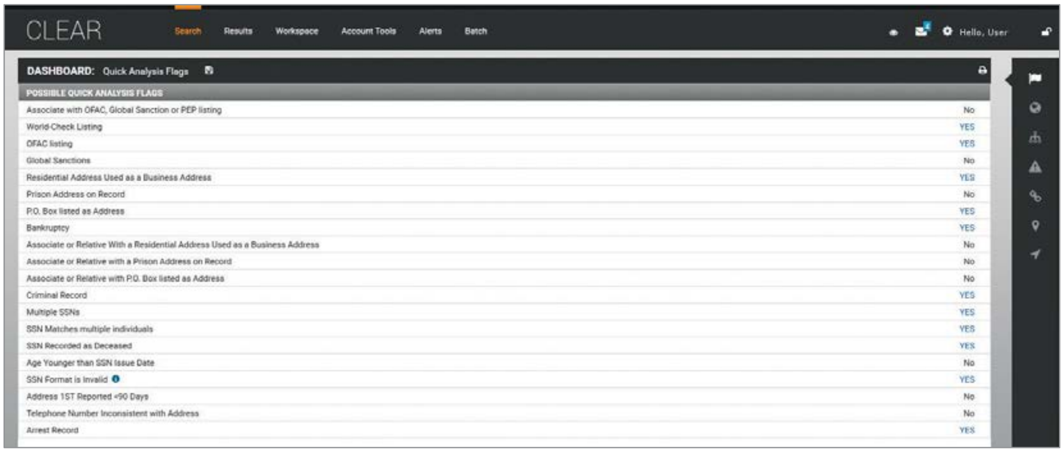


Dashboard Views – Split View vs. Full View

The default view for the dashboard display for search results is a split view. Functionality is built into the dashboard view to view specific sections in full screen or as a split view.

Selecting the dashboard option will display the thumbnail on the right-hand side in a full-screen view. You can choose Search Results to view them in a full-screen view. To return to the default split-screen view, select Split.





Dashboard Navigation

Navigating to the different thumbnail options on the result dashboard is done with the toolbar at the bottom right-hand corner. There are multiple options available depending on a user's subscription:

 1. Quick Analysis Flags

 2. Web Analytics

 3. Graphical Display

 4. Negative News

 5. Associate Analytics

 6. Address Map

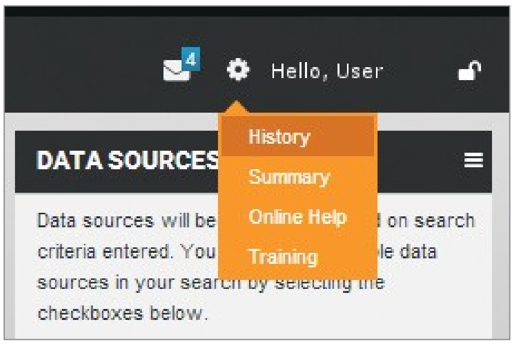
 7. Map Analytics

 8. Company Family Tree (Business Searches only)

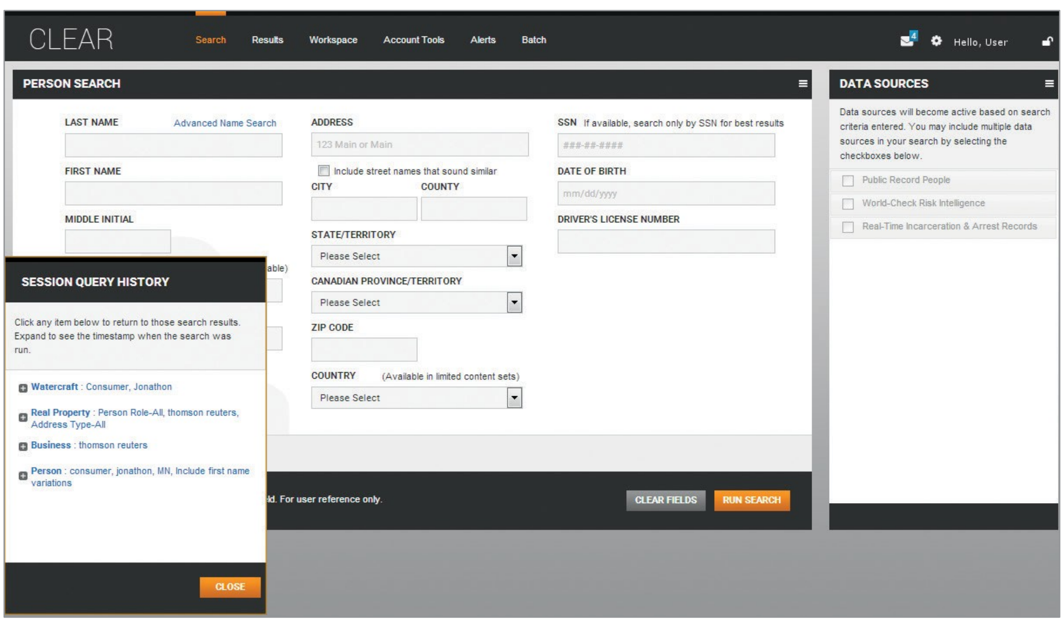
CLEAR SETTINGS

Search History

CLEAR will maintain a record of all searches performed during a user session. The search history can be found by selecting the Settings icon at the top of the toolbar menu. Selecting the History pull down option will open a Session Query History window in the lower left-hand corner, which displays all searches run during that session.



Clicking on any of the items in the Session Query History window will return you to those specific search results. The trail of searches is maintained in History until you log out of your CLEAR session.



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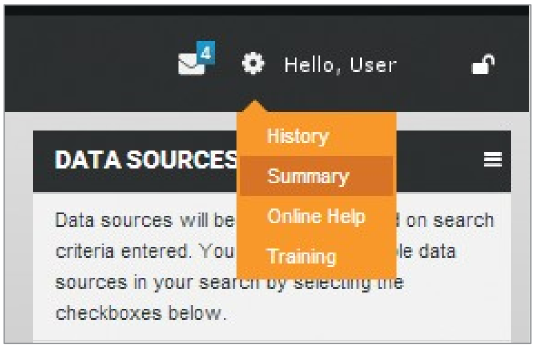
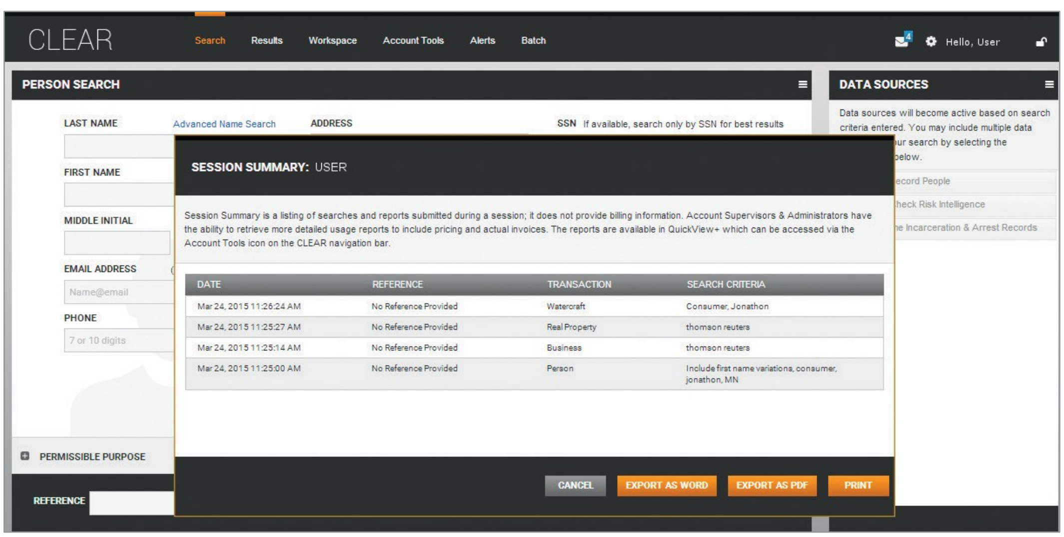
Session Summary

The application provides a listing of all activity during your current user session. To view your Session Summary, select the Settings icon located on the toolbar, then select Summary.



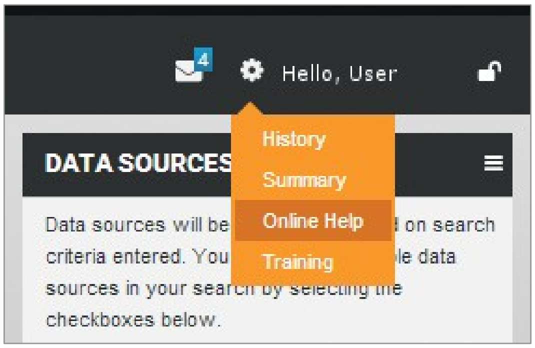
You can print or export (Word or PDF) the Session Summary. When you have finished reviewing the listing details, select Cancel to return to the current session. CLEAR maintains a summary of all submitted transactions until you log out of the application.

The Session Summary does not include billing information. Detailed usage reports, which include pricing and invoices, are available in QuickView+®. Account supervisors and administrators can access these reports by selecting Account Tools from the navigation toolbar.

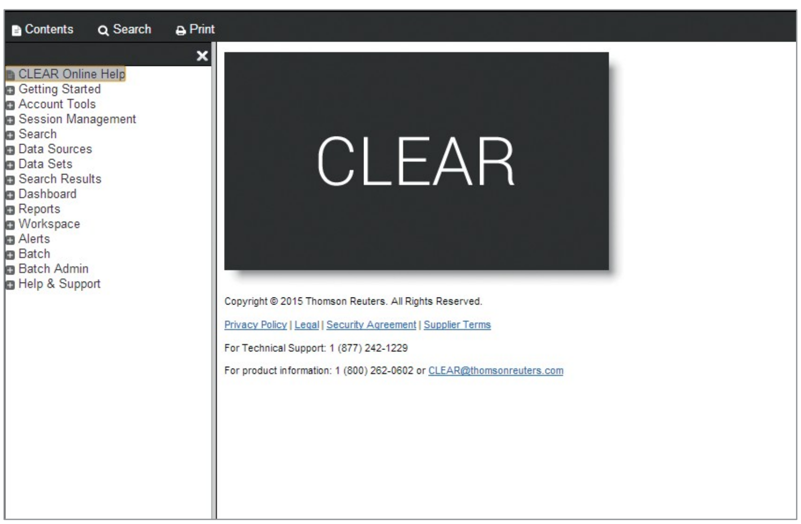


Online Help

CLEAR provides online help that provides documentation for features, functionality, and data sources that are used throughout the application. There is also information provided for customer support and training opportunities.

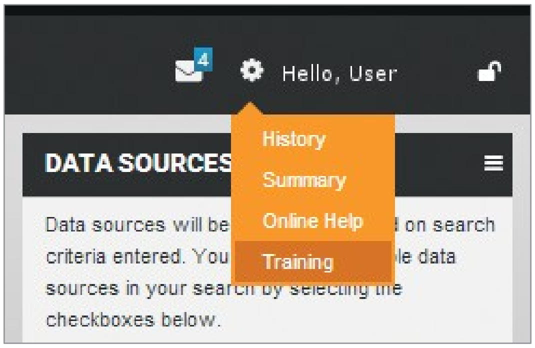


The online help for CLEAR will open in a separate window. There is a directory broken down by topic, as well as search functionality available. Users also have the opportunity to print documentation from the online help guide.

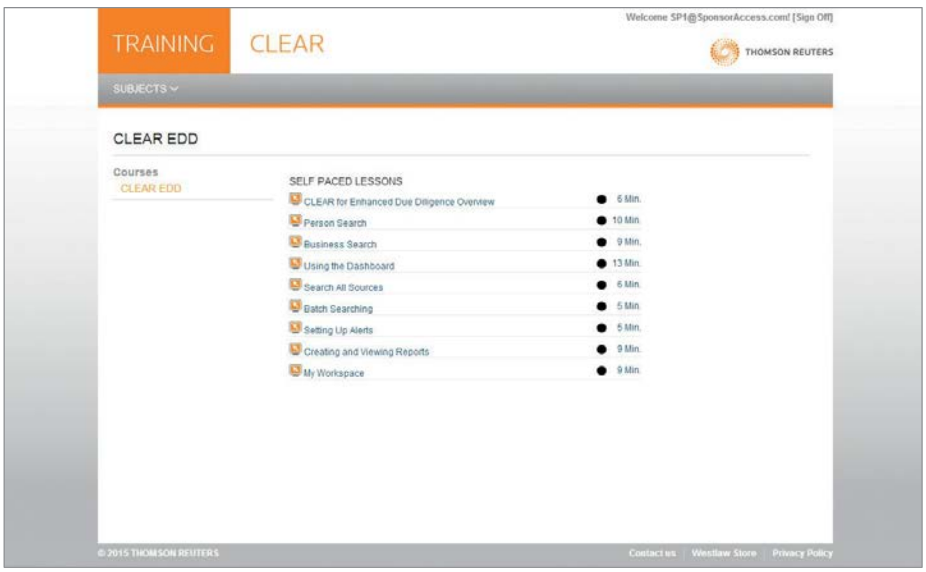


Training

To view training materials for CLEAR, click the Settings icon and select Training from the pull-down menu.



Once you select Training from the pull-down menu, a new window will open and bring you to the CLEAR training site.



Logging Out

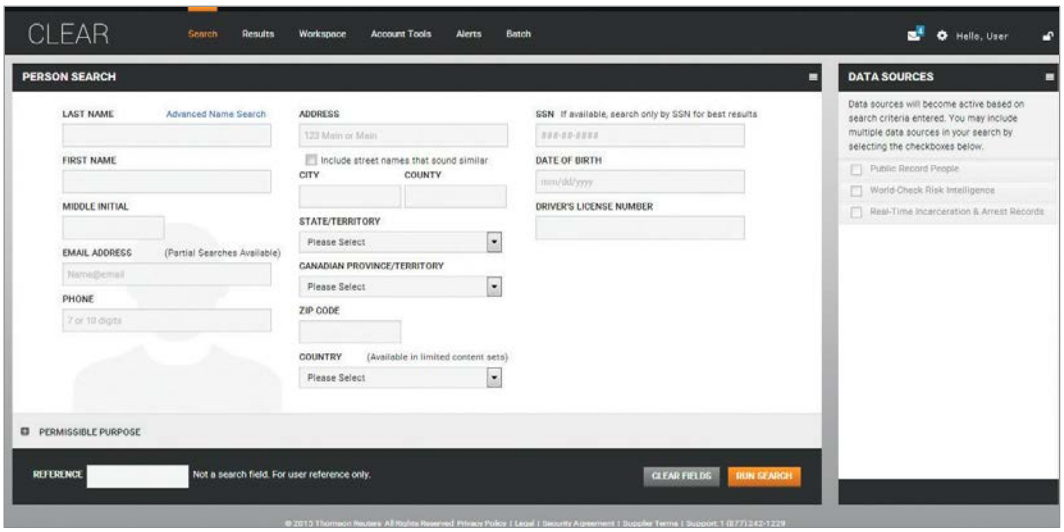
To log out of CLEAR, click the padlock icon in the upper right-hand corner. This is located next to the notifications indicator, Settings icon, and your username.

2 SEARCH

PERSON SEARCH

CLEAR automatically launches you to the Person page, the most commonly used search. The flexible interface allows you to enter search criteria for an individual – e.g., SSN (the best option, when available), Name, Date of Birth (DOB), and Address.

Other available search types are Street Address-Only searches, Partial DOB, Partial SSN, and Head-of-Household search.



Advanced Search Functionality

CLEAR now allows Advanced Name Search functionality, including last names that sound similar, first name begins with, first name variations, and first names that sound similar.

Perform the following steps to use Advanced Name Search features:

1. Select the Advanced Name Search link. The application displays the Advanced Name Search dialog box.
2. For the Last Name option, you can select the Include Last names that sound similar check box, if applicable. This option allows for search results to include last names that sound similar but may differ in spelling from your search criteria.
3. For the First Name option, you can choose from one of the following:
   - First name begins with: This is the default value for all Person searches. This option allows for search results to include partial first names or first names that begin with the same letters.
   - Include first name variations: This option allows for search results to include nicknames or other first name variations.
   - Include first names that sound similar: This option allows for search results to include first names that sound similar but may differ in spelling from your search criteria.

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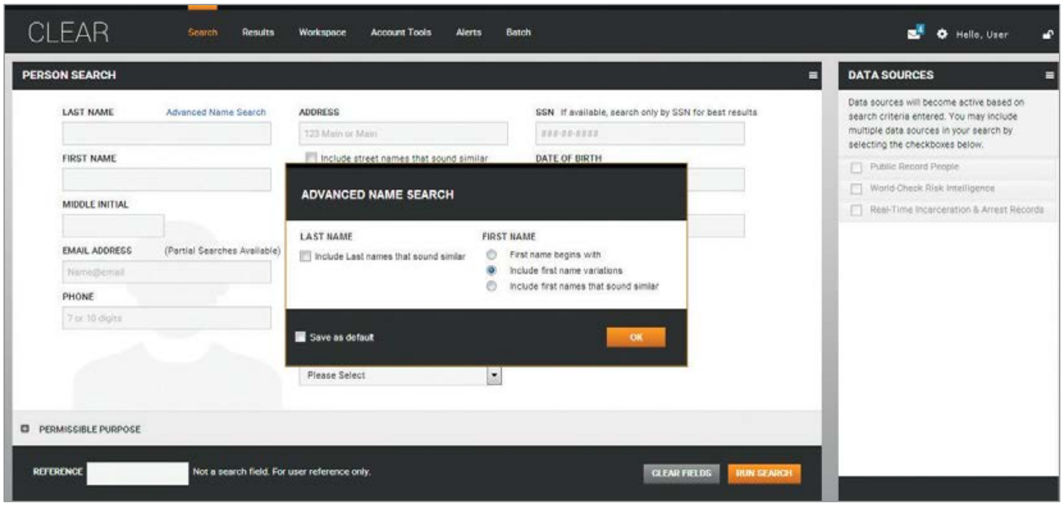
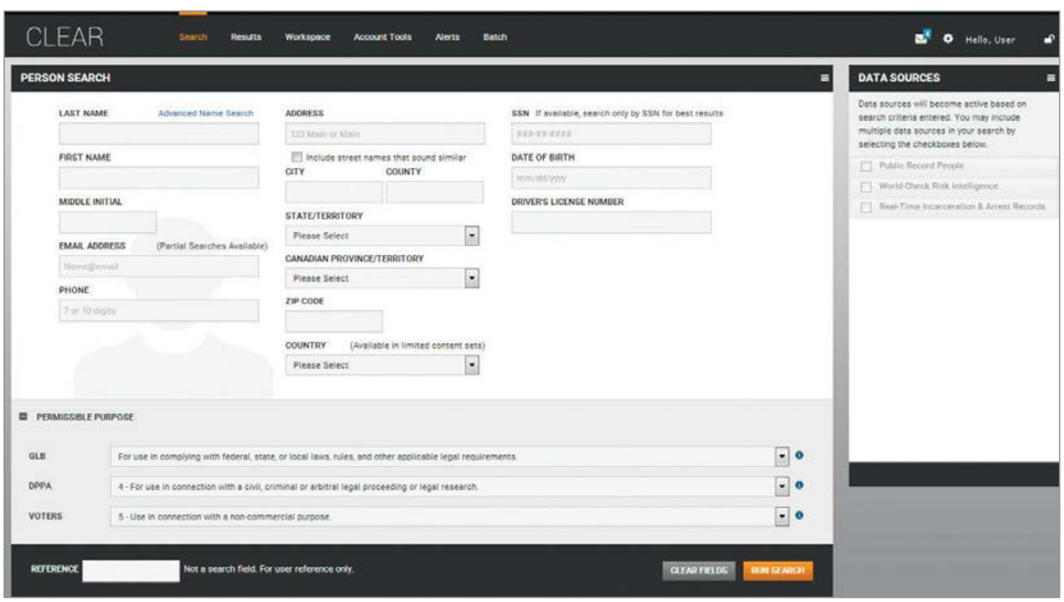
If applicable, select the Save as default check box. This will save your Advanced Name Search selections as the default values for all Person searches.

Select OK.



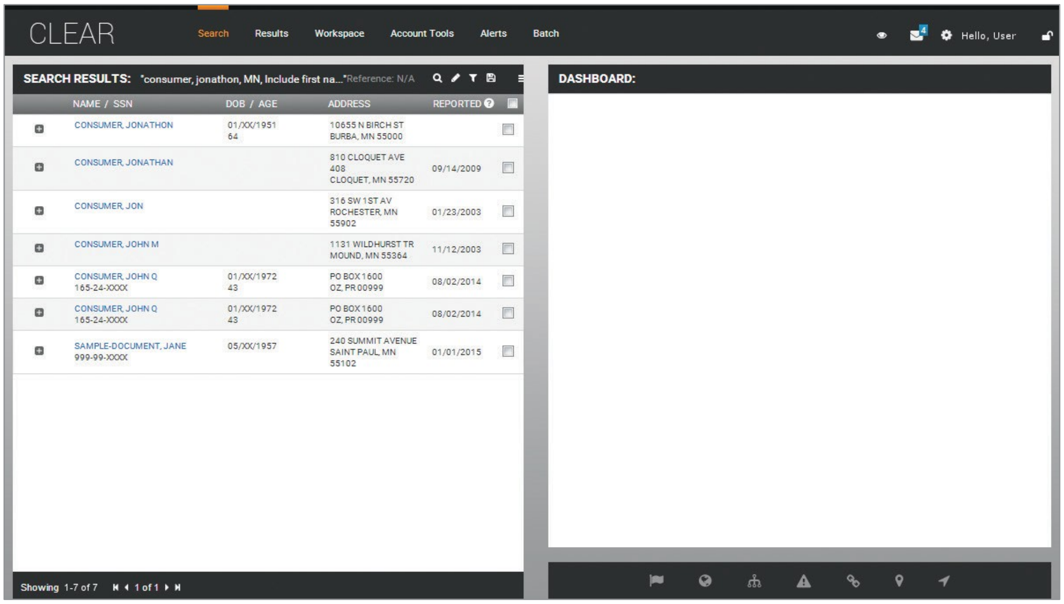
Permissible Purposes on Search Templates

Permissible Purposes are now available on all search templates that include content that requires a Permissible Purpose – Person, License, Vehicles, Watercraft, and Search All.



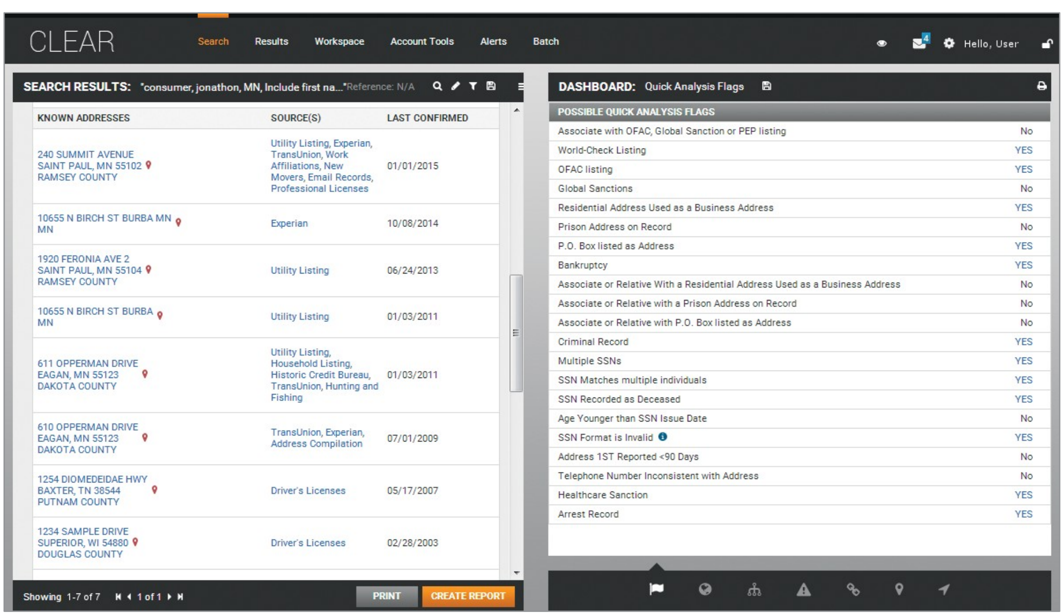
PERSON SEARCH RESULTS

Each search page in CLEAR searches multiple data sources at one time, depending on the search criteria input. CLEAR groups these results with matching records – saving valuable time by eliminating manual searches and duplication of records.



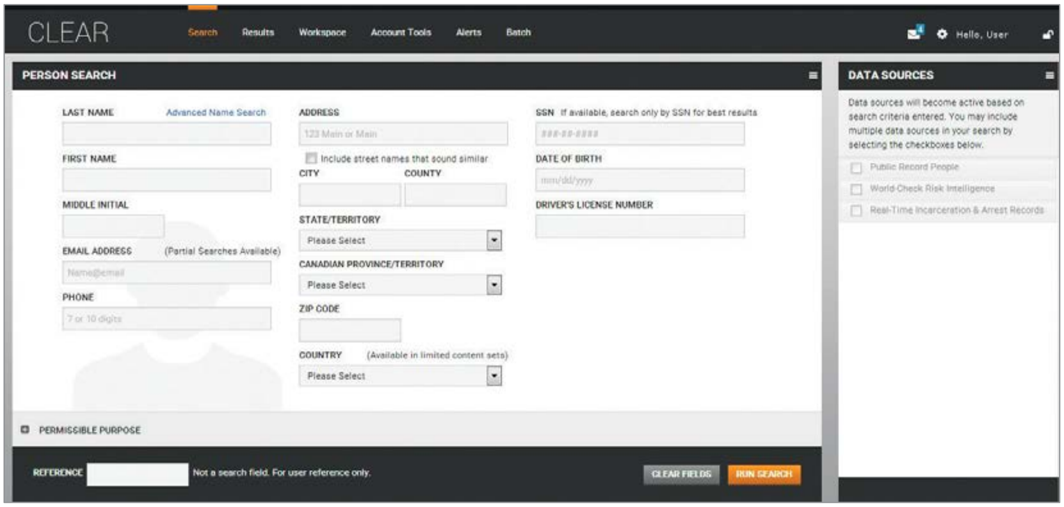
RESULT DETAIL

To view results for a specific individual, click the plus sign [+] next to the user's name. Clicking the plus sign will open up the detailed information for the search subject. The result includes Vital Statistics with personally identifying information, Known Addresses including source, and Confirmed Date, as well as Known Phone Numbers.



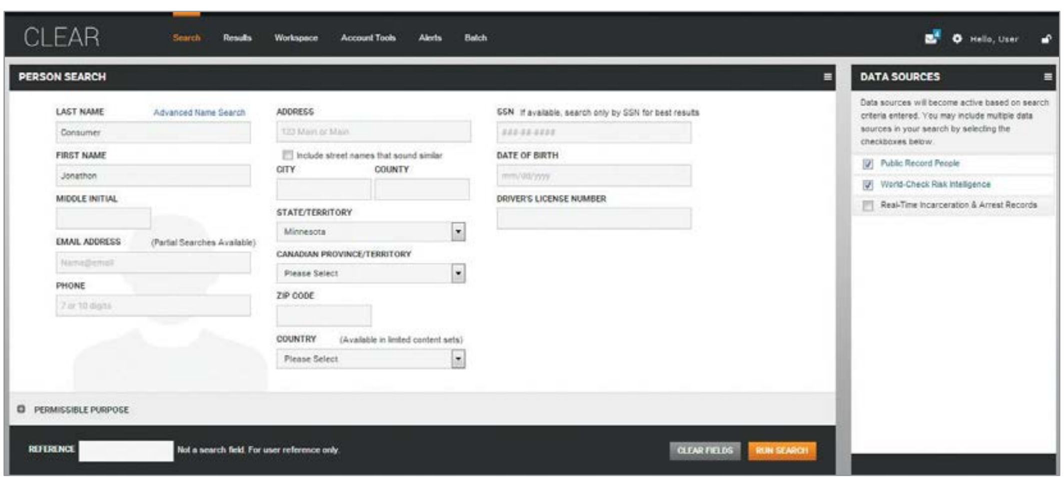
NEW SEARCH FROM SEARCH RESULTS

To run a new search, click the New Search icon . Clicking on the New Search icon will return you to the previous search page.



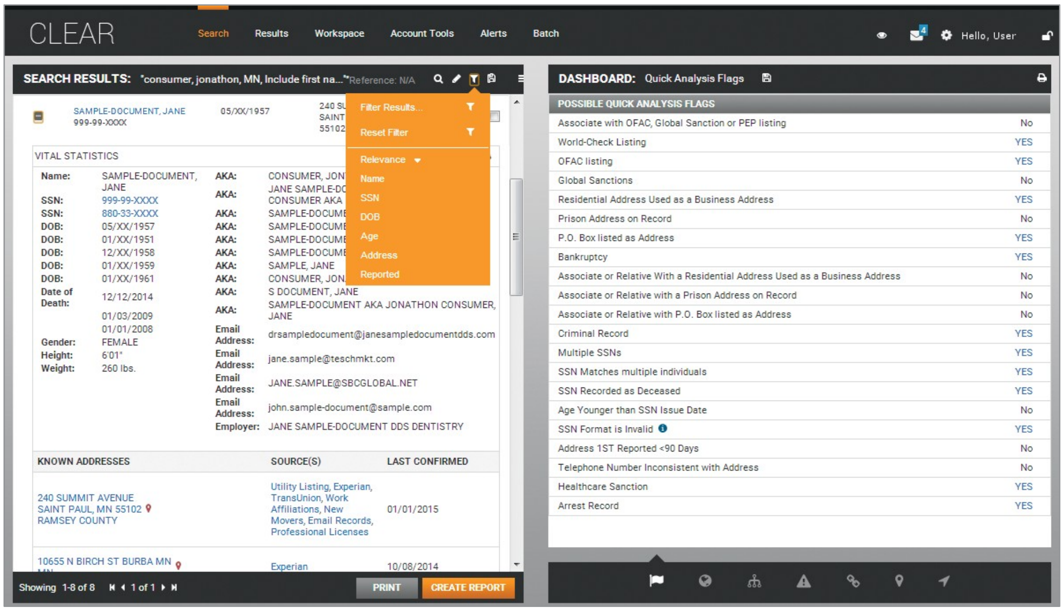
MODIFY SEARCH FROM SEARCH RESULTS

To modify a search, click the Edit Search icon . Clicking on the Edit Search icon will return you to the previous search page, with the terms that you previously entered for the search prepopulated.



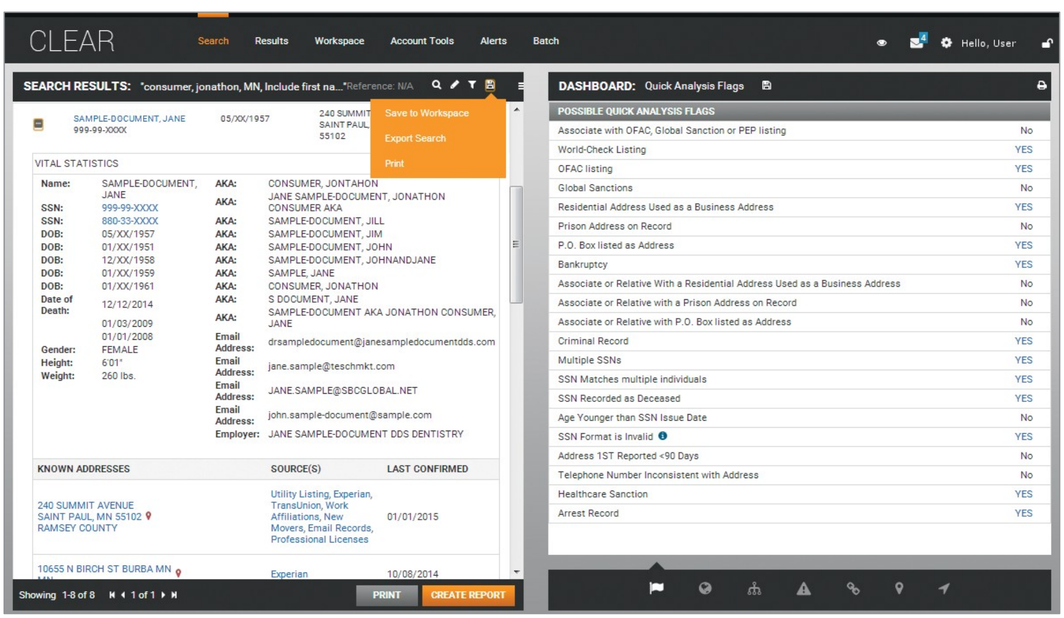
FILTER RESULTS

To filter your search results, click on the Filter icon. Clicking on the Filter icon will pull up a filter menu. For Person searches, you can filter by Relevance, Name, SSN, DOB, Age, Address, and Address Reported Date. There is an option to reset the filter to the default settings once you have performed one of the filtering options.



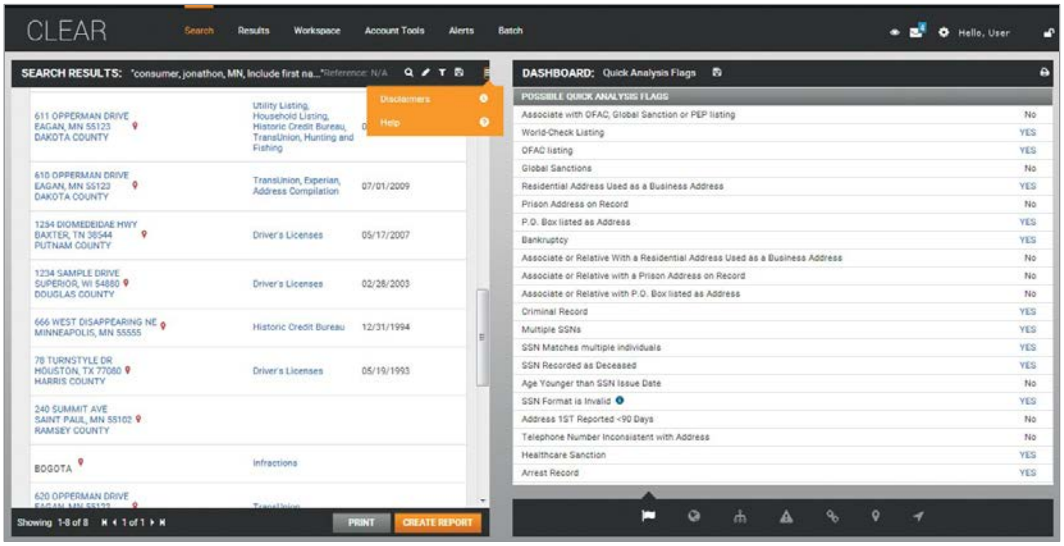
SAVE, EXPORT, AND PRINT FROM SEARCH RESULTS

To Save to Workspace, Export, or Print your results, click on the Save icon. Clicking on the Save icon will open a pull-down menu with options to Save to Workspace, Export Search, or Print.



DISCLAIMERS AND HELP

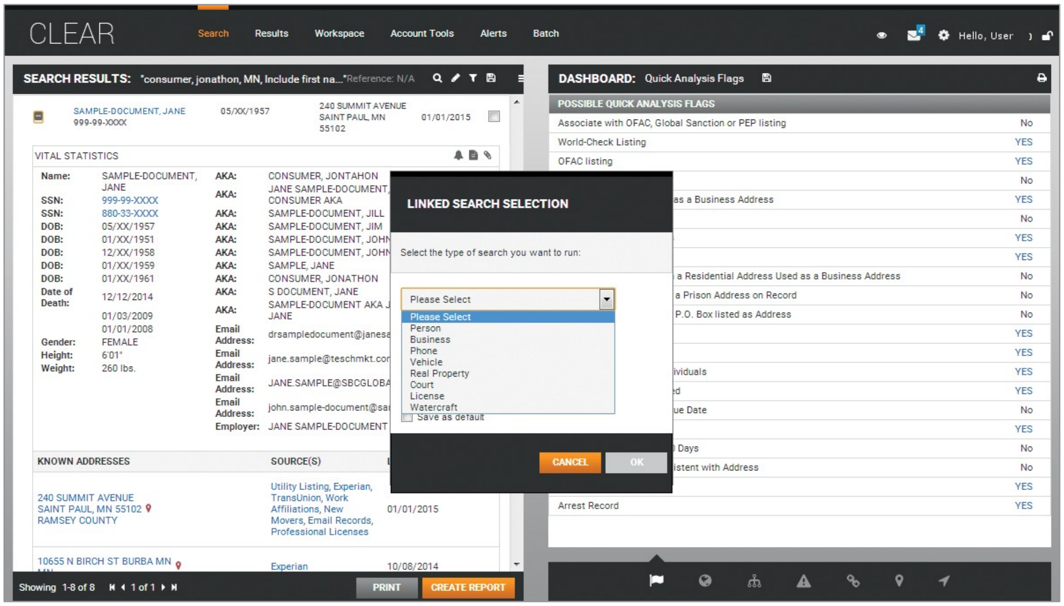
To view Disclaimers and Help, click on the Menu icon ☰. Clicking on the Disclaimers link will display all of the disclaimers associated with CLEAR. Clicking on Help will bring you to the relevant section of help where you are located within the application.



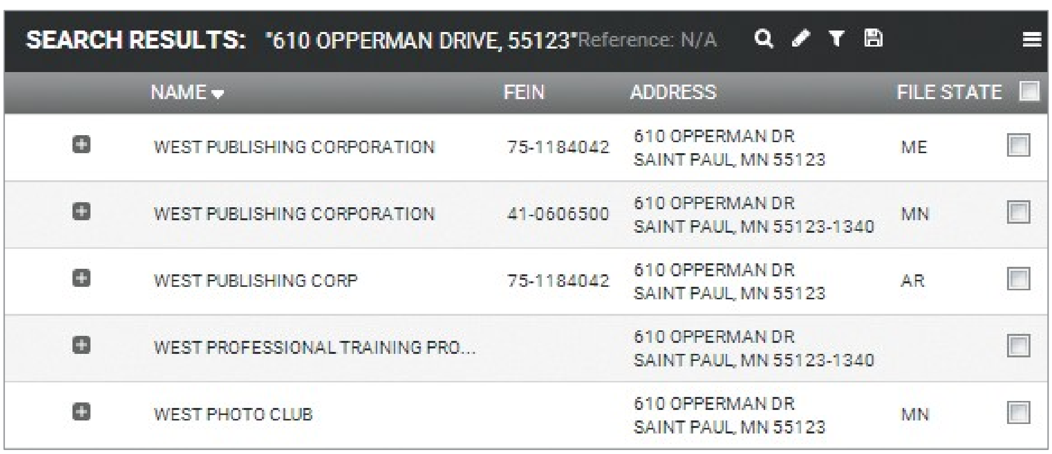
LINKED SEARCH FUNCTIONALITY

Throughout CLEAR, specific data elements are presented as hyperlinks. When those data elements are selected, CLEAR will run a new search and present the new set of results back. The data elements that display as hyperlinks are:

- Social Security Number (SSN)
- Individual’s Name
- Business Name
- Federal Employer Identification Number (FEIN)
- Address
- Phone Number
- Driver’s License Number
- Property Parcel Number
- Vehicle Identification Number (VIN)
- License Plate



Once a linked search element has been selected, CLEAR initiates a new search and returns the results of that new search. To view the result detail, click the plus sign next to an individual search result.



SEARCH RESULTS: "610 OPPERMAN DRIVE, 55123" Reference: N/A

	NAME	FEIN	ADDRESS	FILE STATE	
+	WEST PUBLISHING CORPORATION	75-1184042	610 OPPERMAN DR SAINT PAUL, MN 55123	ME	
+	WEST PUBLISHING CORPORATION	41-0606500	610 OPPERMAN DR SAINT PAUL, MN 55123-1340	MN	
+	WEST PUBLISHING CORP	75-1184042	610 OPPERMAN DR SAINT PAUL, MN 55123	AR	
+	WEST PROFESSIONAL TRAINING PRO...		610 OPPERMAN DR SAINT PAUL, MN 55123-1340		
+	WEST PHOTO CLUB		610 OPPERMAN DR SAINT PAUL, MN 55123	MN	

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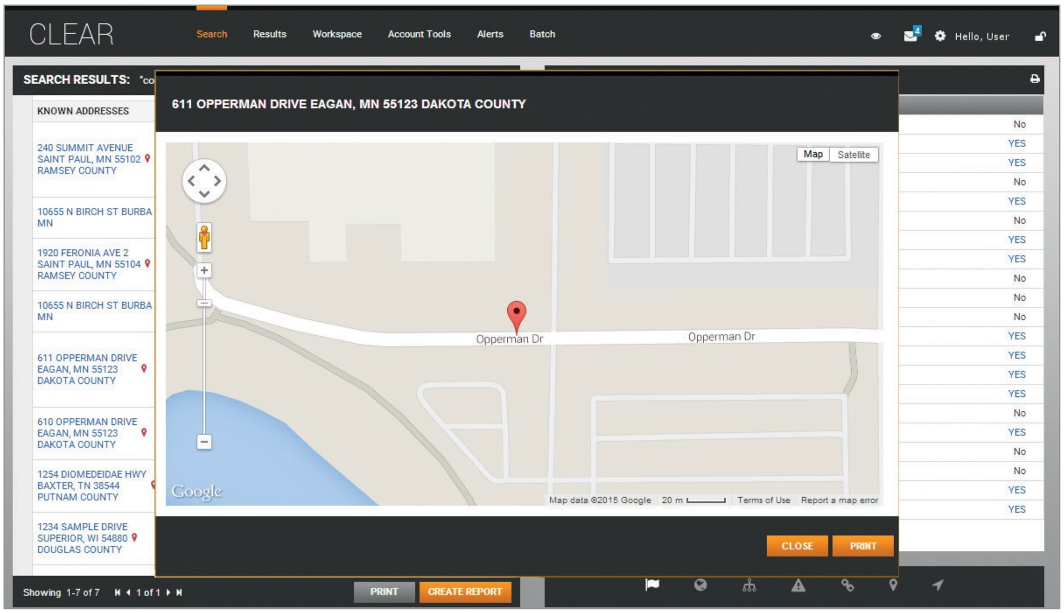
SINGLE ADDRESS MAP

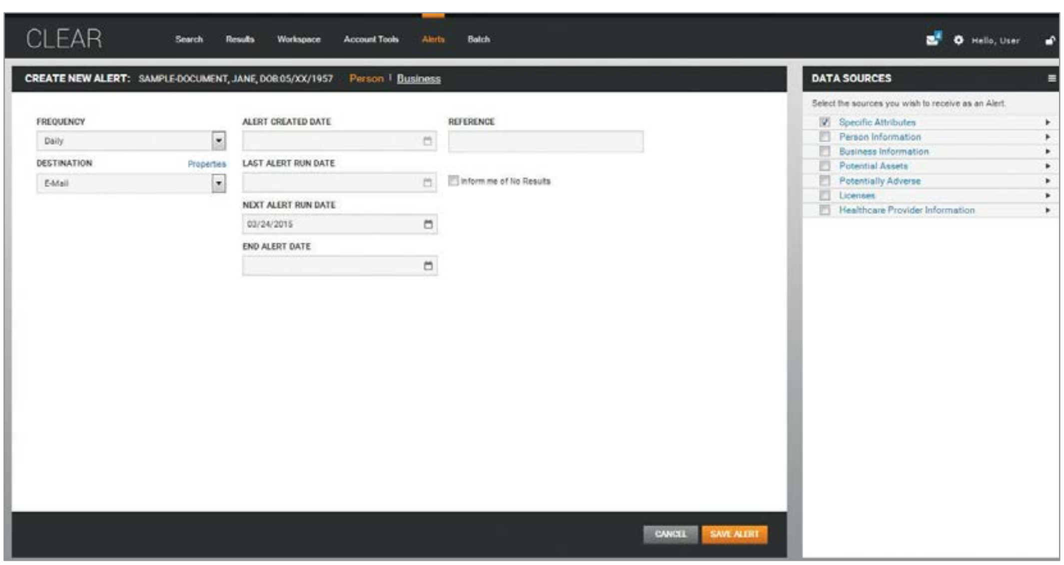
Address maps can be retrieved for single addresses by clicking on the Map icon located next to each address. Clicking on the icon will open the map up in a pop-up window. There are options to print the map for the address or close the window. Map views, satellite views, and street views are available. Single-address mapping is also available in the report.



CREATE/EDIT ALERT FROM SEARCH RESULTS

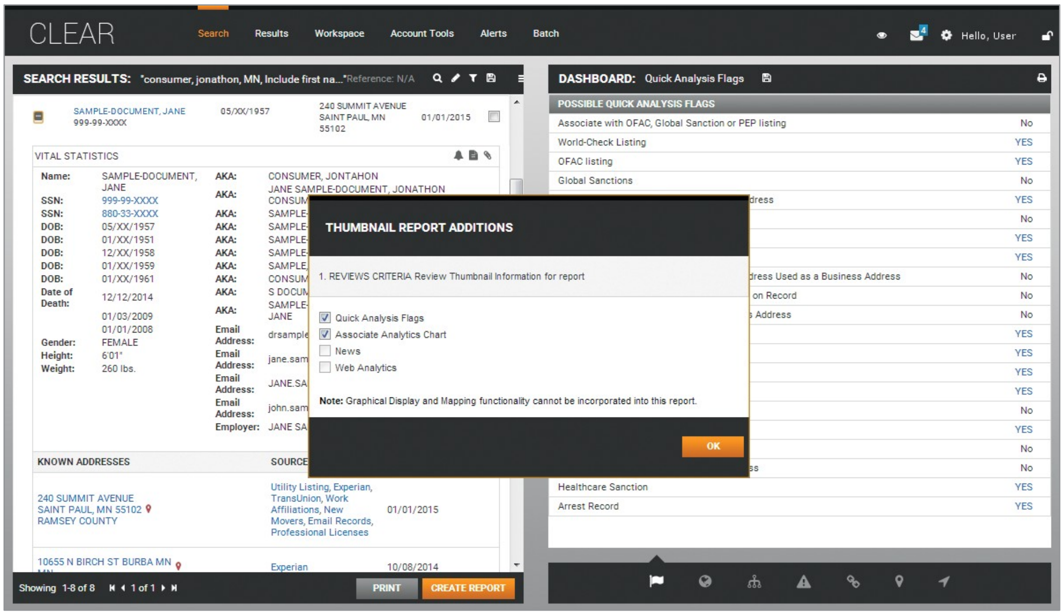
Clicking on the Create/Edit Alert icon will take you to the Alert page for your search subject. Here you can create or edit alerts. Alert options include selecting delivery options and length of time the alert will run, as well as content selected for your search subject.

Additional information on Alerts is available in the Alerts section (page 79).



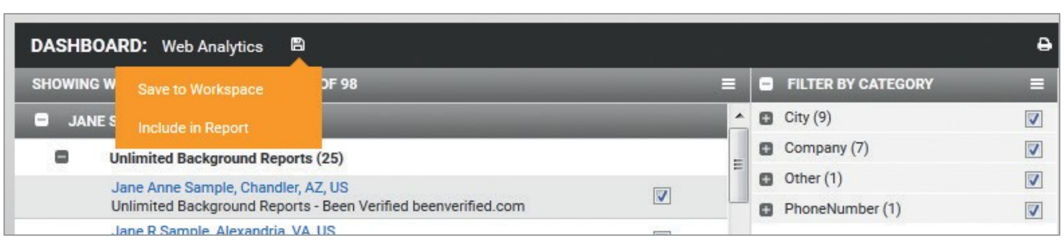
THUMBNAIL REPORT ADDITIONS FROM SEARCH RESULTS

Users have options on what can be included in their reports. Options are available to include Quick Analysis Flags, the Associate Analytics Chart, and News articles, as well as Web Analytics results. To review the report options, click on the Review Report Thumbnail Options available in the Vital Statistics section of the result page.



To include individual News articles or Web Analytics results, users need to select the check box next to individual results and then click on the Save icon.

Once a user clicks the Save icon, a pull-down menu will show options for Save to Workspace as well as Include in Report. Selecting Include in Report will add those items to the report for the search subject. If users want to review or change the selections, they can click on the Review Report Thumbnail Options icon available in the Vital Statistics section of the result page.



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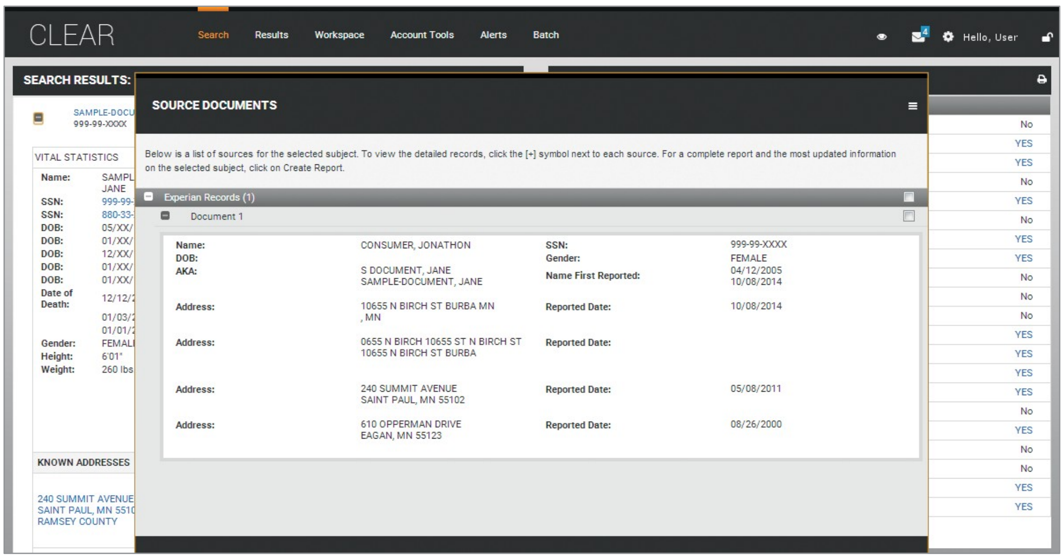
SOURCE DOCUMENTS

There are several options to view underlying source documents tied to a search subject from the result list. Users can view individual source documents or all of the source documents tied to a search subject.

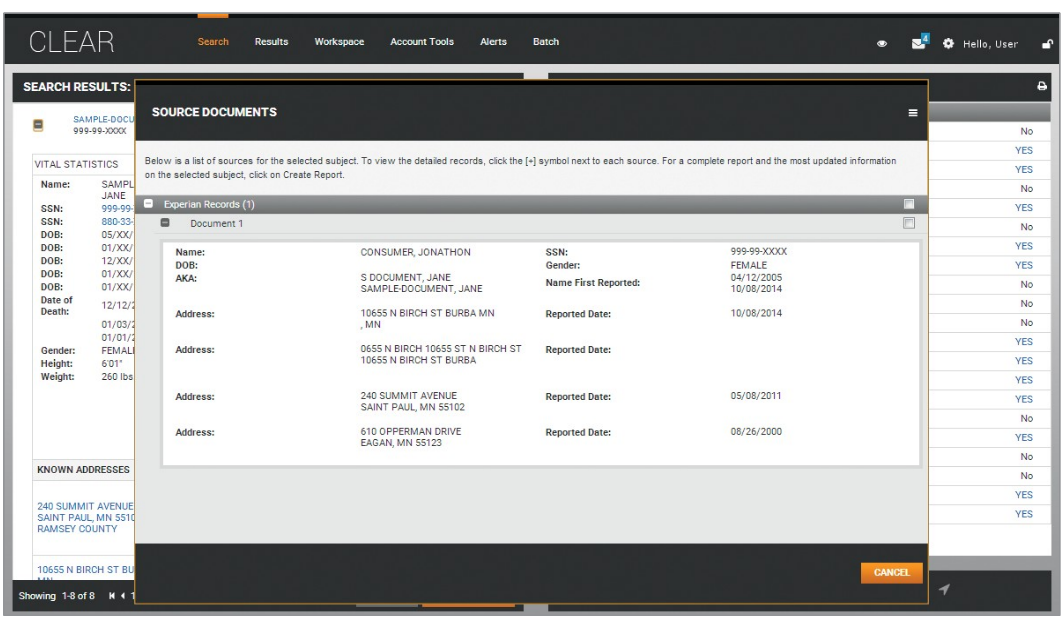
Single Document View

Users can view individual document sources that are associated with an address in the Vital Statistics display. By clicking on the document source name (e.g., Utility, Historic Credit Bureau, etc.), users will be able to view the underlying full-text document. The document will open in a separate pop-up window with options to print, export to workspace, or close the document.



Multiple Document View

Users can view all of the source documents tied to an individual by clicking the Source Document icon in the Vital Statistics toolbar.



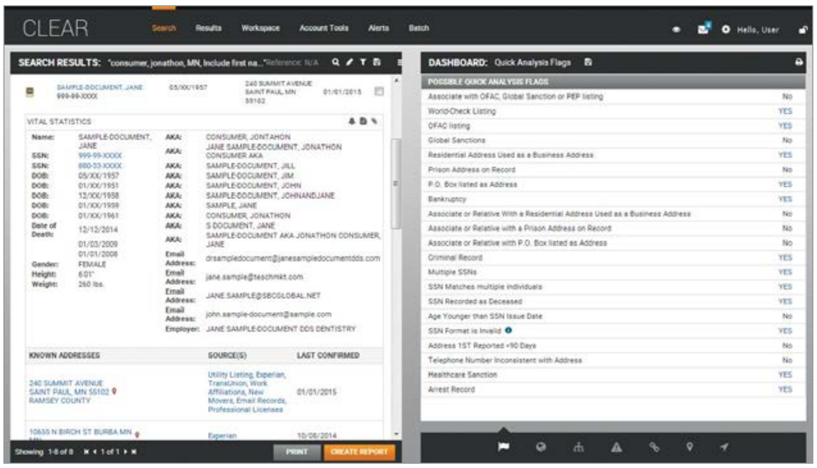
DASHBOARD THUMBNAILS

Search results for people show the search results on the left with detailed information on the right broken into individual content thumbnails. The thumbnails available, depending on subscriptions, are Quick Analysis Flags, Associate Analytics, Web Analytics, Graphical Display, Address Map, News, Map Analytics and Company Family Tree.

Quick Analysis Flags

The default thumbnail displayed on searches is the Quick Analysis Flags module, which is located on the right-hand side of the dashboard next to the result list. The Quick Analysis Flags Dashboard investigative tool displays a checklist of key information that may indicate some level of risk associated with a person or business. This tool allows you to efficiently evaluate a subject to determine if additional investigation is needed.

Quick Analysis Flags can be included in both the Individual Report and Company Report.



BUSINESS QUICK ANALYSIS FLAGS

Business Quick Analysis Flags have many of the same flags that are available for Person results. There are additional flags that are unique to business information, including Other Businesses Linked to Same FEIN, Key Nature of Suit, Pending Class Action, Change in Principal Leadership, Going Concern, and Money Service Business Listing (MSB).

DASHBOARD: Quick Analysis Flags

List of Possible Quick Analysis Flags	
World-Check Listing	YES
OFAC listing	No
Global Sanctions	No
Business Address Used as Residential Address	No
Prison Address on Record	No
P.O. Box listed as Address	No
Bankruptcy	YES
Other Listings Linked to Business Phone Number	No
Other Businesses Linked to the Business Address	YES
Other Businesses Linked to Same FEIN	No
Key Nature of Suit	No
Pending Class Action	No
Change in Principal Leadership	No
Going Concern	No
MSB listing	No
Healthcare Sanction	No

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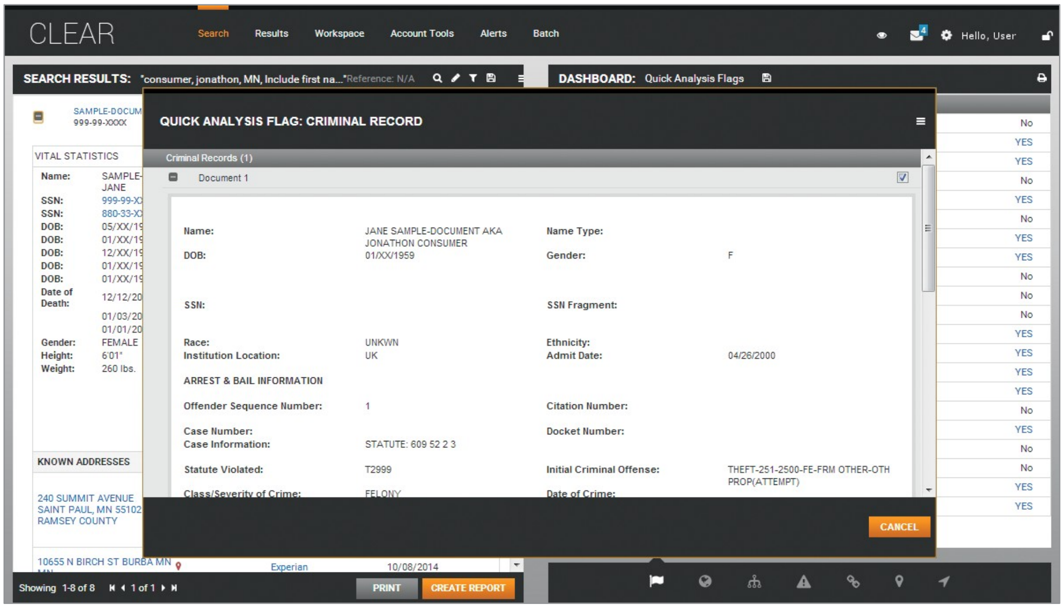
Viewing Quick Analysis Flag Details

To view the details of an associated Quick Analysis Flag, select the YES linkable data element. The application displays the detailed content for the subject.

When you select the Menu icon, you can choose from the following options:

- Choose Print to print the Quick Analysis Flag details
- Choose Export As PDF or Export As Word to export the Quick Analysis Flag details in the requested format and save the file to your computer

Select Cancel to return to the list of Quick Analysis Flags.



Saving Quick Analysis Flags to the Workspace

You can save the information displayed in Quick Analysis Flags to the Workspace. Perform the following steps:

1. On the feature bar, select the Save icon and then choose Save to Workspace. The *Add to My Workspace* dialog box appears.
2. Choose the target workspace folder. The target folder may be an existing one or you may create a new one.
3. Select OK. The application saves all selected result groups and corresponding data to the specified Workspace folder.

Printing Quick Analysis Flags

You can print the Quick Analysis Flags list. Perform the following steps:

1. On the feature bar, select the Print icon. The application displays a print preview.
2. Select Print this page. The application prints the Quick Analysis Flags list.

Associate Analytics

The Associate Analytics Dashboard investigative tool allows you to view a list of relatives and associates of a person subject and associates for business subjects.

You may view Associate Analytics in either a Person or a Business search.

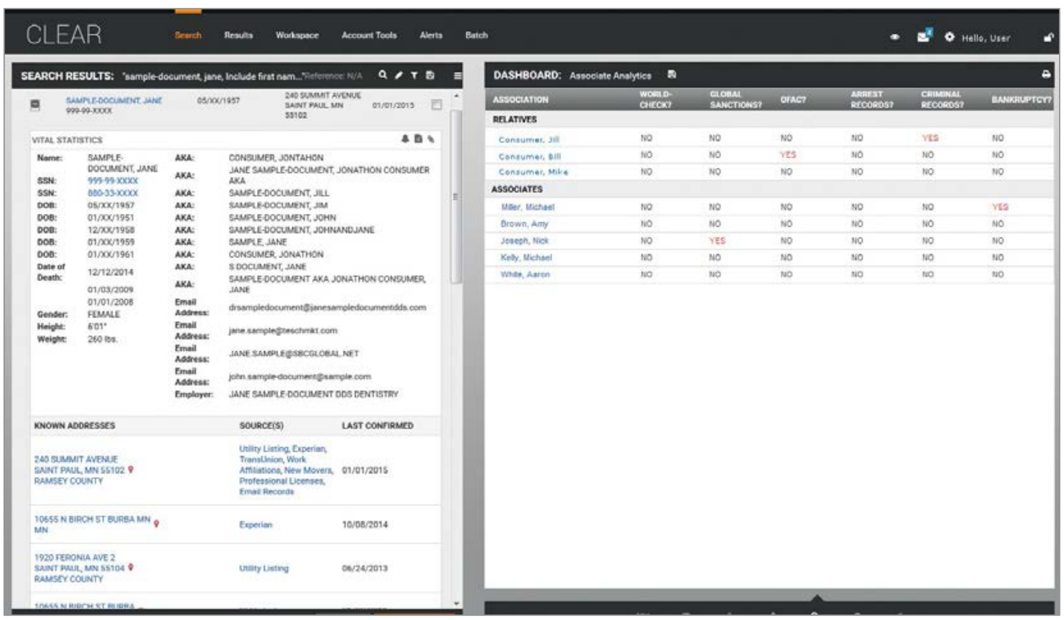
For a Person search, the Associates section allows you to view information on individuals linked to one or more of the same addresses as the subject. In addition, the Relatives section allows you to view information on individuals who have a family relationship with the subject.

For a Business search, the Associates section allows you to view information on company executives who have an affiliation with the subject.

The application allows you to perform a related search on individuals displayed in Associate Analytics.

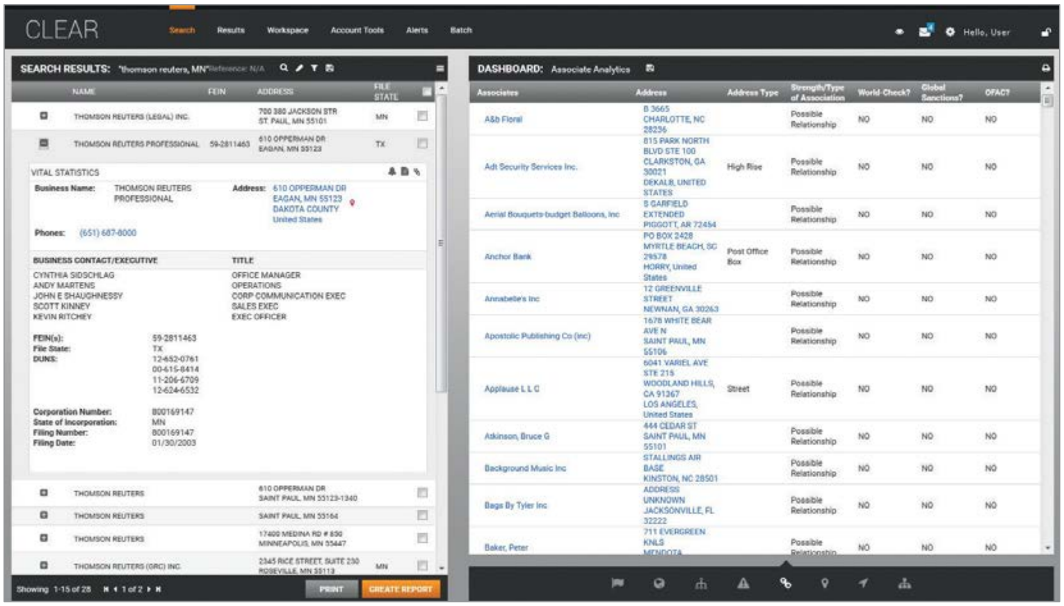
PERSON ASSOCIATE ANALYTICS

The Associate Analytics for a person displays a list of relatives and associates for the search subject. In addition to that information, each associate is checked against World-Check®, Global Sanctions, OFAC, Arrest Records, Criminal Records, and Bankruptcies.



BUSINESS ASSOCIATE ANALYTICS

The Associate Analytics for a business displays a list of associates, the address of the associate, and address type, as well as the strength/type of association of the associate listed. In addition to that information, each associate is checked against World-Check, Global Sanctions, and OFAC records.



SAVING ASSOCIATE ANALYTICS TO THE WORKSPACE

You can also save the information displayed in Associate Analytics to the Workspace. Perform the following steps:

1. On the feature bar, select the Save icon and then choose Save to Workspace. The *Add to My Workspace* dialog box appears.
2. Choose the target workspace folder. The target folder may be an existing one or you may create a new one.
3. Select OK. The application saves all selected result groups and corresponding data to the specified Workspace folder.

PRINTING ASSOCIATE ANALYTICS

You can print the Associate Analytics list. Perform the following steps:

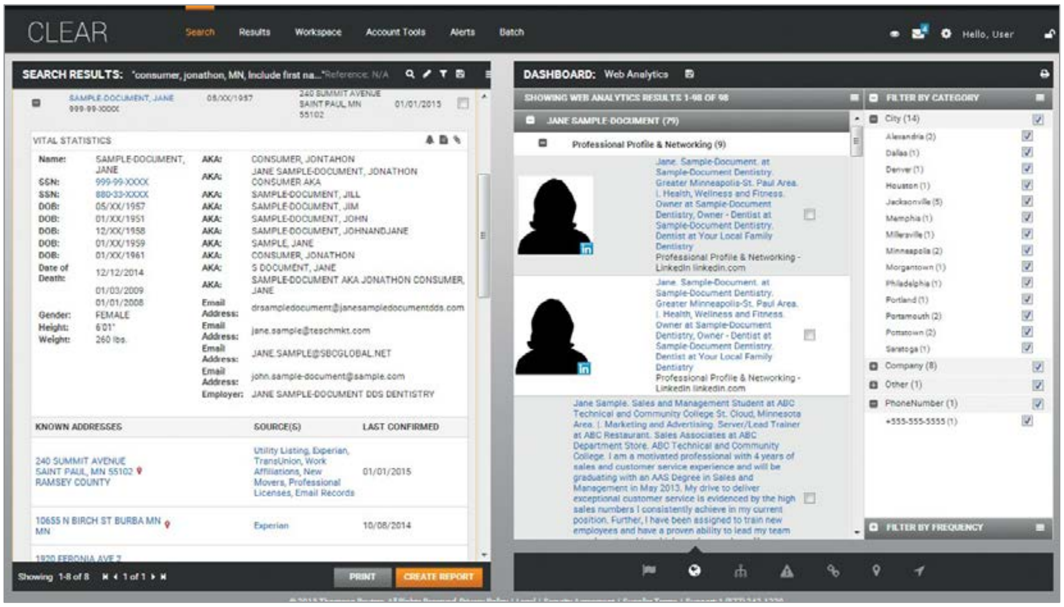
On the feature bar, select the Print icon . The application displays a print preview.

Select the Print this page button. The application prints the Associate Analytics list.

Web Analytics

The Web Analytics Dashboard investigative tool accesses surface Web and deep Web data and returns valuable intelligence not found through public records alone. Information may include social networks, blogs, chat rooms, business affiliations, political affiliations, news references, professional history, and much more. The application analyzes this information to help you rapidly identify the most relevant or interesting results.

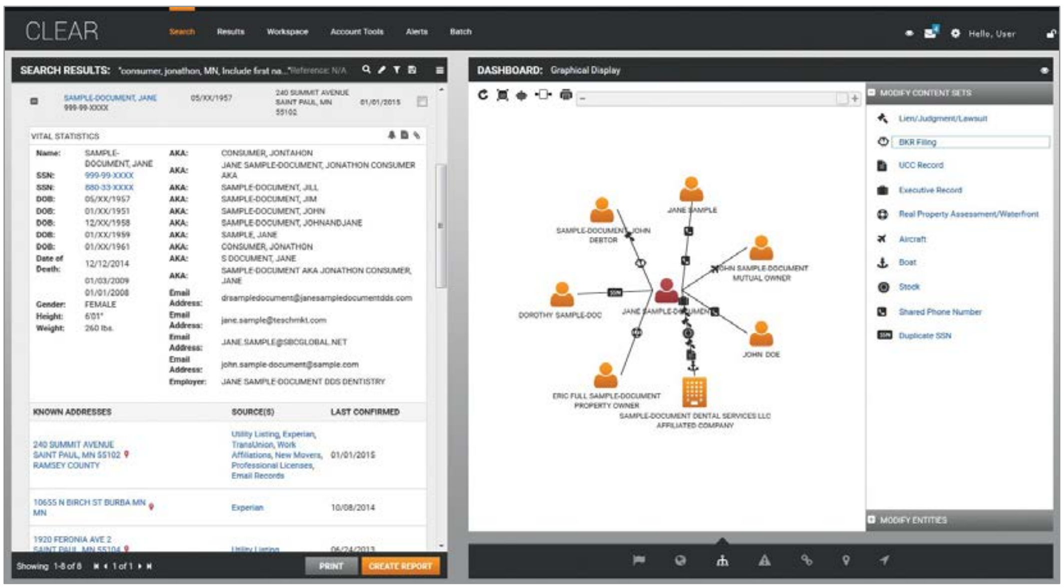
The Web Analytics Dashboard thumbnail returns results based on the subject of your selected result group.



Web Analytics is also available as a stand-alone search page. Users can do targeted searching by name, address, email address, screen name, and phone number from the Web Analytics page.

Graphical Display

The Graphical Display Dashboard investigative tool is unique from the link chart feature available in the Workspace, which can be used to create an ongoing history of an entity and create connections with other entities by the existence of shared linked relationships. The Graphical Display tool is intended to give you a "snapshot" of an entity's "interpersonal relationships" and allows you to expand those relationships to show degrees of separation and visualize connections between people and companies.

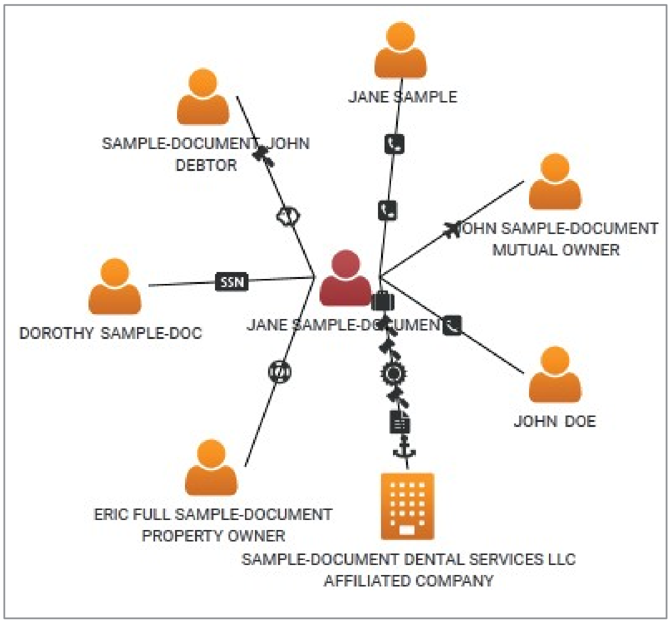


NAVIGATION

The default view displays the first level of all available relationships for the entity. Graphical Display has the following navigation components:

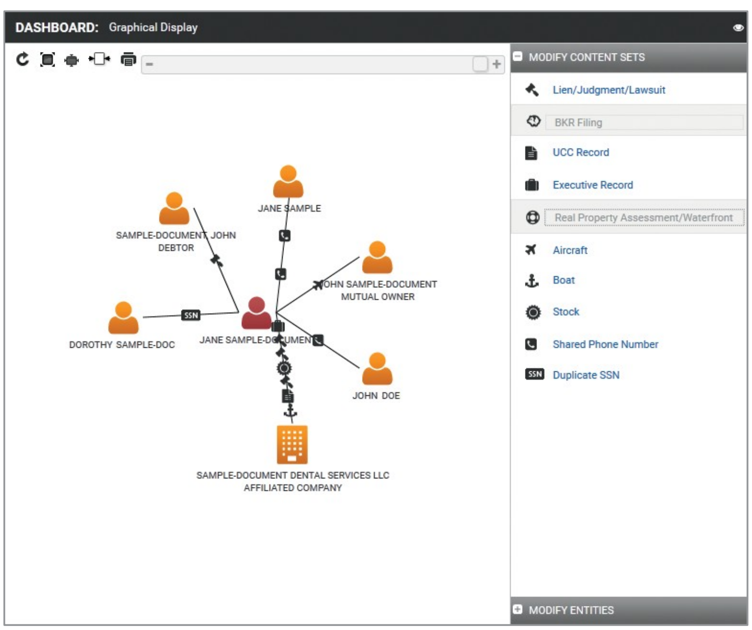
1. Feature bar icons with the following functions:
    - Restore to Default: Display in default layout format.
    - Center: Center the Graphical Display inside the panel.
    - Zoom to Fit: Zoom to fit the Graphical Display inside the panel.
    - Collapse/Expand: Collapse or expand to display the first level of entity relationships.
    - Print: Print the Graphical Display.
    - Zoom Bar: Zoom the focus of the Graphical Display

2. Graphical Display chart to display the relationships between entities.



3. Customize Your View icon to display or hide the Feature panel.

4. Modify Content Sets section to define the icons that appear on the line between the relationships that identifies how the entities are connected.



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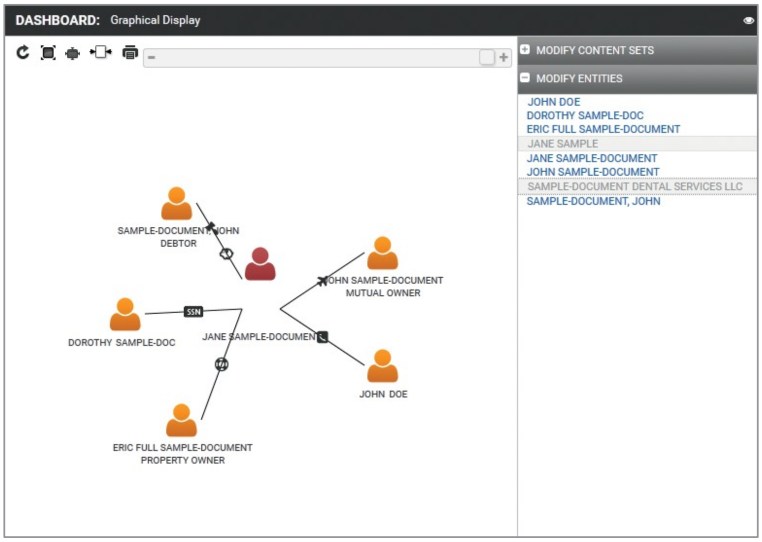
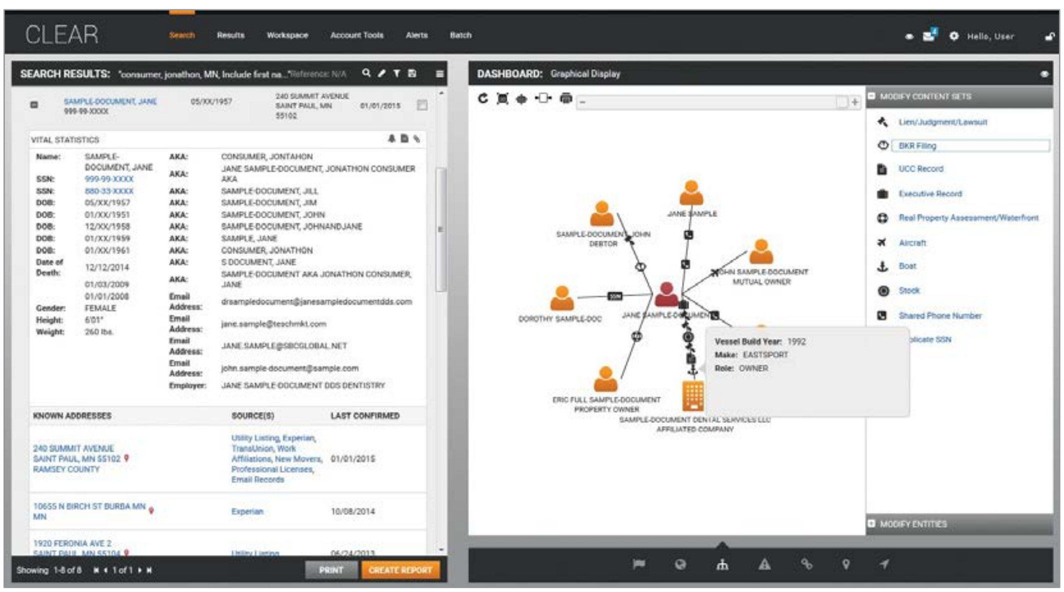
5. Modify Entities section to manage the associated Person and Companyentities.



VIEWING RELATIONSHIP DETAILS

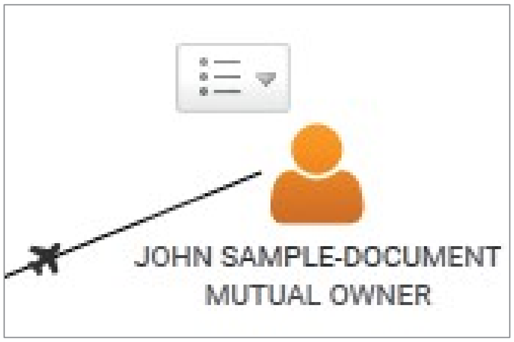
Graphical Display allows you to view how people and companies are connected with your subject. You can view details on these relationships by hovering over the content set icon. The application displays the relationship details on the chart.



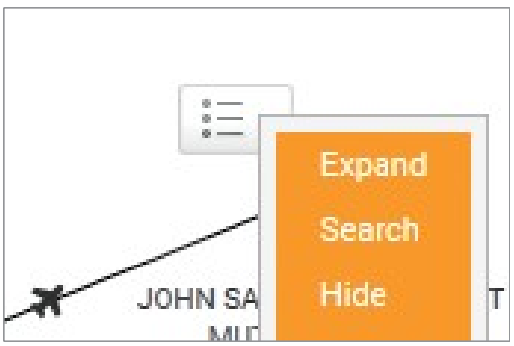
EXPANDING ENTITY RELATIONSHIPS

You can expand a related entity and view its unique relationship. Using this expand feature allows you to browse through the unique content structure.

To expand a related entity, hover your mouse over the entity until the *Select Items* menu appears and then choose the Expand option.



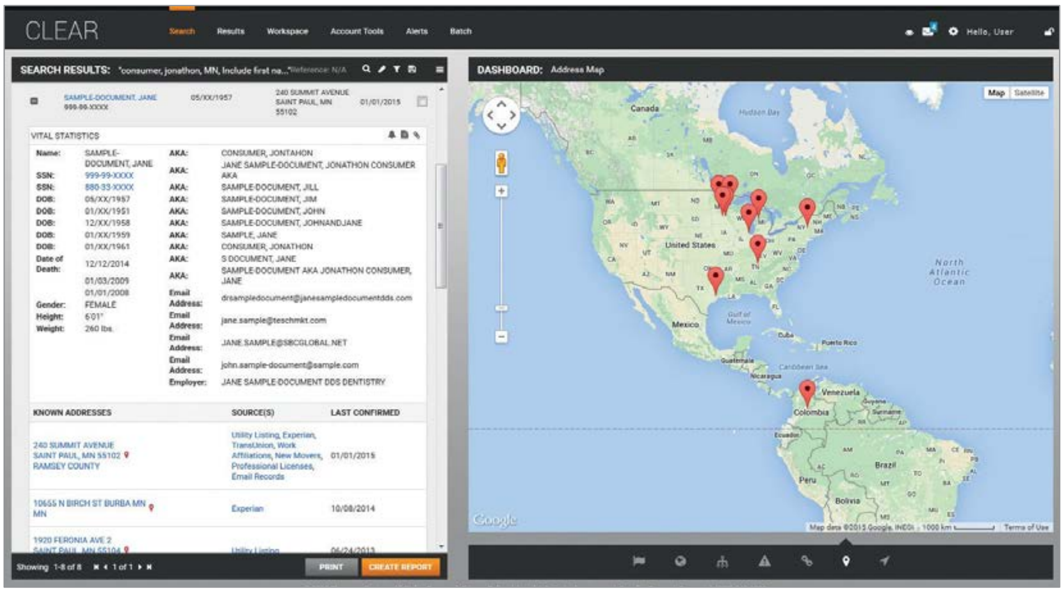
Once you click on the menu, there are options to Expand, Search, Hide, or Center.



Address Map

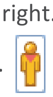
The Address Map Dashboard investigative tool allows you to see a map of all known addresses associated with a subject.

The addresses displayed in the Address Map are the same as the addresses found in the Vital Statistics section. Address Map is interactive, so you can zoom in or out, pinpoint down to a single location, and switch to different views.



Address Map displays the most "localized" area possible – e.g., if all addresses are in a single state, only that state will display. If addresses are scattered across the country, then the map will zoom out to show all addresses.

Address Map has the following navigation components:

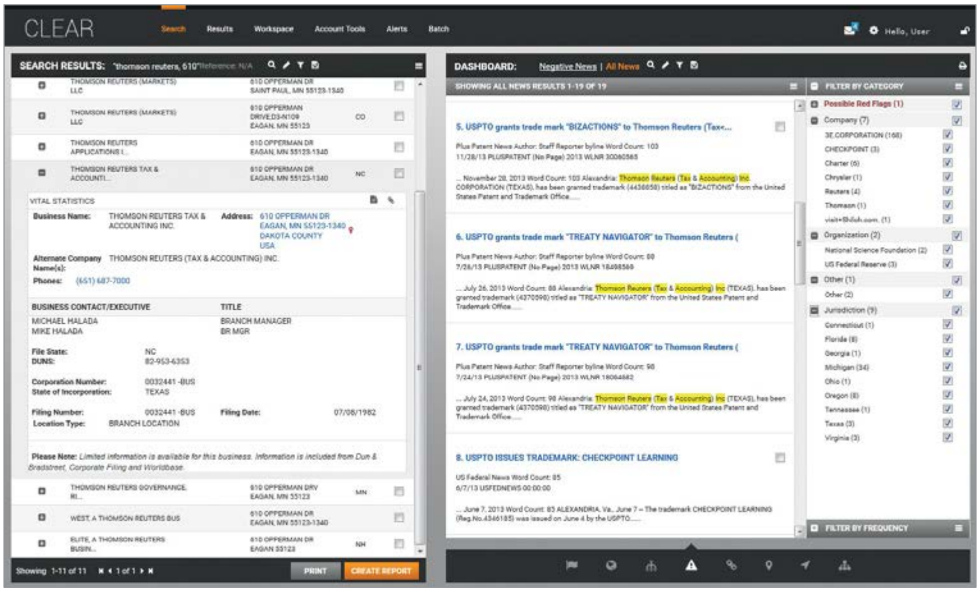
- Zoom functionality to increase or decrease the scale of the displayed map. 
- Pan functionality to move the map up, down, left, or right. 
- Drag-and-drop icon to view street-level map format. 
- Buttons to view different map formats. 

- Map icons to define the geospatial location for each address. 

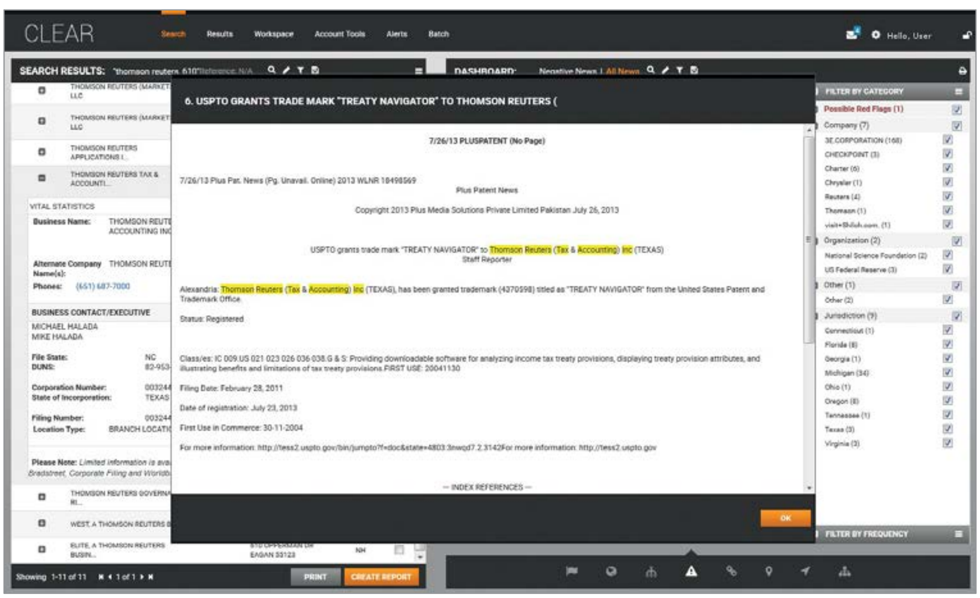
NEWS

The News Dashboard investigative tool allows you to access articles collected from the Thomson Reuters newsroom. You can search Negative News or you can view All News and access content regardless of a positive or negative slant. Based on your user account features, you may also have access to search obituary-related news.

The News Dashboard thumbnail returns results based on the subject of your selected result group. Functionality on the right-hand side allows users to filter by Possible Red Flags, Company, Organization, Other, and Jurisdiction.

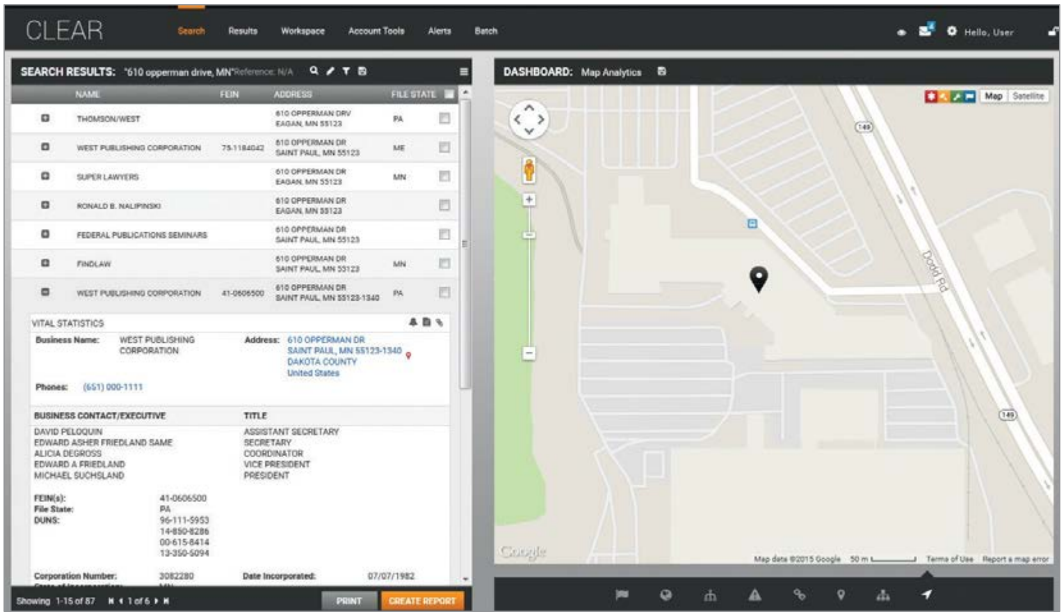


Clicking on the title to the news article will open the article in a separate window.



MAP ANALYTICS

The Map Analytics Dashboard investigative tool allows you to plot a subject's current address on a map and then view relevant businesses in the surrounding area.



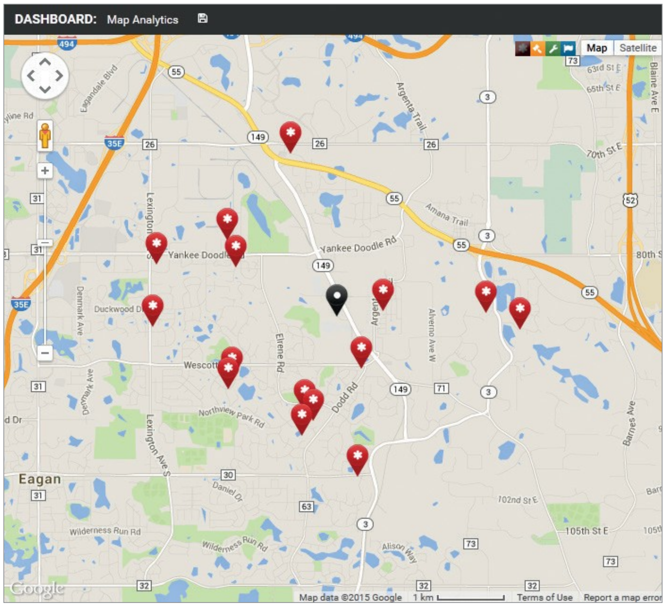
Map Analytics consist of the following components:

1. Feature bar with Save icon to save selected search results to the Workspace.
2. Pan functionality to move the map up, down, left, or right.
3. Drag-and-drop icon to view street-level map format.
4. Zoom functionality to increase or decrease the scale of the displayed map.
5. Map icon to define the current address of the subject.
6. Map Analytics icons with the following functions:
   - Medical icon: Plot medical facilities in the surrounding area of an address.
   - Attorney icon: Plot attorney offices in the surrounding area of an address.
   - Automobile Workshop icon: Plot automobile repair shops within the surrounding area of an address.
   - Add Additional Address icon: Plot a user-defined address on the map.
7. Buttons to view in different map formats. Map Satellite

VIEWING SURROUNDING BUSINESSES

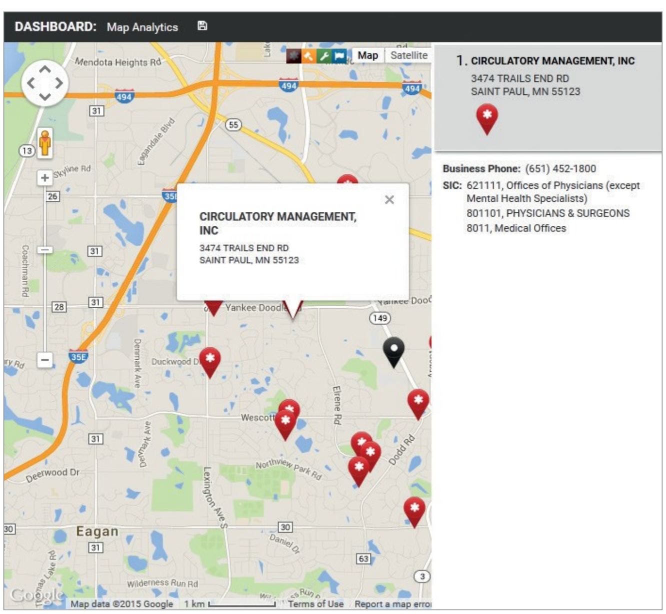
You can view business types within a 25-mile radius of the subject's current address.

Select a business type icon from the map (Medical, Attorney, or Automotive Workshop). The application searches and plots the surrounding businesses of that type.



VIEWING BUSINESS DETAILS

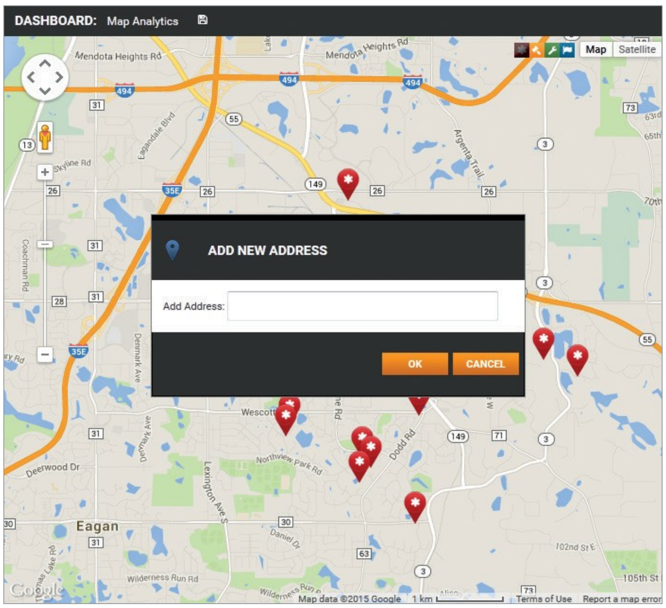
You can also view details of a business on the map by selecting the business type icon. Information about the business will appear in the Details panel.

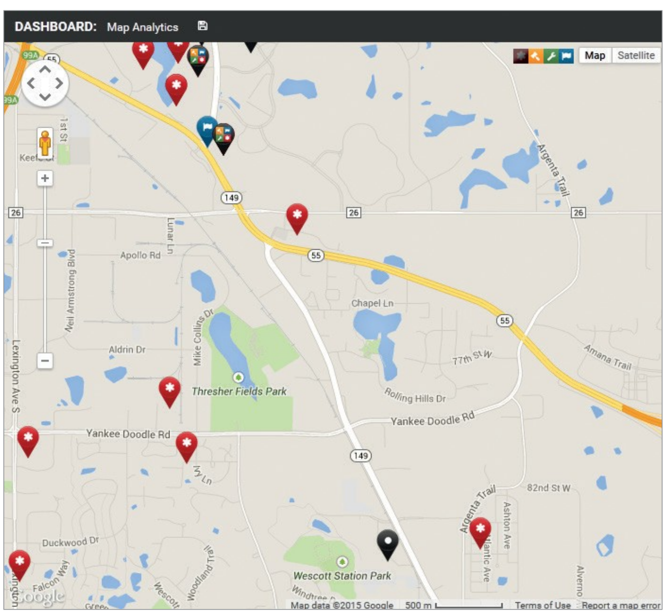


ADDING ADDRESSES TO MAP ANALYTICS

You can plot up to 25 additional addresses on the map. These addresses are identified with a blue map pin. Perform the following to add an address to Map Analytics:

1. Select the Add Additional Address icon . The application displays the Add New Address dialog box.
2. Enter an address and then select OK. The application plots the address with a blue map pin.





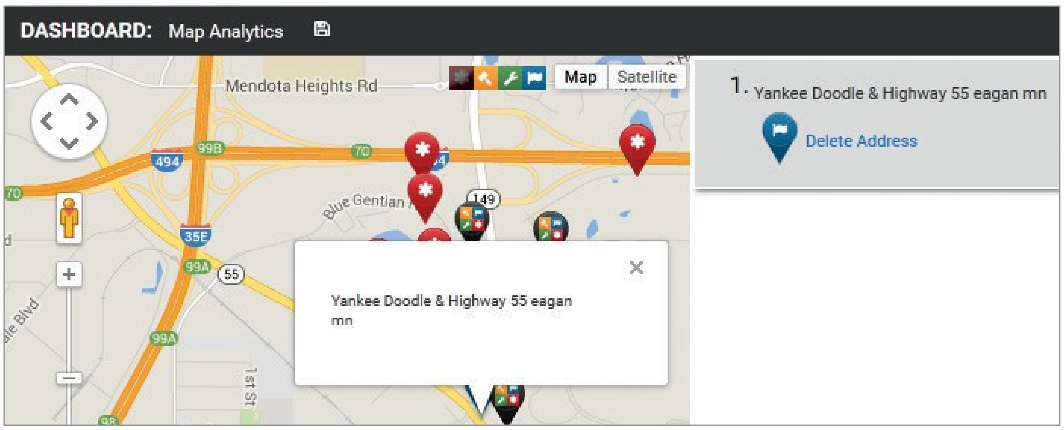
NOTE: If a business has multiple SIC (Standard Industrial Classification) categories, the application displays a hybrid icon . When you select this business-type icon, the application displays the multiple SIC categories associated with the business in the Details panel.

DELETING ADDRESSES FROM MAP ANALYTICS

You can only delete user-plotted addresses from Map Analytics. When you a delete a user-plotted address, the application also removes all surrounding businesses of the address from the map.

Perform the following to delete a user-plotted address:

1. Select the blue map pin of the user-plotted address. The application displays the address details.
2. Select the Delete Address link. The application displays a delete confirmation message.
3. Select OK. The application deletes the user-plotted address and all surrounding businesses.

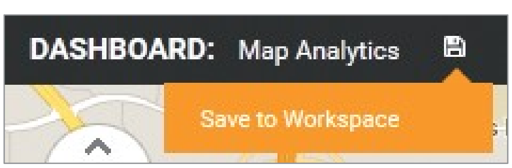


SAVING MAP ANALYTICS TO THE WORKSPACE

You can save the addresses and surrounding businesses displayed in Map Analytics to the Workspace. When a map is saved to the Workspace, the map details become static and you cannot add any additional addresses or view other business types.

Perform the following steps to save Map Analytics to the Workspace:

1. On the feature bar, select the Save icon and then choose Save to Workspace. The *Save to My Workspace* dialog box appears.
2. Choose the target Workspace folder. The target folder may be an existing one or you may create a new one.
3. Select OK. The application saves all selected result groups and corresponding data to the specified Workspace folder.

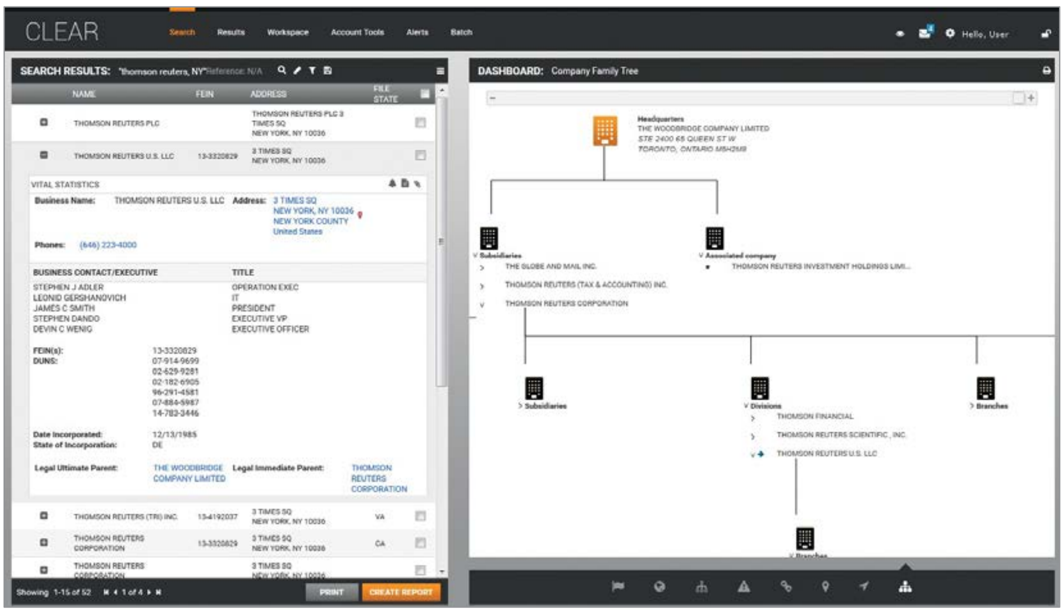


Company Family Tree

The Company Family Tree Dashboard investigative tool allows you to visualize the corporate structure of the requested company, along with all available relevant relationships. This organizational hierarchy allows you to continue research by expanding or searching related businesses.

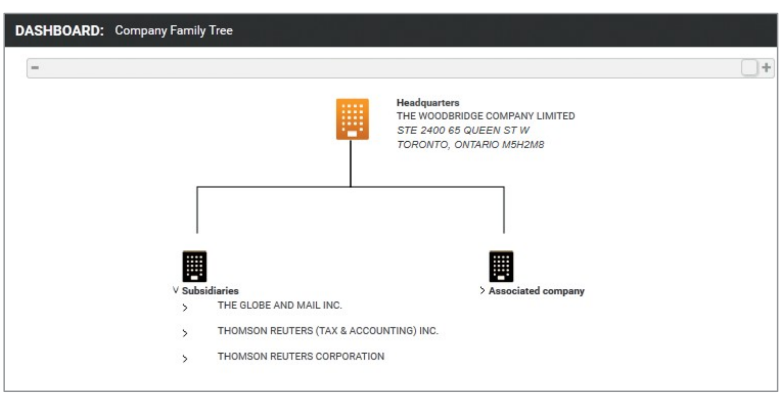
The Company Family Tree will identify Headquarters, Subsidiaries, Divisions, Branches, Associated Companies, and Affiliates. If there are no corporate connections, a company will be listed as a Stand-alone Firm.

The company that was searched has a blue arrow indicator to the left of the name. Clicking on the business name will run a search for that company, the same as if you had run a search for that company from the Company Search Template.



EXPANDING AND COLLAPSING THE COMPANY FAMILY TREE

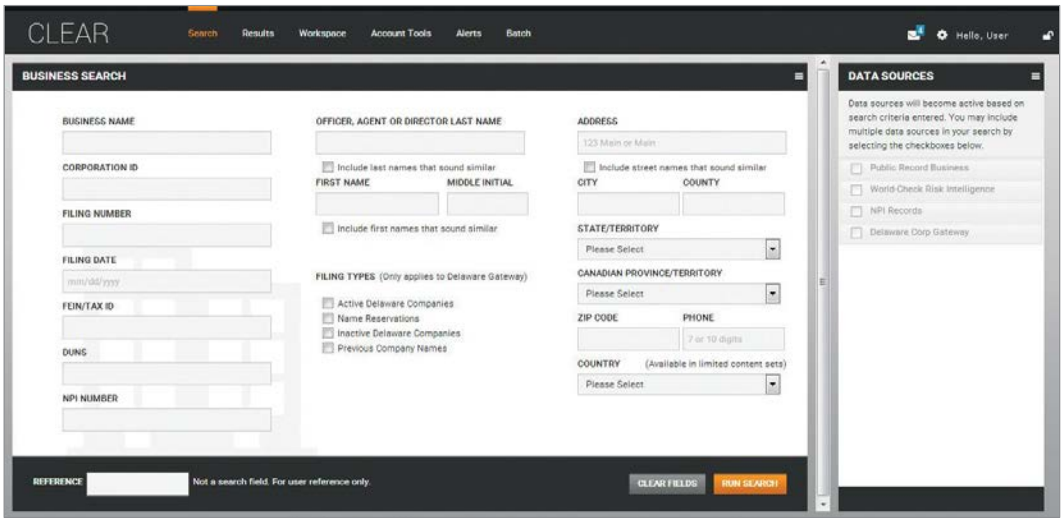
Users have the ability to expand and collapse the display by using the carats (**>** or **V**) next to the business type (Subsidiary, Division, Brach, etc.) or a business name.



BUSINESS SEARCH

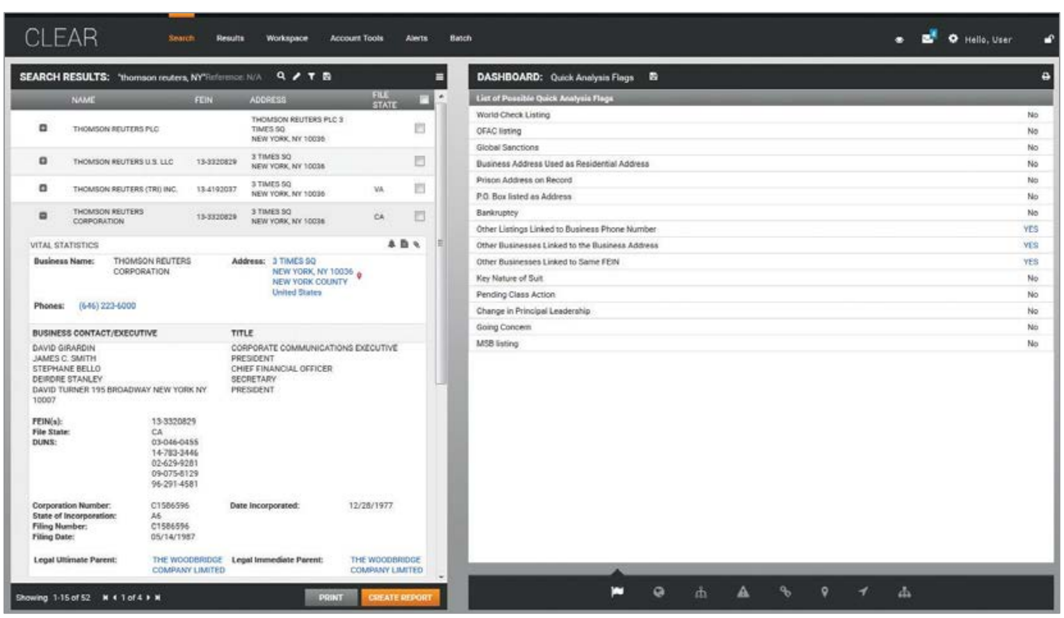
The Business search page allows you to enter criteria relating to a business. CLEAR automatically queries any of the applicable data sources and returns any matching results.

You can search by Business Name, Corporate ID, Address, and names of officers, agents, or directors associated with the business.



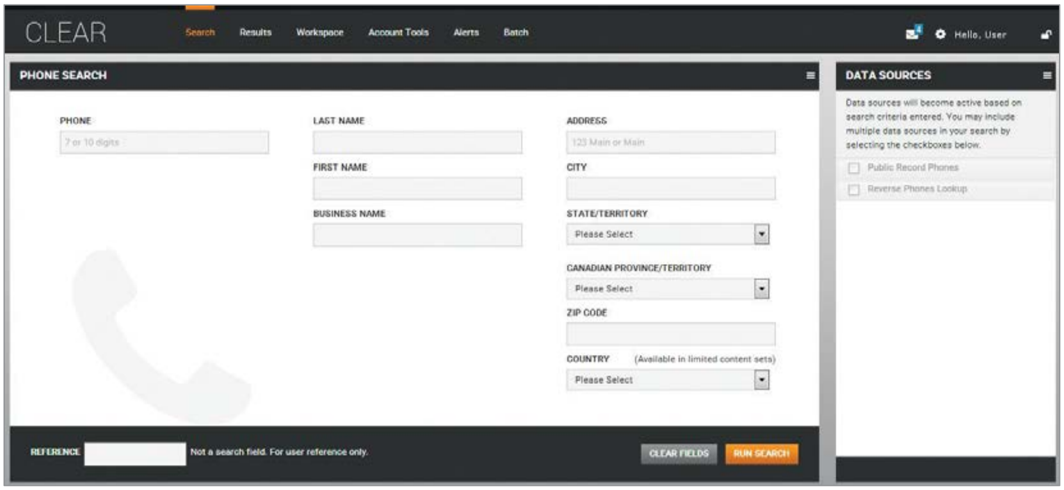
Business Search Results

The Vital Statistics for Business Results include Address, Phone Number, Business Contact/Executive names and titles, Tax ID Numbers (FEIN), Corporation Number, State of Incorporation, and Legal Ultimate Parent and Legal Immediate Parent information (when applicable).



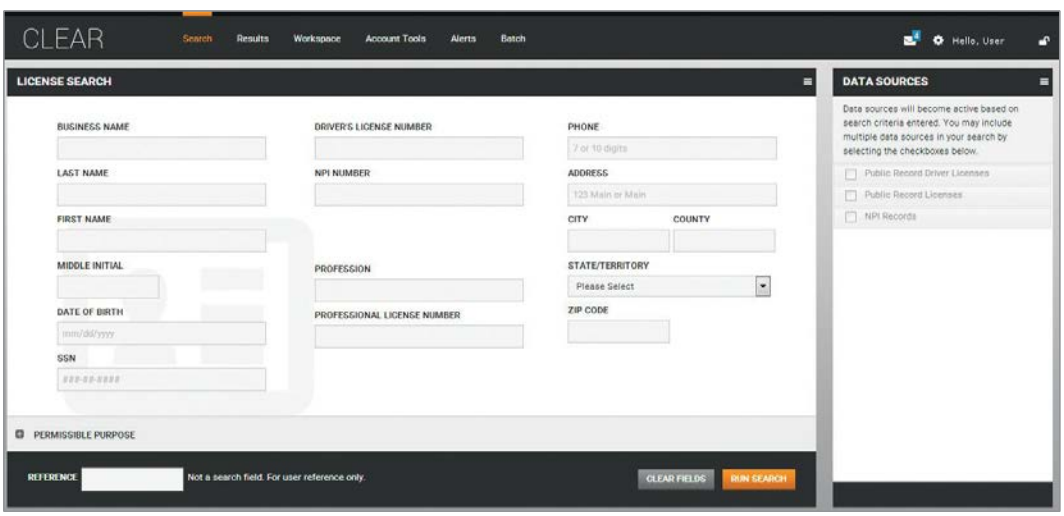
PHONE SEARCH

The Phone search page allows you to search by Phone number, Name, or Address. Entering a 10-digit phone number, which is referred to as a reverse phone lookup, obtains any available information, which may include the associated subscriber name, address, and carrier contact information of a person or a business.



LICENSE SEARCH

The License tab allows you to directly access both Driver's License and Professional License data. A flexible search interface allows you to narrow down key elements that may focus your searches, such as Business Name, Profession, or License State.

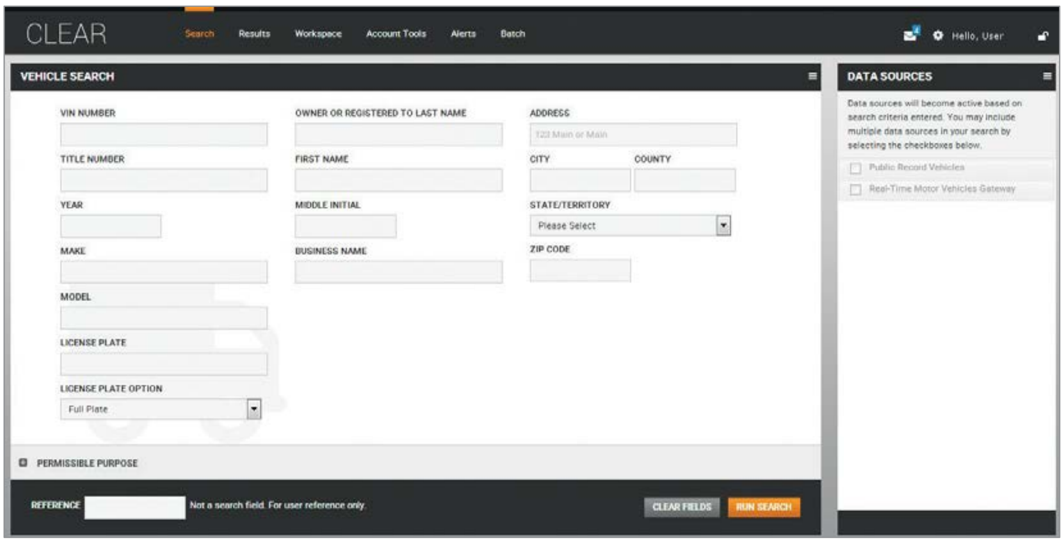


VEHICLE SEARCH

Vehicles can be searched by VIN Number, Title Number, Year, Make, Model, License Plate Number and Owner/Registrant.

Partial plate searches include the options below. If you are looking for plate 123abc:

- Begins with example – 123*
- Ends with example – *abc
- Middle parts of the plate example – *23a*

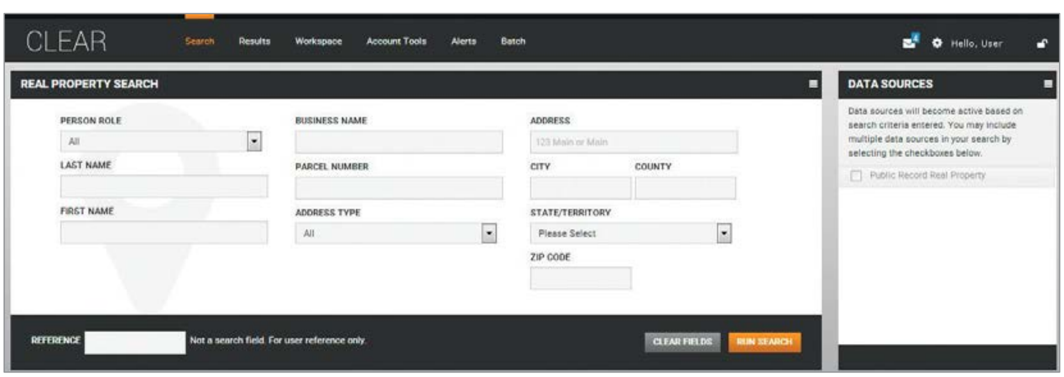


REAL PROPERTY SEARCH

Real Property can be searched by Person, Business, Address, or Parcel Number.

Real Property records present the name type (buyer or seller) as well as the record type (deed or tax roll) for easier identification of Real Property records.

Real Property records also allow you to view the complete property history of a result group by displaying all associated tax roll and deed records in descending date order.



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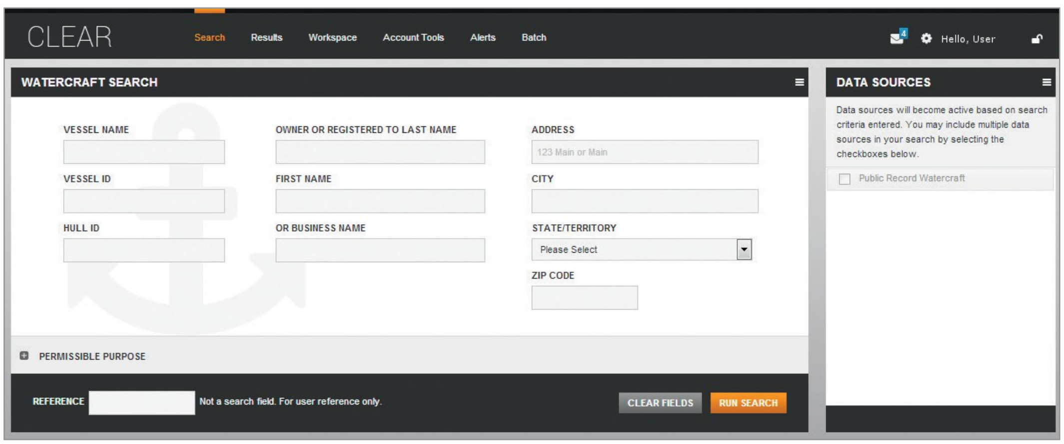
WATERCRAFT SEARCH

State Registrations

This file contains information on boat/vessel registrations in various states or registered with the United States Coast Guard. Records may include name, address, hull identification number, registration number, hull information, and year built. This file is updated quarterly. The source of these records will be displayed as State Watercraft.

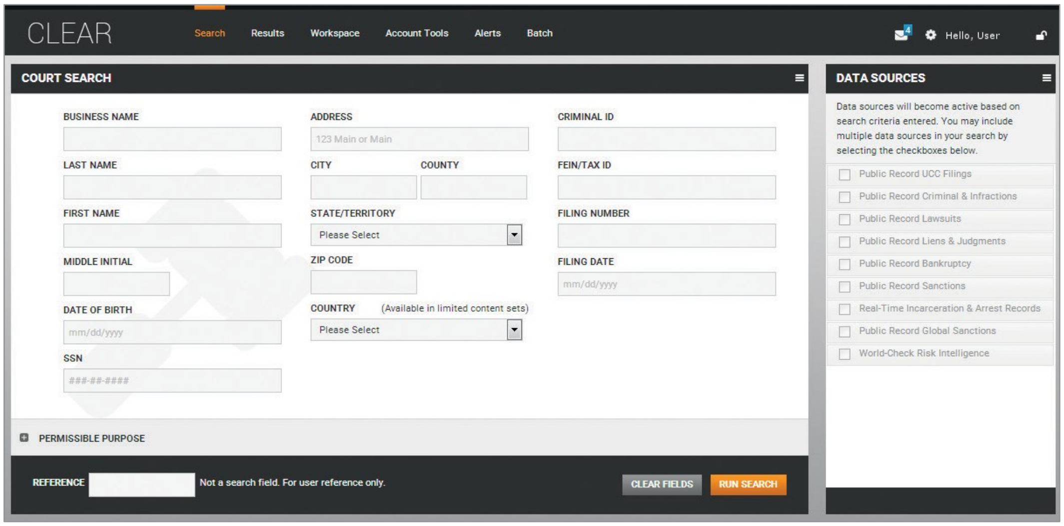
U.S. Coast Guard Documented Vessels

This file contains over 300,000 records nationwide of all merchant and recreational vessels documented under the laws of the United States by the U.S. Coast Guard. This database is derived from the U.S. Coast Guard's Marine Safety Information System, a comprehensive system serving many Coast Guard marine safety operating programs. This includes vessels owned by businesses and individuals involved in coast-wide trade, or pleasure vessels greater than 5 net tons, greater than 37 feet in length, or having a preferred mortgage. This file is updated monthly. The source of these records will be displayed as U.S. Coast Guard.



COURT SEARCH

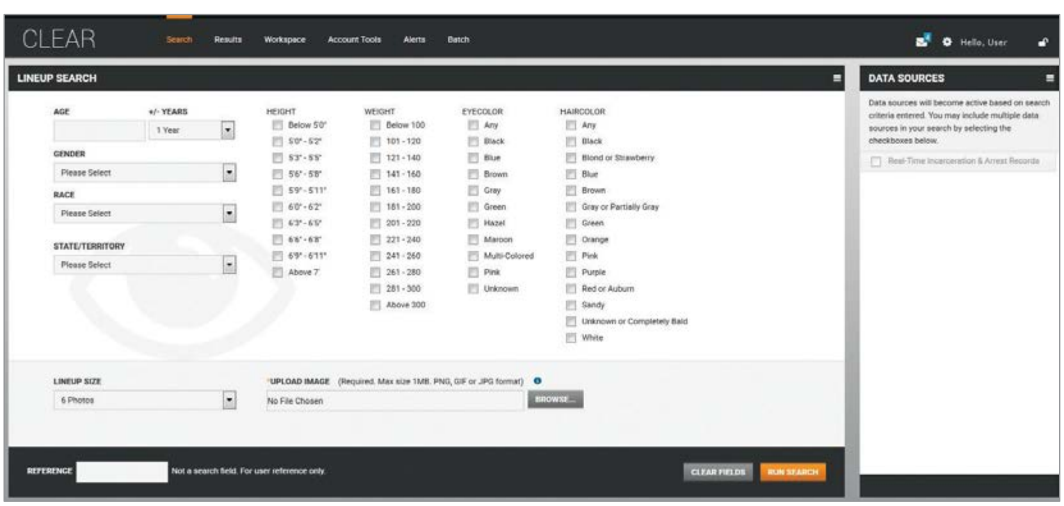
The Court tab allows you to directly access Criminal and Court Records, Bankruptcies, Liens, Judgments, Infractions, and UCC filings.



LINEUP SEARCH

The Lineup search feature allows you to find individuals who share the same physical characteristics of a subject. When the application returns images that match the search criteria, you can choose individuals similar to the subject's image and create a lineup. You can activate the Lineup search feature in the following two ways:

- Using Person or Court search results, you can choose a subject with an image. The application automatically uploads the image and uses the selected subject's physical characteristics as search criteria.
- Using the Lineup search page, you can manually upload a subject's image and enter physical characteristics as search criteria.



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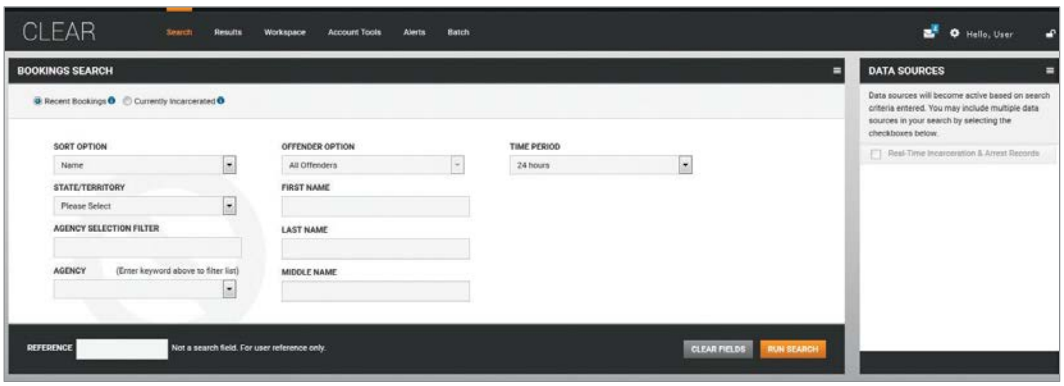
BOOKINGS SEARCH

The Bookings search feature allows you to find information on individuals in a selected jail or Department of Corrections facility. Two types of searches are available on the Bookings page:

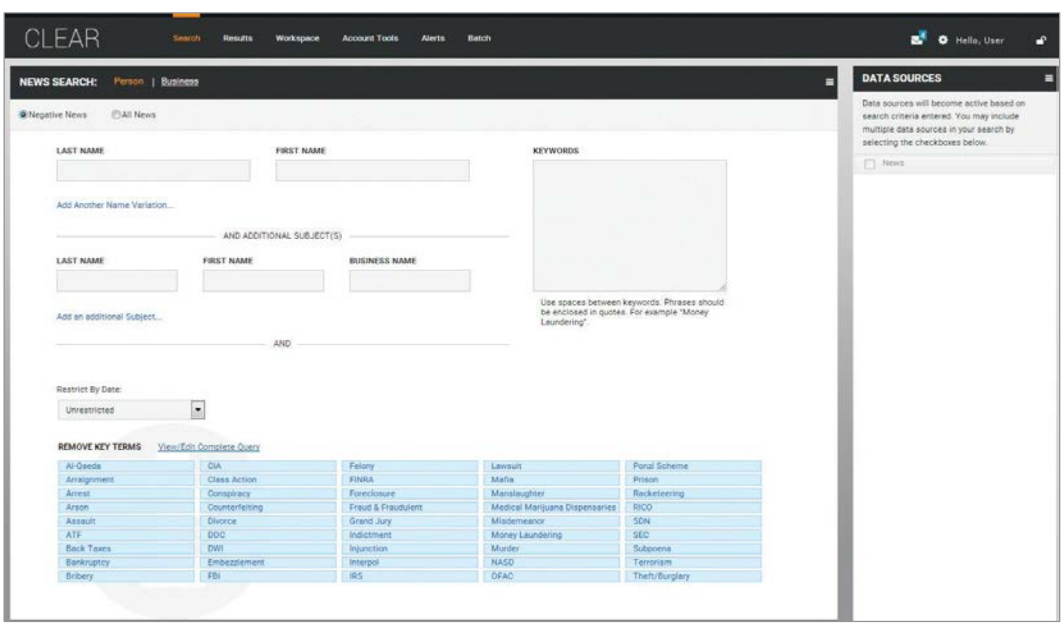
- Recent Bookings: Provides a listing of offenders recently booked into a selected facility, either in the last 24, 48, or 72 hours.
- Currently Incarcerated: Returns all offenders or a specific offender currently incarcerated in a selected facility.

Juvenile information will only be returned for agencies that have allowed access to this type of data for both Recent Bookings and Currently Incarcerated searches.



NEWS SEARCH

The News search page allows you to search and access full news articles, with options for Negative News or All News. News searches are available for both people and companies. Negative News searches use a predefined query to narrow news articles about a subject. Users have the option to edit searches within the interface.



Perform the following steps for a News search:

1. Select to perform a Person or Business News search.
2. Choose the applicable news type to determine the content of your search (Negative News or All News).
3. Edit or enter data for the applicable search fields, including optional name variations, additional subjects, or key terms. Advanced users can edit a News search by selecting the View/Edit Complete Query link.
4. Select Run Search.

You can stop an executed search by selecting Cancel. The application cancels the query and returns you to the Search page.

Available Search Fields

Field Name	Data Type	Definition
Subject Last Name	text	Last name for the primary person subject. The **Subject Last Name** field is the minimum search criteria requirement for a Person News search.
Subject First Name	text	First name for the primary person subject. Must be entered with the **Subject Last Name** field for a News search.
Subject Business Name	text	Name for the primary business subject. The **Business Name** field is the minimum search criteria requirement for a Company News search.
Additional Subject First Name	text	First name for the additional person subject.
Additional Subject Last Name	text	Last name for the additional person subject.
Additional Subject Business Name	text	Name for an additional business subject.
Add Key Terms	text	Custom key terms to include for a News search. A space must be entered between key terms. If a key term contains multiple words, the entire key term must be entered in quotes.
Restrict by Date	list	The date range of a News Search. The restrict by date options include the following: • Last 3 years • Last 30 days • Last 10 Years • Unrestricted The application defaults this field to Unrestricted.
Reference	text	Free-form text value for your reference. The application saves the initial value for use in all searches during the current session. You can update this field at any time. This value is not used in the search.

Name Variations

For a Person News search, a name variation may be beneficial if you are unsure about the spelling of the primary subject's first or last name or you would like to enter the primary subject's nickname or maiden name. For a Business News search, a name variation can provide a way to search for alternate corporate spellings of the primary subject. You can add up to five name variations.

The application searches for the primary subject's name OR any name variation(s) and returns articles matching the criteria.

Perform the following steps to add a name variation:

1. Select the Add Another Name Variation link. The application displays the First Name and Last Name fields for a Person News search or a Business Name field for a Business News search.
2. Enter information for the applicable name variation.

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Additional Subjects

You can also select up to five additional subjects for a News search. This feature provides the option of searching articles that contain your primary subject plus any additional subjects you want to include in your criteria. You can add an additional subject for a person and/or a business.

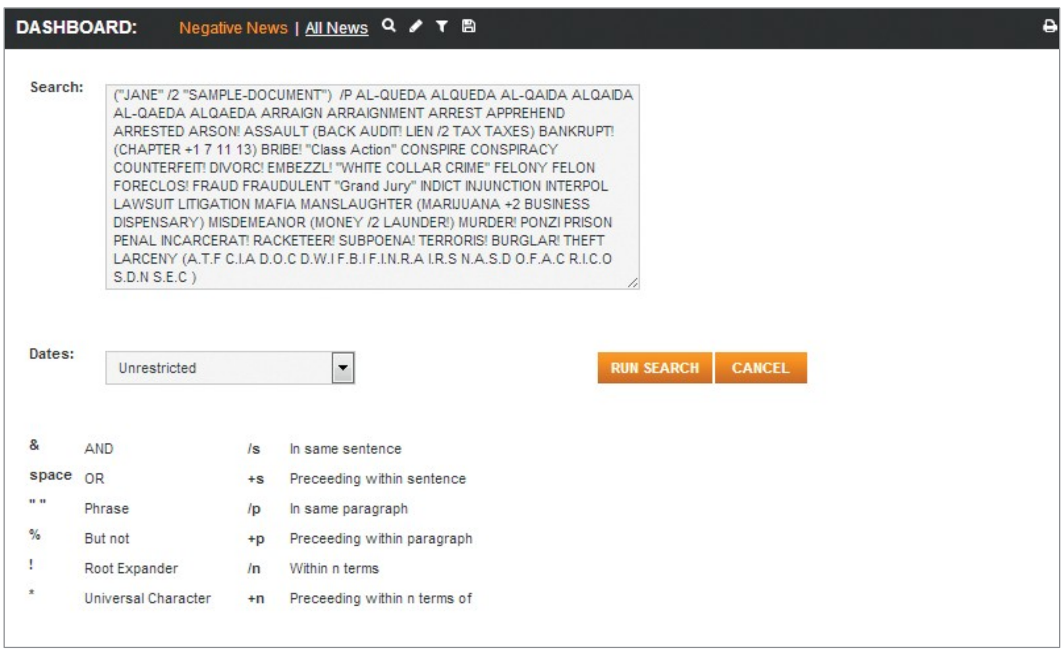
The application searches for the primary subject's name AND any additional person OR business subject(s).

Perform the following steps to add an additional subject:

1. Select the Add an Additional Subject link. The application displays the First Name and Last Name fields and a Business Name field.
2. Enter information for an additional subject, which can include a person and/or a business.

View/Edit Complete Query

Users also have the option to edit the default queries by clicking the View/Edit Complete Query link on the Edit page. This functionality allows users to enter/edit Boolean queries to retrieve more targeted results.



Removing Key Terms

In addition to adding custom key terms to include in a News search, the user can also select from a list of default key terms. You can remove any default key term that you do not want to be included in your search criteria.

Perform the following steps to remove default key terms:

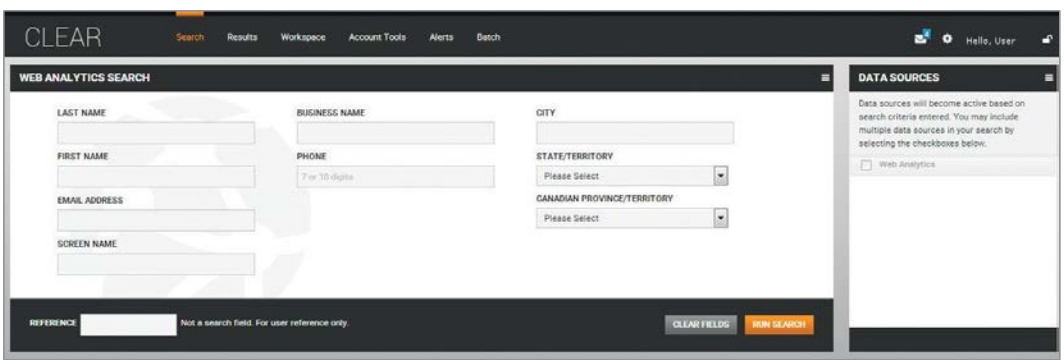
1. Hover your mouse over a key term. The application highlights the key term.
2. Select the key term. The application deactivates the key term and prevents it from being a part of the News search criteria.

REMOVE KEY TERMS View/Edit Complete Query

Al-Qaeda	CIA	Felony	Lawsuit	Ponzi Scheme
Arraignment	Class Action	FINRA	Mafia	Prison
Arrest	Conspiracy	Foreclosure	Manslaughter	Racketeering
Arson	Counterfeiting	Fraud & Fraudulent	Medical Marijuana Dispensaries	RICO
Assault	Divorce	Grand Jury	Misdemeanor	SDN
ATF	DOC	Indictment	Money Laundering	SEC
Back Taxes	DWI	Injunction	Murder	Subpoena
Bankruptcy	Embezzlement	Interpol	NASD	Terrorism
Bribery	FBI	IRS	OFAC	Theft/Burglary

WEB ANALYTICS SEARCH

Web Analytics search allows you to access real-time information from deep Web data, which could include information such as documents, photos, public records, and publications stored “deep” in online databases.



Perform the following steps for a Web Analytics search:

1. Enter data for the applicable search fields.
2. Select Run Search.

You can stop an executed search by selecting Cancel. The application cancels the query and returns you to the Search page.

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Web Analytics Search Fields

Field Name	Data Type	Definition
Last Name	text	Last name for a person.
First Name	text	First name for a person. Must be entered with the **Last Name**, **Email**, or **Screen Name** field.
Email Address	text	Email Address.
Screen Name	text	User ID or screen name for a social networking site or forum.
Business Name	text	Name for a business.
Phone	text	Phone number. Use 7 or 10 digit format.
State/Territory	list	State or territory location. Must be entered with the **Last Name**, **Business Name, Email**, or **Screen Name** field.
Canadian Province/Territory	list	Canadian province or territory location. Must be entered with the **Last Name**, **Business Name, Email**, or **Screen Name** field.
Reference	text	Free-form text value for your reference. The application saves the initial value for use in all searches during the current session. You can update this field at any time. This value is not used in the search.

BATCH REQUEST

The Batch Request feature allows you to submit a large number of subjects to obtain results that match the input criteria for Person and Phone results.

Person Batch

Perform the following steps for a Person Batch request:

1. Download the batch criteria template or upload a custom batch file.
2. Select Browse and choose the .xls file that contains your valid search criteria.
3. Select the number of output addresses per subject. You can select a maximum of 15 addresses.
4. Verify the .xls file you are uploading is closed. The application cannot process any open files.
5. If applicable, update your DPPA choice or Reference field.
6. Select Run Search.

When you submit a Person Batch request, the application executes the request and displays the Last 7 Days page with the batch status. Once available, you can view the batch request results. The application stores these results for seven days.

BATCH CRITERIA TEMPLATE

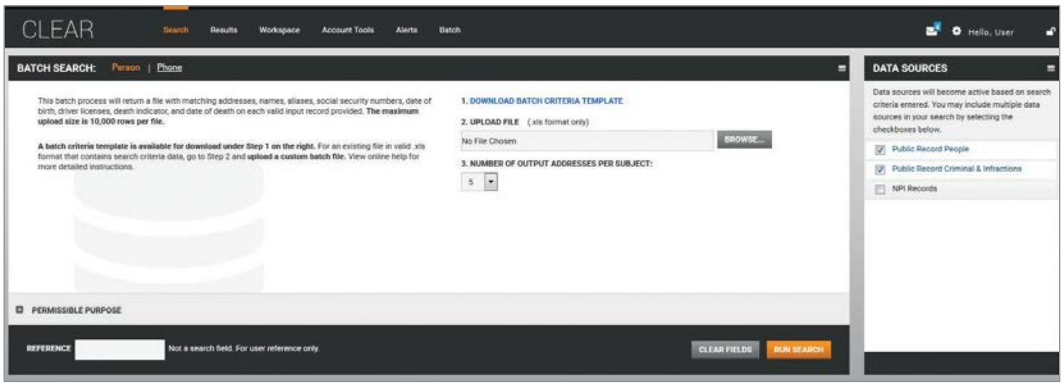
The application provides a batch criteria template available for download on the Person Batch Request page. This template contains all of the default columns and valid search criteria combinations. You can enter up to 10,000 rows of data in this template.

If you have a valid .xls file that contains data that can be used as your search criteria, you can upload a custom batch file.

VALID SEARCH CRITERIA COMBINATIONS

The following are the valid combinations that the application accepts for a Person Batch search. Any other search combinations entered will be invalid, produce an error, and not retrieve any search results:

- SSN (Public Record People data source only)
- First Name, Last Name, Date of Birth
- First Name, Last Name, City, State
- Street, City, State, Zip



Phone Batch

Perform the following steps for a Phone Batch request:

1. Enter data for the applicable search fields. You can enter or copy a list of phone numbers or upload a file.
2. Manually select or deselect the Public Record Phones or Reverse Phones Lookup data source, if applicable.
3. Select Run Search.

When you submit a Phone Batch request, the application executes the request and displays the Last 7 Days page with the batch status. Once available, you can select the link for the batch request to view the batch request results. The application stores these results for seven days.

SEARCH FIELDS

The table below lists the available fields for a Phone Batch search.

Field Name	Data Type	Definition
Phone Numbers	text	Free-form list of entered or copied phone numbers and optional references.
Upload File	text	Directory path of the batch file from your computer. This batch file must be in valid .txt or .xls format.
DPPA	list	Driver's Privacy Protection Act (DPPA) permissible purpose. You can update your DPPA if it has changed during the current session.
Reference	text	Free-form text value for your reference. The application saves the initial value for use in all searches during the current session. You can update this field at any time. This value is not used in the search.

ENTERING OR COPYING PHONE NUMBERS

Perform the following to manually enter or copy a phone number list:

Enter or copy phone numbers to the Phone Numbers field. Each phone number must be entered on a separate line. See Valid Phone Number Formats (below) for more information.

NOTE: You cannot upload a file when you enter or copy phone numbers. To remove phone numbers, select Clear Fields.

UPLOADING A FILE

The application allows you to upload either a .txt or .xls file. See Batch File Types (below) for more information.

NOTE: You cannot enter or copy phone numbers when uploading a file. To remove an upload file, select Clear Fields.

Perform the following steps to upload a file:

1. Select Browse.
2. Choose a file from a directory on your computer. The application populates the directory path of the upload file from your computer.

VALID PHONE NUMBER FORMATS

The following contains the valid format you must use to perform a Phone Batch search:

Valid phone number formats include the following: 5555555555, (555) 555 5555, (555) 555-5555, 555.555.5555, 555-555-5555.

BATCH FILE TYPES

You can upload the following file types for a Phone Batch search:

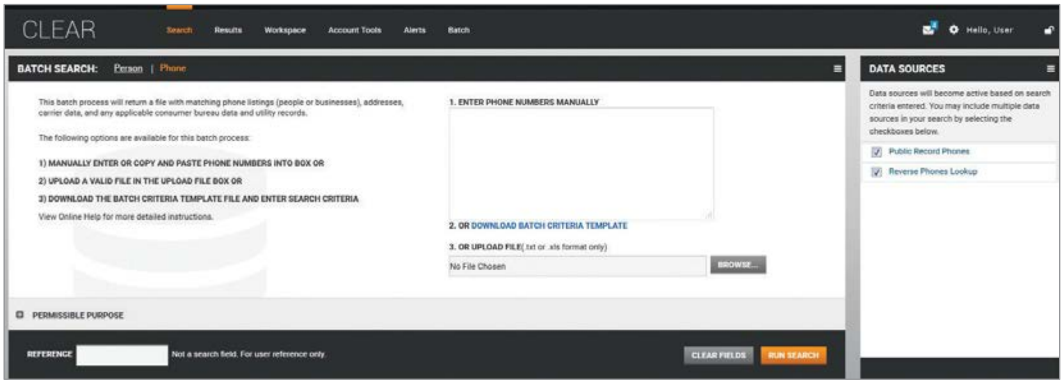
Text (.txt) file

To upload a .txt (text) file, each number must be on a separate line. Reference text can be entered after a comma delimiter. For example, “555-555-5555, Subject #2313A.” Reference text is limited to a maximum of 20 characters. The application truncates reference text larger than the maximum. A .txt file must not exceed the size limit of 20MB.

Spreadsheet (.xls) file

The application provides a batch criteria template available for download on the Phone Batch Request page. This template is in .xls format and contains two default columns. You can enter up to 10,000 rows of data in this template.

If you have a valid .xls file that contains data that can be used as your search criteria, you can upload a custom batch file.

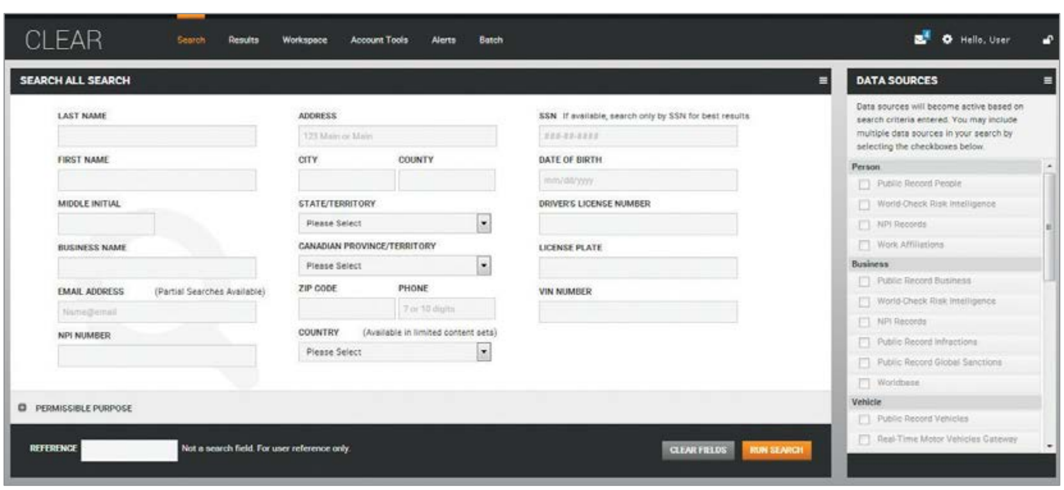


SEARCH ALL SOURCES

The CLEAR Search All feature allows you to query and retrieve information from all available sources in a single location.

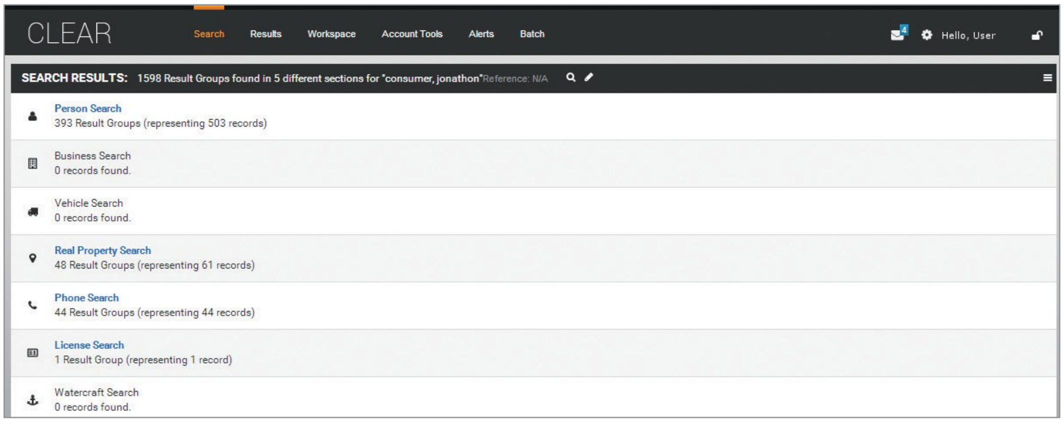
The search types available on the Search All interface are:

1. Person
2. Business
3. Vehicle
4. Vehicle History Report
5. Real Property
6. Phone
7. License
8. Court
9. Watercraft



< Back to Contents

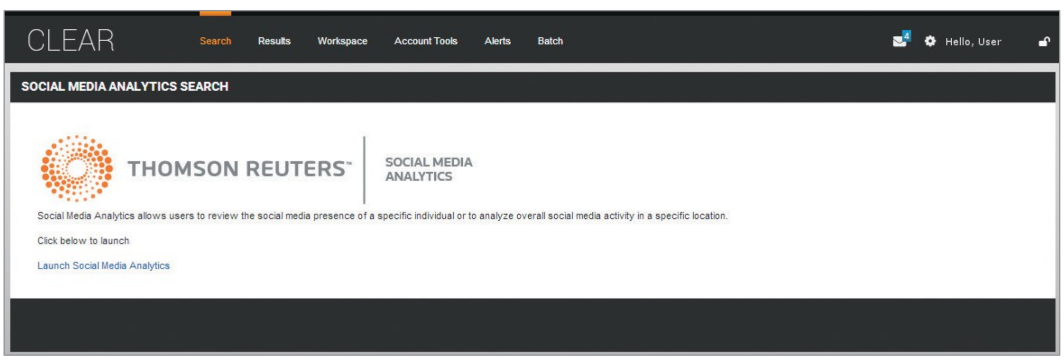
CLEAR searches all activated and/or selected data sources and returns matching results with the number of records found. When you select a matching results link, CLEAR returns the same search results page as an individual search. To return to the Search All Results page to view other result sets for other applicable search types, select the Search Results link.



SOCIAL MEDIA ANALYTICS

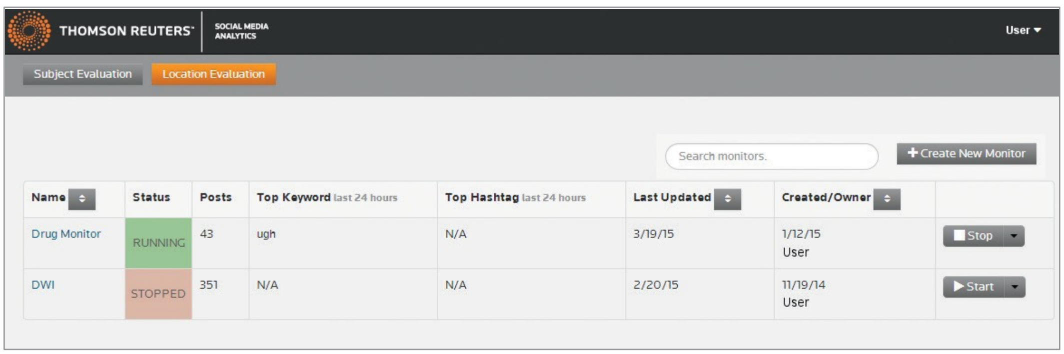
If users have a subscription for Social Media Analytics, they will see an option in the Search pull-down menu. Social Media Analytics is an investigative tool that compiles information from multiple social media platforms and allows social media monitors of Individuals, Locations, and Locations + Keywords, depending on a user's subscription.

Clicking the Launch Social Media Analytics link will launch the welcome page.



Clicking the Continue link will launch the user into the product.

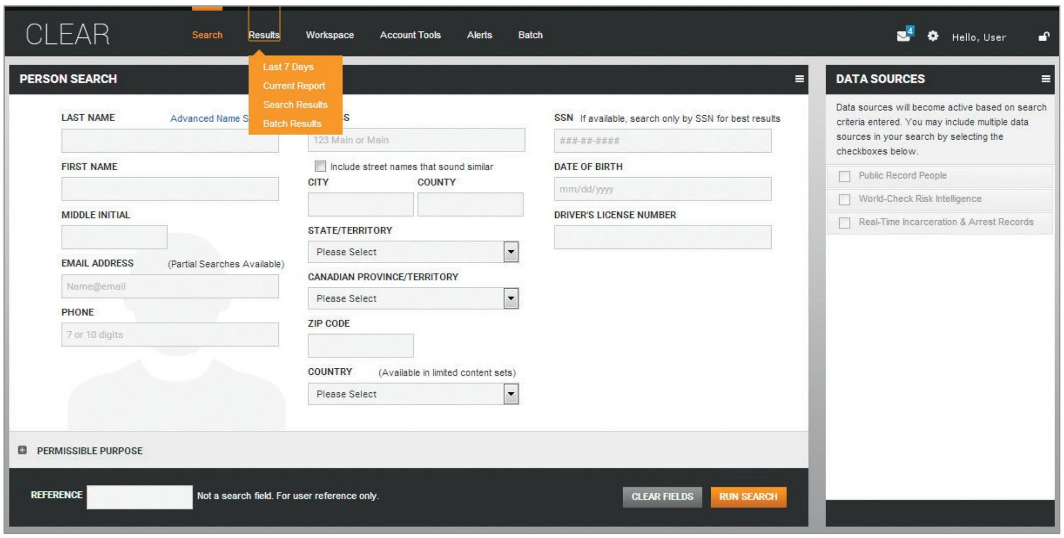
This is the Social Media Analytics homepage, with buttons for Subject Evaluation and Location Evaluation, depending on a user's subscription.



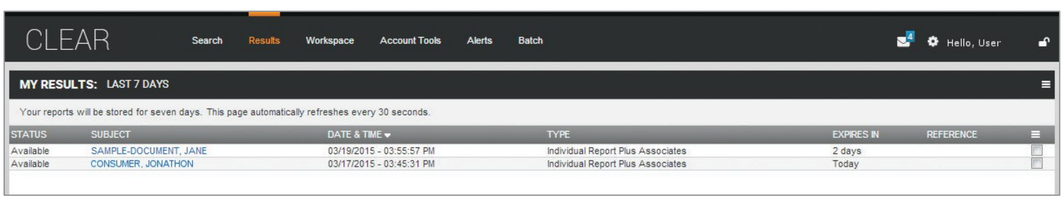
3 RESULTS

NAVIGATION

CLEAR allows users to see results from the Last 7 Days, Current Report, Search Results, or Batch Results.



Results – Last 7 Days

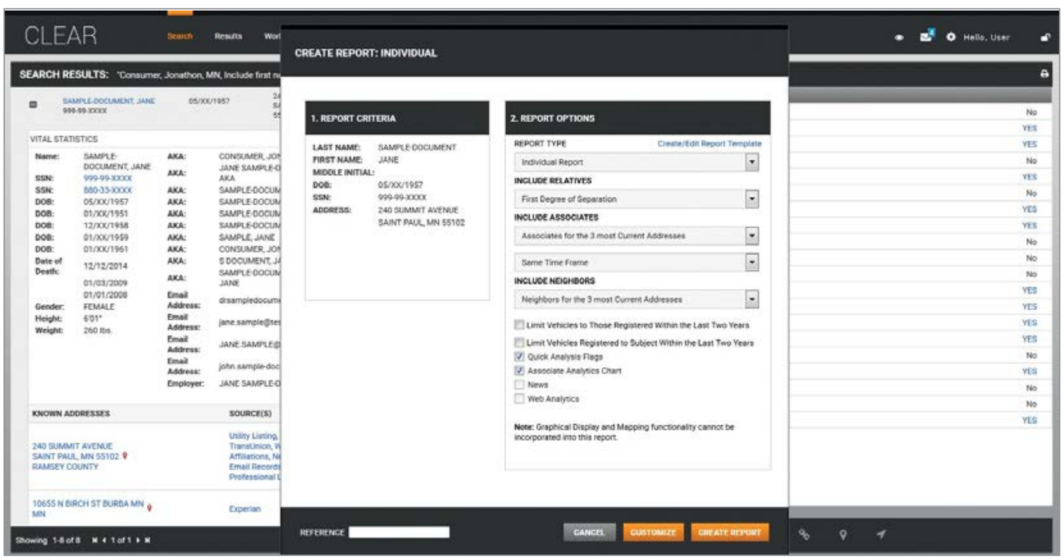


4 REPORTS

CREATING REPORTS

You can create an Individual Report for a subject from search results. Perform the following steps to create a report:

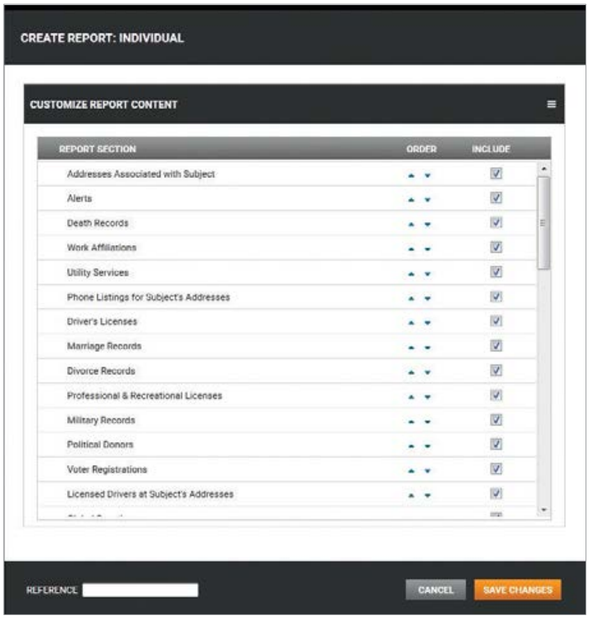
1. Select the result group you want as the subject of your report.
2. Select Create Report. The Create Report dialog box appears.
3. Select the report type. To create or edit a template, select the Create/Edit Report Template link.
4. Customize any options – Relatives, Associates, Neighbors, Vehicle Limits, Quick Analysis Flags, Associate Analytics Chart, News results, Web Analytics results.
5. If applicable, edit or enter information for the optional Reference field.
6. Select Create Report. The application creates a report for your subject.



Customizing Report Content

Before creating a report, users have the option to exclude report sections and change the order in which the sections will appear in the report. To customize the content of the report from the Create Report screen, click on the orange Customize button. Clicking the Customize button will open a new window, which shows all of the possible sections available for the report chosen.

To exclude a report section, deselect the check box next to a content set. To change the order of the report sections, users can drag and drop each section by clicking on it and moving it or use the arrows after the report section name.

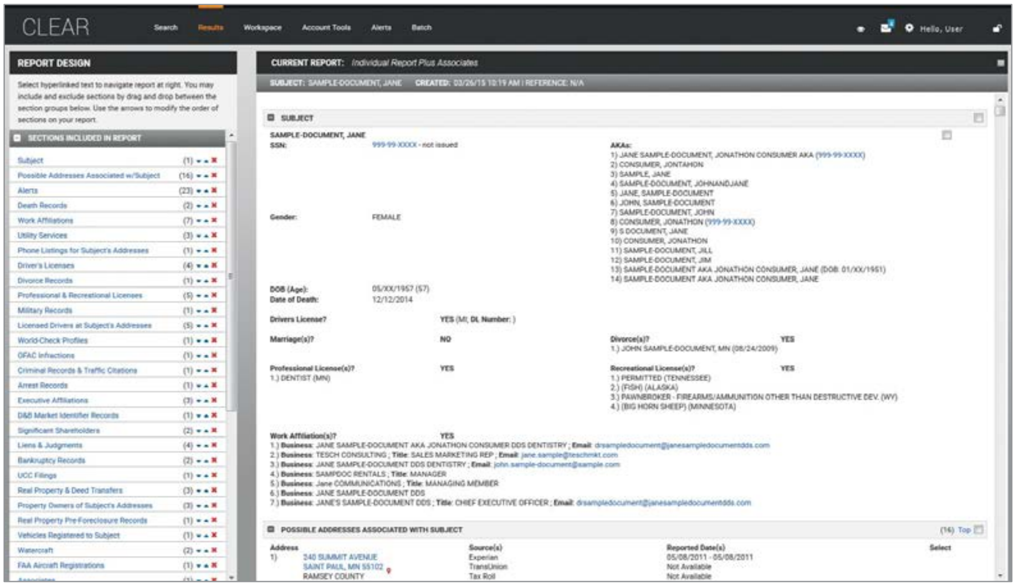


REPORT TYPES

Individual Report

The Individual Report contains subject information as well as address information from three consumer reporting agencies. Two of the consumer reporting agencies are live gateway calls that will return the most up-to-date information they have for the subject. This report also includes other extensive national and state databases for a summary of assets, driver's licenses, professional licenses, real properties, vehicles, and much more. Using advanced search techniques, the application identifies the information that matches the subject and presents it in a comprehensive format.

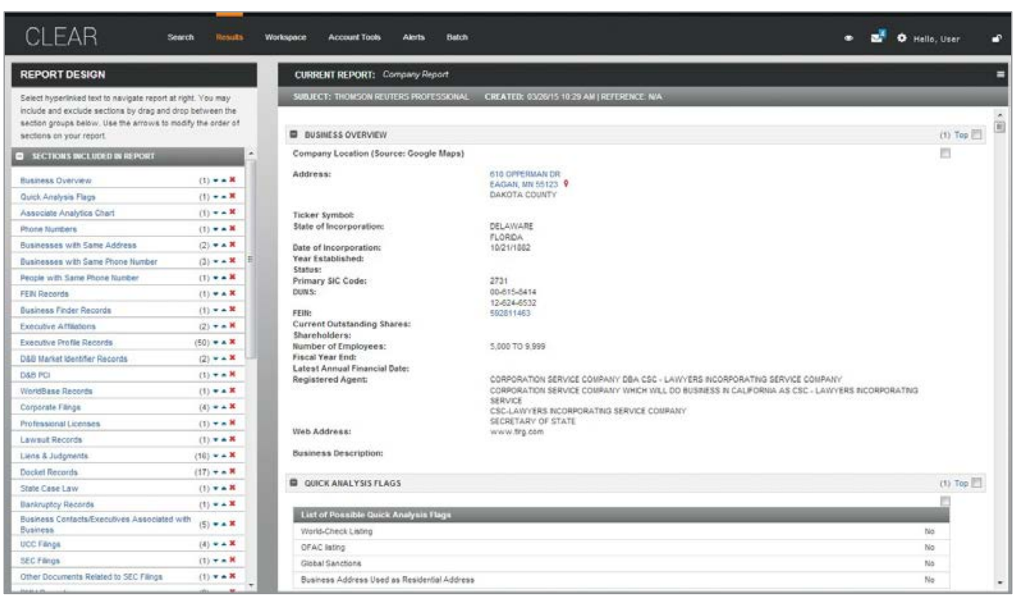
You can also customize this report to include additional information for people associated with the subject, which can include, when available, relatives (up to three degrees of separation), associates, neighbors, negative news, and web analytics. Additionally, you can add a reference number to aid in internal tracking.



Company Report

The Company Report will include, when available, company-related information from secretaries of state and other leading company sources. In addition, the Company Report may include links to the application’s other extensive national and state databases for a summary of assets, vehicles, phone listings, trademarks, companies linked by address and FEIN, licenses, and more. This report will also include additional information on company executives and their other company affiliations. The result is a report providing an extremely focused and thorough composite.

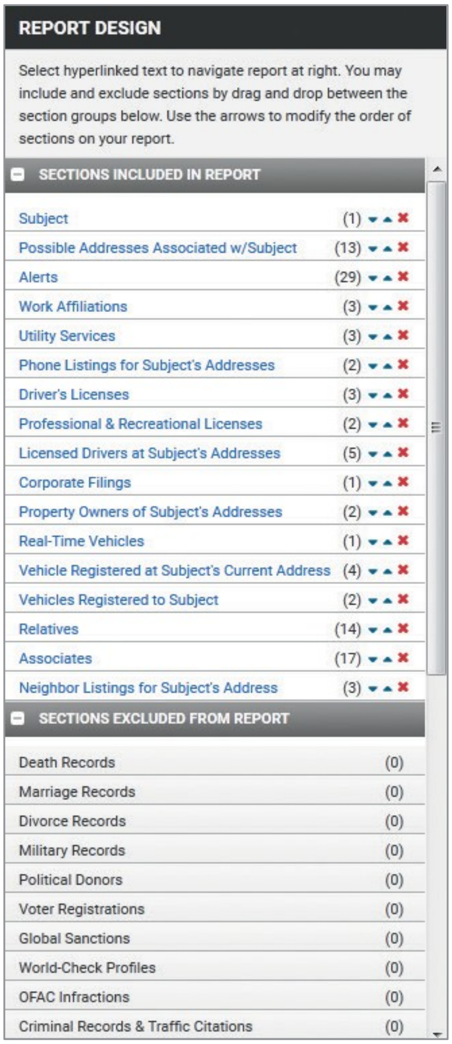
You can also customize this report to include dashboard information, including negative news and web analytics. Additionally, you can add a reference number to aid in internal tracking.

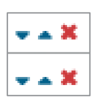


REPORT NAVIGATION

The *Current Report* tab has the following components:

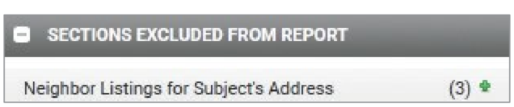
1. Report Design panel to customize the report.



2. Icons for moving and removing report sections. 

3. Icon for restoring report sections. 

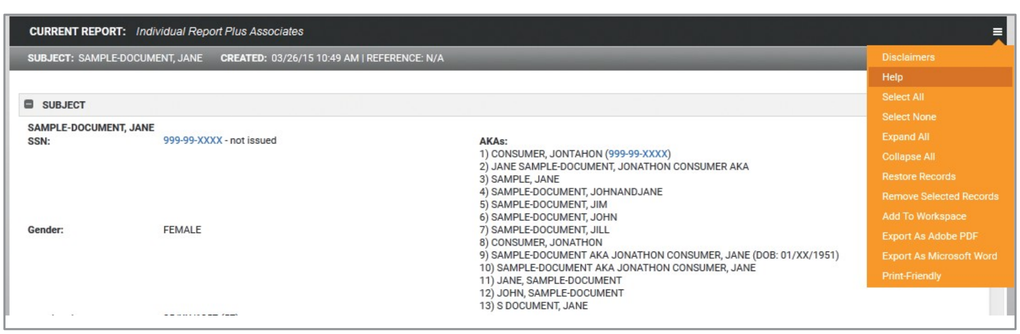
4. Sections that have been excluded from the report can be added back into the report by clicking on the Restore Section  icon.



5. Drag-and-drop functionality for reordering report sections.

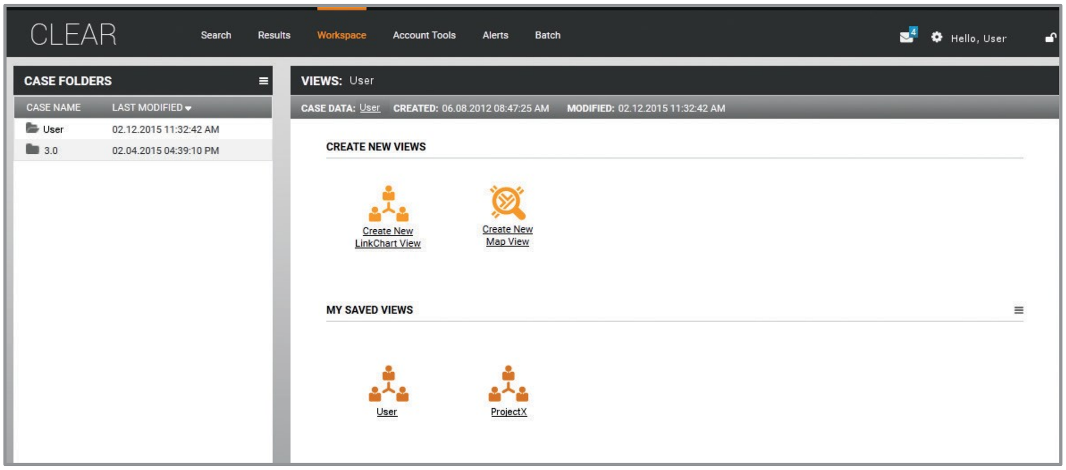
6. Menu icon with the following options:

- Disclaimers: Important information regarding any limitations and/or restrictions regarding report data.
- Help: Instructions and information to understand report functionality.
- Select All: Select all of the report section and record check boxes.
- Select None: Select none of the report section and record check boxes.
- Expand All: Expand all of the report sections.
- Collapse All: Collapse all of the report sections.
- Restore Records: Restore all removed report sections and/or records.
- Remove Selected Records: Remove selected report sections and/or records.
- Add To Workspace: Add selected report sections and/or records to the Workspace.
- Export As Adobe® PDF: Export the report in this selected format.
- Export As Microsoft® Word: Export the report in this selected format.
- Print-Friendly: Print the report.



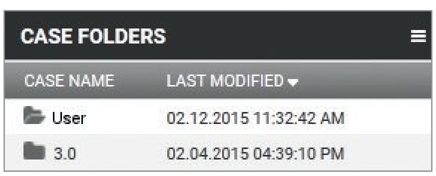
5 WORKSPACE

The Workspace feature allows link-entity, geospatial, and tabular visualization capabilities, enabling faster analysis of acquired data. You can save search results and reports to the Workspace. Data can be added to the Workspace from search results, dashboard modules, and report sections.

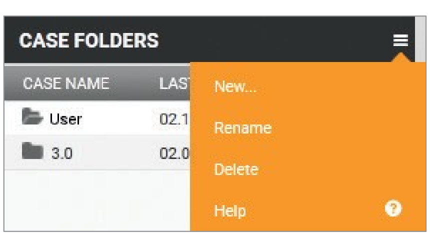


The Workspace page has the following navigation components:

1. Case Folders to display list of existing folders.



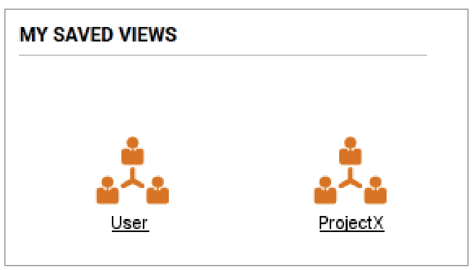
2. Menu icon with the following options:
   - New: Create a new Workspace folder.
   - Rename: Rename an existing Workspace folder.
   - Delete: Delete an existing Workspace folder.
   - Help: Display online help instructions and information to understand Workspace functionality.



3. Case Data link to view a folder's content.

4. Create New Views to create a link chart or map.

5. My Saved Views to view existing link charts and maps.



6. Menu icon with the following options:

- Open: Open a Workspace view.
- Copy to: Copy a Workspace view to another Workspace folder.
- Delete: Delete a Workspace view.

WORKSPACE FOLDERS

Creating Workspace Folders

Perform the following steps to create a Workspace folder:

1. In the My Case Folders panel, select the Menu icon and then choose New. The *Create New Case Folder* dialog box appears.
2. Enter the name for the new folder.
3. Select OK. The application creates the new folder.

Renaming Workspace Folders

Perform the following steps to rename a Workspace folder:

1. Select a folder in the My Case Folders panel.
2. Select the Menu icon and then choose Rename.
3. Enter the new name for the folder.
4. Select Save. The application renames the folder.

Deleting Workspace Folders

When you delete a workspace folder, you also delete all associated records and views of the folder. You cannot restore a Workspace folder once you delete it. Exercise caution in deleting Workspace folders.

Perform the following steps to delete a Workspace folder:

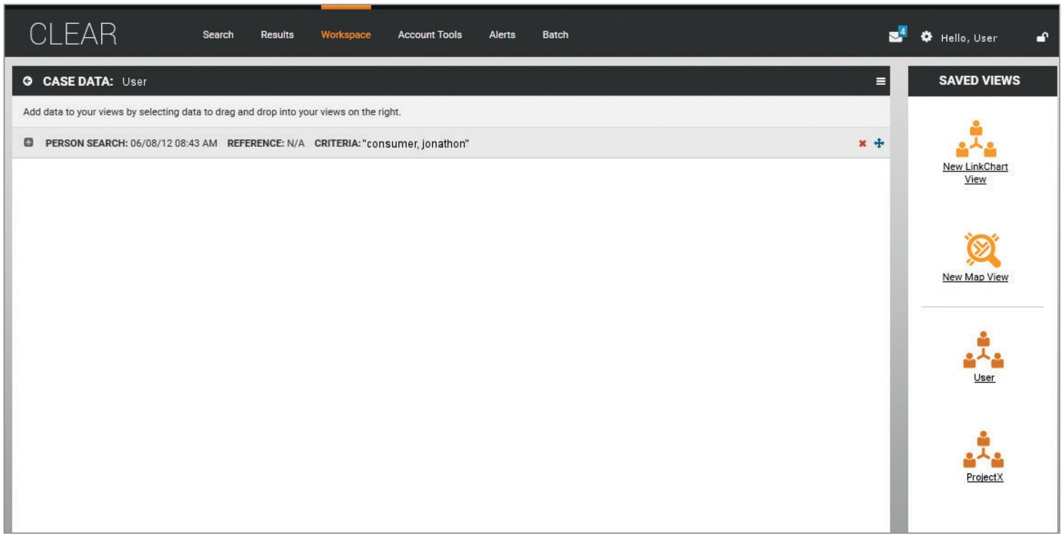
1. Select a folder in the My Case Folders panel.
2. Select the Menu icon and then choose Delete. The *Delete Confirmation* dialog box appears.
3. Select OK. The application deletes the folder, all associated records, and views.

Viewing Workspace Folder Contents

Select the Case Data link to view the contents of a selected Workspace folder.

The application displays the content of the folder, which can consist of saved records from search results, reports, link charts, and maps. When you navigate to a Workspace folder's content, you can view records, delete records, export records, and add records to link charts and maps.

The page consists of two panels. The Case Data panel contains saved records from search results and reports. The Saved Views panel contains icons for creating link chart views and maps, and icons for existing views.



The folder content consists of the following components:

1. Return icon to return to the Workspace main page.

2. Folder content to view saved search results and reports.

3. Menu icon with the following options:

• Export As Adobe PDF: Export Workspace content in this selected format.

• Export As Microsoft Word: Export Workspace content in this selected format.

• Help: Display online help instructions and information to understand Workspace functionality.

4. Delete icon  to delete folder contents and Handle icon  to move folder contents to map or link chart views.

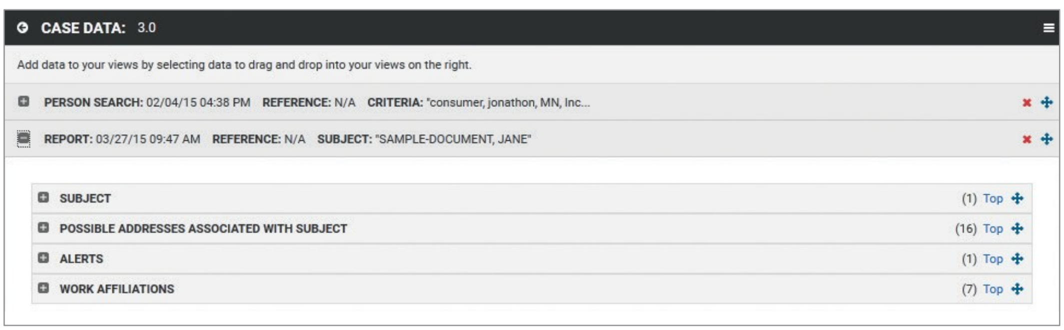
5. My Saved Views panel to create new link chart and map views and view existing views.

Managing Records

Each search result or report you save is collapsed into its own folder content section. Expand sections to display records.

To expand a collapsed folder content section, select the expand button that is on the left side of the section. The records for the section display and the expand button changes to a collapse button.

To collapse a currently expanded folder content section, select the collapse button. The records for the section are hidden and the collapse button changes to an expand button.



Exporting Workspace Folder Contents

You can export the contents of a Workspace folder, which may contain report sections and search result groups.

Perform the following steps to export a folder's content from the Workspace:

1. Select a folder from the My Case Folders panel.
2. Select the My Case Data link. The folder content displays.
3. Select the Menu icon and then choose Export As Microsoft Word or Export As Adobe PDF.
4. After the application exports the report in the requested format, save the file to your computer.

Creating Views for Workspace Folders

To add records in a Workspace folder to a link chart or a map, you must first create a view.

Perform the following steps to create a link chart or map view:

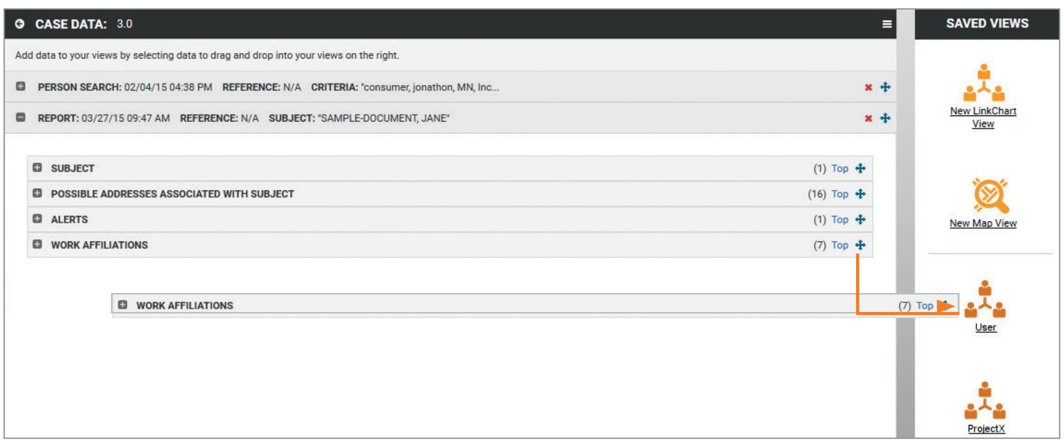
1. Select the New Link Chart View or New Map View link in the Saved Views panel. The *Create View* dialog box appears.
2. Enter the name of the link chart or the map.
3. Select OK. The application creates a view in the Saved Views panel.

The created view remains empty until you add records from the Workspace folder. See Adding Records to Workspace Views (below) for instructions.

Adding Records to Workspace Views

When you save records to a Workspace folder, you can perform further analysis by adding them to link charts or maps. When viewing Workspace content for a specific folder, you can add records to a view by selecting the Handle icon located on the right side.

After you have selected the handle icon, you can drag and drop it to a new or an existing link chart or map. The application displays the number of records being moved.



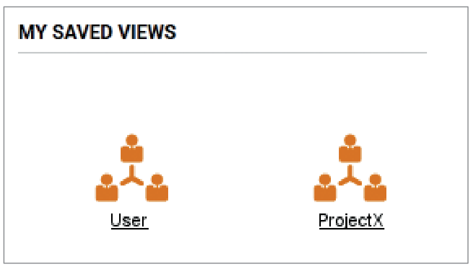
Copying Views to Workspace Folders

You can copy views from a folder.

When you copy a view to a Workspace folder, the view and all associated records remain in the original folder.

Perform the following steps to copy a link chart or map view to a Workspace folder:

1. Select the link chart or map icon in the Saved Views panel. The application highlights the selected view.
2. Select the Menu icon and then choose Copy To. The *Copy View* dialog box appears.
3. Select a Workspace folder from the list.
4. Select Copy. The application copies the view to the target folder.



Deleting Views from Workspace Folders

Perform the following steps to delete a link chart or map from a Workspace folder:

1. Select the link chart or map icon in the Saved Views panel. The application highlights the selected view.
2. Select the Menu icon and then choose Delete. The *Delete Confirmation* dialog box appears.
3. Select OK. The application deletes the view.

Manually Downloading Workspace Views

If you are unable to download or access programs, such as i2 ChartReader, you can manually download a Workspace view image into another application to print or share files.

Perform the following steps to manually download a Workspace view image into another application:

1. Select the link chart or map icon in the Saved Views panel.
2. Customize your view to get the information and/or image you need.
3. Select ALT-PrtScn (pressing the ALT button and the Print Screen button at the same time) on your keyboard to copy the image.
4. Open a word processor, email, or graphics application (such as Word, Outlook®, or Paint) to copy the image.
5. Select CTRL-V (pressing the CTRL button and the V button at the same time) on your keyboard to paste the image into the application. You may also right-click on your mouse and choose the Paste option.
6. In the application, print or save the image.

NOTE: The clipboard can only hold one (1) image at a time. Make sure to paste each screen capture before taking additional screen captures.

LINK CHARTS

Introduction to Link Charts

Visualization technology graphically displays records in a format that depicts relationships. The application implements this technology as a lightweight Java applet, which displays as a link chart. A link chart may depict relationships that might otherwise be missed in search results or report formats. You can use a visualized link chart to identify relationships pertinent to your analysis.

SYSTEM REQUIREMENTS

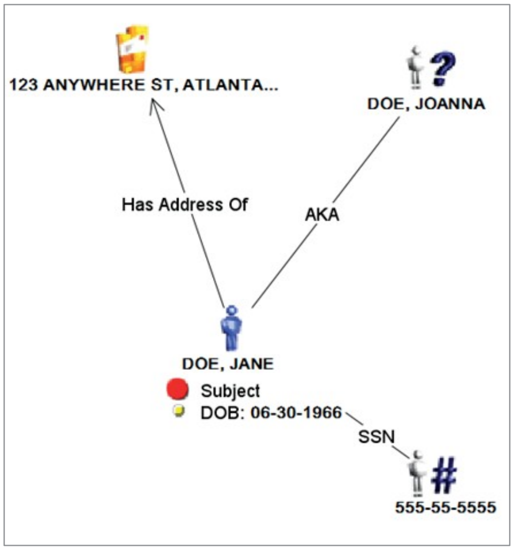
You must have Java Runtime Environment (JRE) installed on your machine, which allows you to run the Java applet that displays link charts. The following runtime environments are compatible:

Java 7 (JRE 7.0, 1.7.0_0x)

If you do not have these system requirements, you can visit the Sun Java website to download the latest JRE version.

LINK CHARTS

When you add a record from a result group or a report to a link chart, the data contained in the record is transformed into entities. An entity is defined as a real-world object, such as a person, address, phone, vehicle, etc. On a link chart, these entities display as icons and are linked to display relationships that exist between them.



There are two basic components of a link chart:

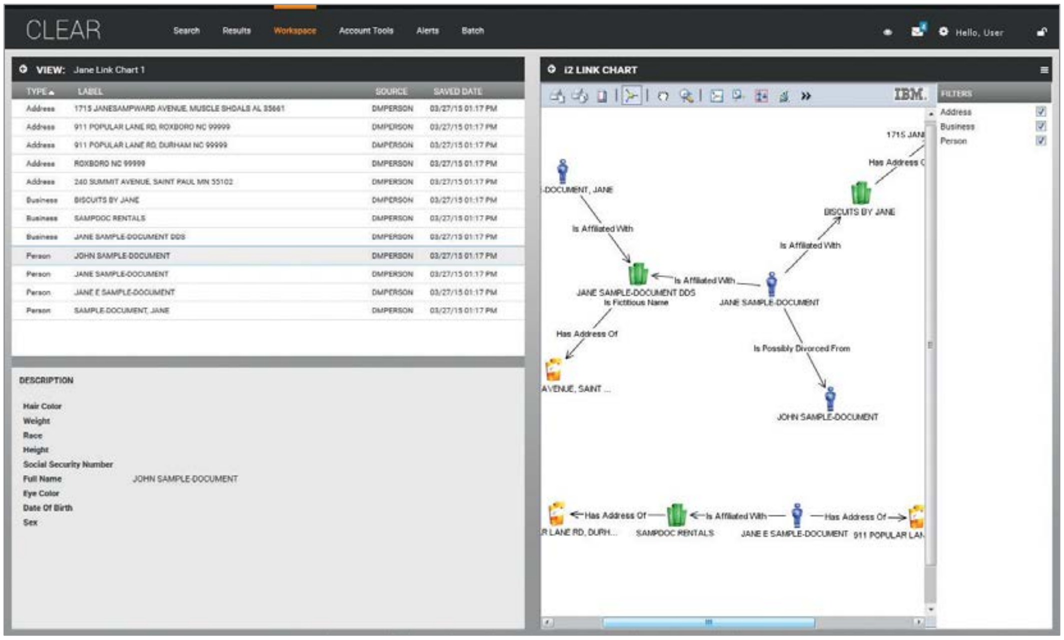
1. Entity/Label: Represents an entity and its label. In the example, the person entity icon has a label of "Doe, Jane."
2. Link/Label: Represents a relationship between two entities and its label. In the example, a link depicts a relationship between person entity "Doe, Jane" and the address entity "123 Anywhere Street." The link has a label of "Has Address Of."

In the link chart example, two records were added from a Person search result. The data was transformed into the following entities:

- Jane Doe – Person entity
- Joanna Doe – AKA entity
- 555-55-5555 – SSN entity
- 123 Anywhere Street – Address entity

VIEWING A LINK CHART

When you open a link chart, the application displays a default view including an Entity Table, an Entity Detail, and an Entity Link Chart.



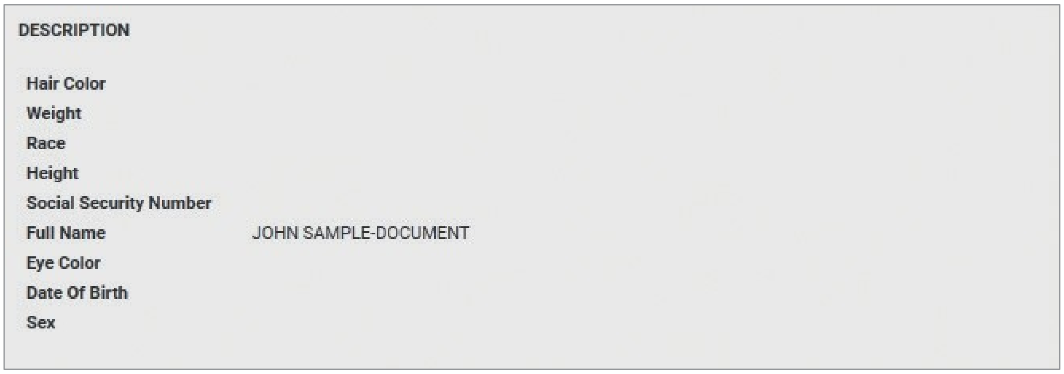
A link chart consists of the following components:

1. Entity Table panel to view associated entities.

VIEW: Jane Link Chart 1

TYPE ▲	LABEL	SOURCE	SAVED DATE
Address	1715 JANESAMPWARD AVENUE, MUSCLE SHOALS AL 35661	DMPERSON	03/27/15 01:17 PM
Address	911 POPULAR LANE RD, ROXBORO NC 99999	DMPERSON	03/27/15 01:17 PM
Address	911 POPULAR LANE RD, DURHAM NC 99999	DMPERSON	03/27/15 01:17 PM
Address	ROXBORO NC 99999	DMPERSON	03/27/15 01:17 PM
Address	240 SUMMIT AVENUE, SAINT PAUL MN 55102	DMPERSON	03/27/15 01:17 PM
Business	BISCUITS BY JANE	DMPERSON	03/27/15 01:17 PM
Business	SAMPDOC RENTALS	DMPERSON	03/27/15 01:17 PM
Business	JANE SAMPLE-DOCUMENT DDS	DMPERSON	03/27/15 01:17 PM
Person	JOHN SAMPLE-DOCUMENT	DMPERSON	03/27/15 01:17 PM
Person	JANE SAMPLE-DOCUMENT	DMPERSON	03/27/15 01:17 PM
Person	JANE E SAMPLE-DOCUMENT	DMPERSON	03/27/15 01:17 PM
Person	SAMPLE-DOCUMENT, JANE	DMPERSON	03/27/15 01:17 PM

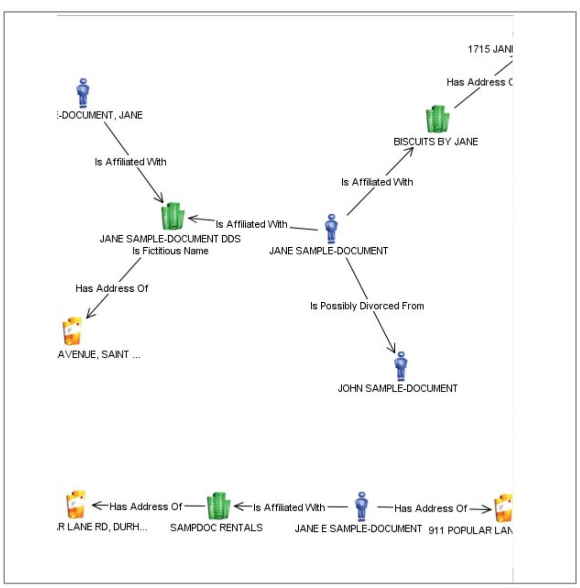
2. Entity Detail panel to view specific entity details.



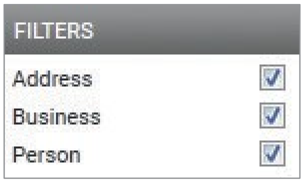
3. Back to My Case Folders icon to return back to the Workspace folder.

4. Link chart toolbar to view and manipulate the link chart.

5. Entities Link chart to display the relationships between entities.



6. Menu icon for search, delete, print, and help features.
7. Entity Filter panel to show or hide specific entities from the table.



Viewing a Full Link Chart

You can view an entire link chart without the entity panels. Perform the following to view a full link chart:

- From the toolbar, select the icon, and then choose Dashboard. The application displays the full link chart view.

To display the entity panels, perform the following:

- From the toolbar, select the icon, and then choose Split. The application displays the link chart with the entity panels.

Using the Link Chart Toolbar

You can use the link chart toolbar to perform the following functions:

- Print on Single Page: Scale the current chart to fit on a single page for printing.
- Print at 100% Scale: Calculate the appropriate number of printed pages to accommodate the chart at full size.
- Page Setup: Provide additional settings for printing.
- Key Entity Emphasis: Highlight the key entities in the link chart.
- Panning Tool: Scroll horizontally or vertically to view an entire link chart.
- Zoom to Area: Zoom focus to a particular area of a link chart.
- Fit to Window: Fit entire link chart in the display window.
- Fit Selection to Window: Fit a particular area of a link chart in the display window.
- Select All: Select all entities, labels, and relationships in a link chart.
- Reorganize: Automatically reorganize the link chart after a manipulation.
- Send to Analyst Notebook: Send any selected items on the current chart in the application to the current chart in Analyst's Notebook.

IMPORTANT NOTE: Only users with the Analyst Notebook application installed on their computer will see this icon.

Exporting Link Charts

The application allows you to export link charts directly into the i2 Analyst Notebook or i2 ChartReader application.

Using the Entity Table

The entity table allows you to view all entities in a link chart. The table identifies each entity with the following information:

- Type: The entity type (such as Person, Phone, Address, etc.).
- Label: The label of the entity displayed on the link chart.
- Source: The source of the entity, which may include a report or a search result.
- Saved Date: Date when the entity was saved to the Workspace folder.

To view entity details, select an entry from the table. The application displays the information in the Entity Detail panel.

Using the Entity Filter

When viewing a link chart, you may want to focus on specific entities. You can use the entity filter to show or hide specific relationships in a link chart. To use the filter, select or unselect the check box for a specific entity. You can perform the filter function in two ways:

- When you unselect a check box, the application hides the entity from the link chart and the entity table. The selected entity has not been deleted from the link chart.
- When you select a check box, the application displays the entity on the link chart and the entity table.

Using the Search Feature

You can search for items in the entity table and the link chart. Perform the following steps for the search feature:

1. In the Link Chart panel, select the Menu icon ☰, and then choose Search. The *Search Criteria* dialog box appears.
2. Enter your search criteria and then select OK. The application highlights any matching results in the entity table and on the link chart that meet your search criteria.

Using the Delete Feature

You can delete items from the entity table or the link chart. Perform the following steps to delete items:

1. Select the item you want to delete. You can select an item on the link chart or the entity table.
2. In the Link Chart panel, select the Menu icon ☰, and then choose Delete. The application deletes the items from the link chart and the entity table.

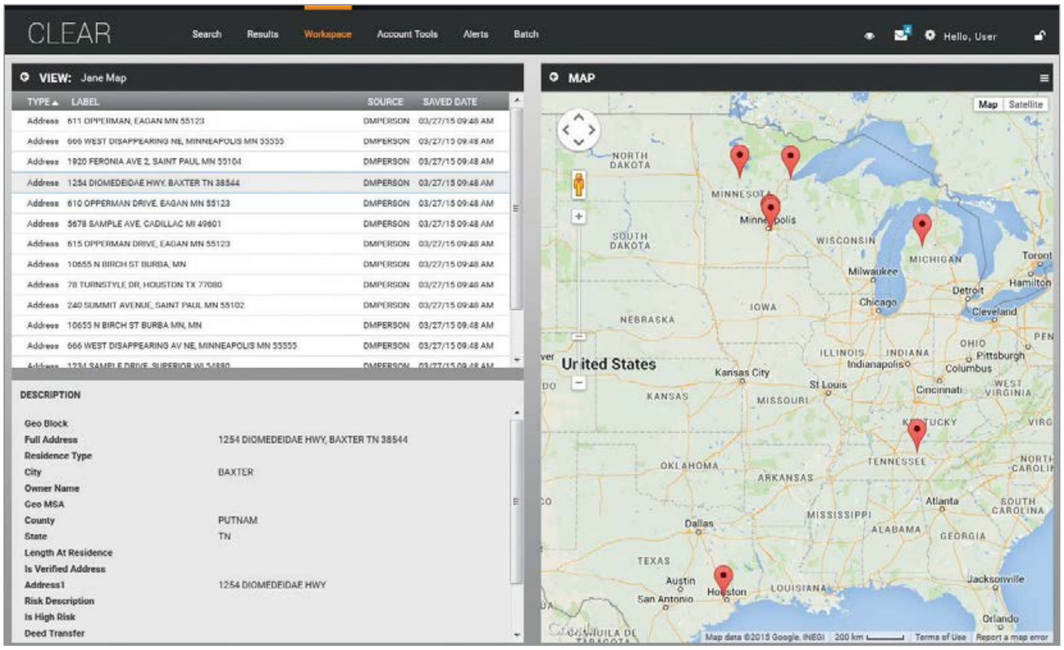
When you delete link chart items, the application does not save these deletions. When you exit to return to the Workspace folder view, the application restores the map to its original state.

WORKSPACE MAPS

Address-based results that are saved to the Workspace can be mapped within the Workspace tool.

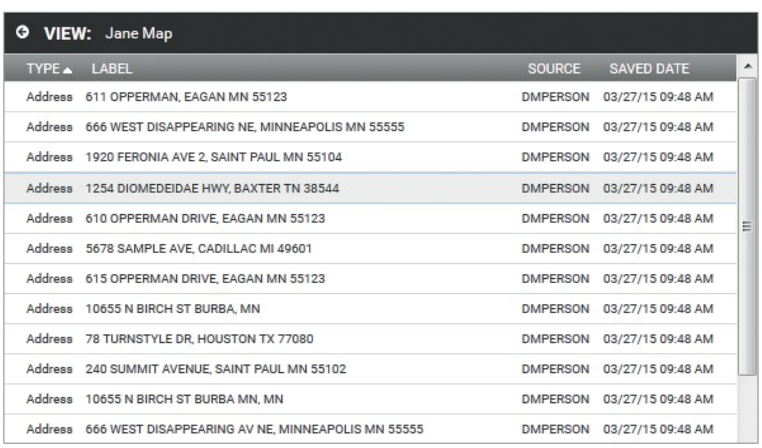
Viewing a Map

When you open a map, the application displays a default view including an Entity Table, Entity Detail, and a Map View.



A map view consists of the following components:

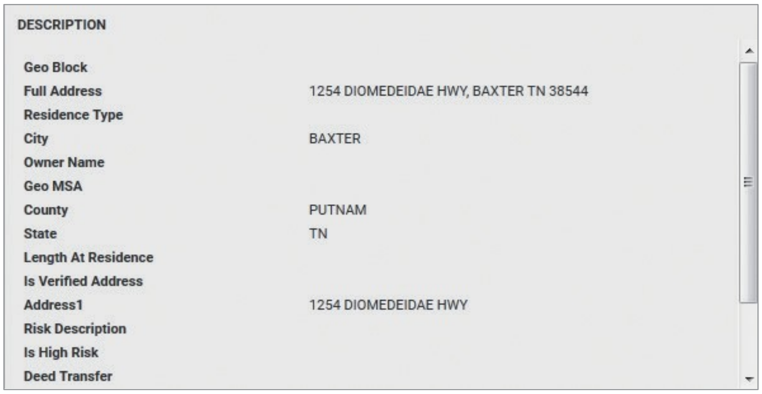
1. Entity Table panel to view associated addresses.



VIEW: Jane Map

TYPE	LABEL	SOURCE	SAVED DATE
Address	611 OPPERMAN, EAGAN MN 55123	DMPERSON	03/27/15 09:48 AM
Address	666 WEST DISAPPEARING NE, MINNEAPOLIS MN 55555	DMPERSON	03/27/15 09:48 AM
Address	1920 FERONIA AVE 2, SAINT PAUL MN 55104	DMPERSON	03/27/15 09:48 AM
Address	1254 DIOMEDEIDAE HWY, BAXTER TN 38544	DMPERSON	03/27/15 09:48 AM
Address	610 OPPERMAN DRIVE, EAGAN MN 55123	DMPERSON	03/27/15 09:48 AM
Address	5678 SAMPLE AVE, CADILLAC MI 49601	DMPERSON	03/27/15 09:48 AM
Address	615 OPPERMAN DRIVE, EAGAN MN 55123	DMPERSON	03/27/15 09:48 AM
Address	10655 N BIRCH ST BURBA, MN	DMPERSON	03/27/15 09:48 AM
Address	78 TURNSTYLE DR, HOUSTON TX 77080	DMPERSON	03/27/15 09:48 AM
Address	240 SUMMIT AVENUE, SAINT PAUL MN 55102	DMPERSON	03/27/15 09:48 AM
Address	10655 N BIRCH ST BURBA MN, MN	DMPERSON	03/27/15 09:48 AM
Address	666 WEST DISAPPEARING AV NE, MINNEAPOLIS MN 55555	DMPERSON	03/27/15 09:48 AM

2. Entity Detail panel to view specific entity details for each address.



DESCRIPTION	
Geo Block	
Full Address	1254 DIOMEDEIDAE HWY, BAXTER TN 38544
Residence Type	
City	BAXTER
Owner Name	
Geo MSA	
County	PUTNAM
State	TN
Length At Residence	
Is Verified Address	
Address1	1254 DIOMEDEIDAE HWY
Risk Description	
Is High Risk	
Deed Transfer	

3. Back to My Case Folders icon to return back to the Workspace folder. MAP
4. Pan functionality to move the map up, down, left, or right.
5. Drag-and-drop icon to view street-level map format.
6. Zoom functionality to increase or decrease the scale of the displayed map.
7. Menu icon for search, delete, print, and help features.
8. Buttons to view different map formats. Map | Satellite
9. Map icons to define the geospatial location for each address.

Viewing a Full Map

To view an entire map without the entity panels, perform the following:

- From the toolbar, select the Customize Your View icon, and then choose Dashboard.
  The application displays the full map view.

To display the entity panels with the map, perform the following:

- From the toolbar, select the Customize Your View icon, and then choose Split.
  The application displays the map with the entity panels.

Viewing Map Formats

The application displays the map format as the default view. You can also display different formats of the map. Map | Satellite

Viewing Map Locations

On the map, an icon identifies each address. To view location information, select a map icon and the application displays the information.

Viewing a Map in Street View

In addition to the available formats, you can also use the drag-and-drop Pegman icon to view the street-level format. Perform the following to view a map in street-level format:

Drag and drop the Pegman icon to a designated area of the map to view street-level imagery.

Street-level imagery may not be available in all areas. The Pegman icon displays a green circle indicator for areas with street-view imagery available.

To return to the default map format, perform the following:

- Select the Exit icon in the right corner to exit street-level format.

Using the Entity Table

The entity table allows you to view all address entities. The table identifies each entity with the following information:

- Type: Defines the entity type. For maps, there will only be Address entities.
- Label: Defines the address label.
- Source: Defines the source of the entity, which may include a report or search result.
- Saved Date: Defines when the entity was saved to the Workspace folder.

To view entity details, select an entry from the table. The application displays the information in the Entity Detail panel.

Using the Search Feature

You can search for items in the entity table and the map. Perform the following steps for the search feature:

1. In the Map panel, select the Menu icon, and then choose Search. The *Search Criteria* dialog box appears.
2. Enter your search criteria and then select OK. The application highlights any matching results in the entity table and on the map that meet your search criteria.

Using the Delete Feature

You can delete items from the entity table or delete addresses from the map. Perform the following steps to delete items:

1. Select the item you want to delete. You can select an item on the map or the entity table.
2. In the Map Panel, select the Menu icon, and then choose Delete. The application deletes the items from the map and the entity table.

When you delete map items, the application does not save these deletions. When you exit to return to the Workspace folder view, the application restores the map to its original state.

Using the Print Feature

You can print the map portion of the view. Perform the following steps to print a map:

1. In the Map panel, select the Menu icon, and then choose Print. The application displays the *Print* dialog box.
2. Select Print. The application prints the current view of the map.

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ALERTS

The application allows you to create an alert for a person or business subject from a search result. The Alerts feature automatically monitors the status of selected record data content at time intervals you select (e.g., daily, weekly, etc.).

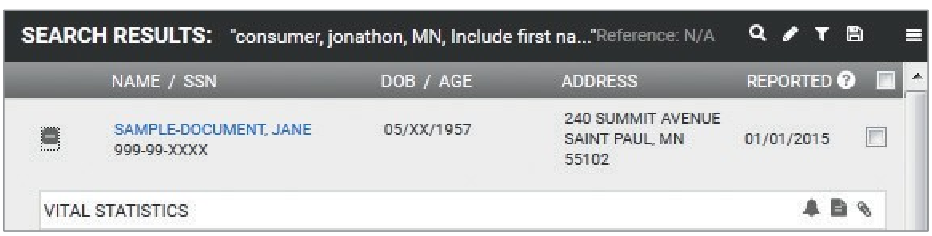
Alerts are separated into the following categories:

- Specific Attributes
- Person Information
- Business Information
- Potential Assets
- Potentially Adverse
- Licenses
- Healthcare Provider Information

When modifications or new facts are added to the record data, the application sends a notification to keep you updated with the most current information.

Creating Alerts

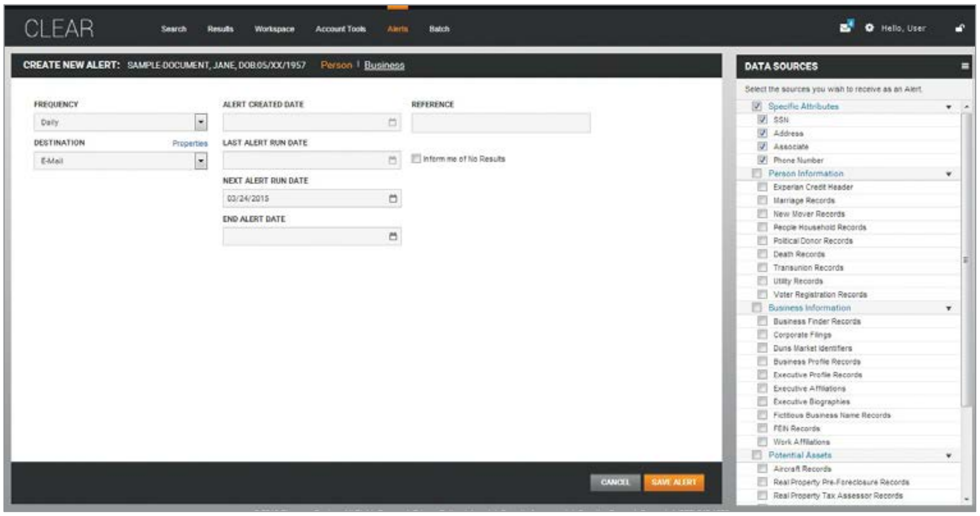
When you perform a Person search or a Business search, or use the Contact View Dashboard tool, the application gives you the option of creating an Alert.



When you create an alert for a person or business subject, you select delivery settings and the data source record content you want to monitor. This flexibility allows you to receive notifications of specific content at your selected time interval.

Based on the feature, perform the following:

1. For a Person or Business search, expand the result group of the search results to view the Vital Statistics section.
   - For the Contact View Dashboard tool, select the result group of the search results to view contact details.
   - In some cases, you will not see a Create/Edit Alert icon because the subject has limited information and the application is unable to create Alerts.
2. Select the Create/Edit Alert icon . The application presents the Create New Alert page.



3. Specify the delivery settings options for your Alert notifications.

Delivery Setting	Functionality
Frequency	The time interval at which you want to receive alerts. The frequency options include the following: • Daily • Weekly • Biweekly • Monthly • Save Choosing the **Save** option allows you to manually run the alert from the Alert Directory on the **My Alerts** page.
Destination	The type of notification you want to receive for a new alert. The destination options include the following: • E-Mail • Notify at Sign On When selecting the **E-Mail** option, you must select the **Properties** link and enter one or more email addresses. To save your email address(es), select the **Save As Default** check box. This feature allows the application to automatically use this email default for each new Alert until update your email address(es).
Alert Created Date	The date the alert was first created. The application automatically generates this date.
Last Alert Run Date	The last date an alert was executed. The application automatically generates this date.
Next Alert Run Date	The date you want to start monitoring changes for the alert. The application defaults this date to the next calendar day. You can modify this date to a future date of your choice.
End Alert Date	The date you want to end monitoring changes for the alert.
Reference	Free-form text value for your reference.
Inform me of No Results	Check box to receive notifications on an alert even if there are no results.

4. Expand each data source category and select the record content you wish to receive as an alert. The application selects all record content in the Specific Attributes category by default. You may remove public record content in this category if you do not want to include them in alert monitoring.
5. Select Save Alert. The application saves the alert and returns you to the Search Results page.

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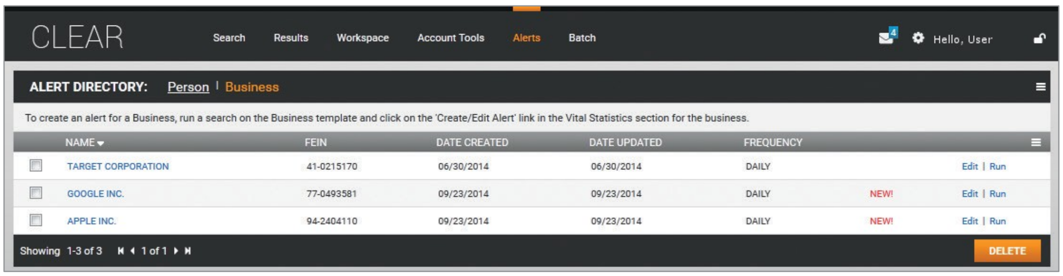
Managing Alerts

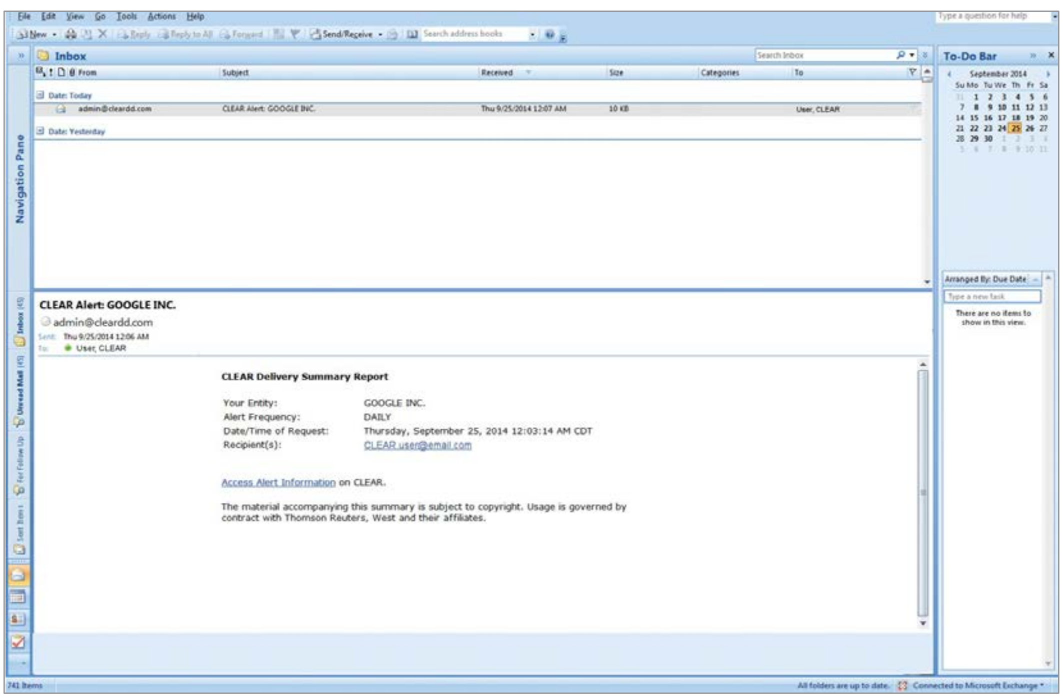
The Alerts feature displays a directory and allows you to manage alerts for person and business subjects. The application defaults to the Person alert directory, which displays alerts for person subjects. The Business link displays alerts for business subjects. Both directories have the same navigation.

ALERT DIRECTORY

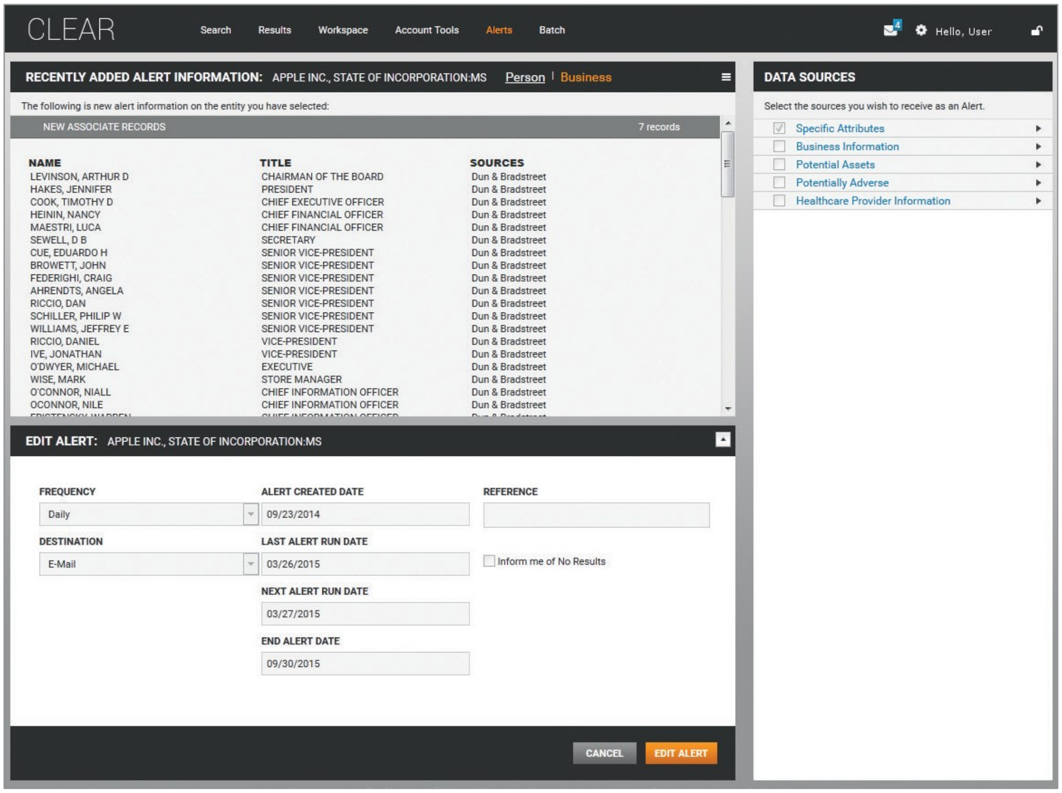


ALERT RESULTS

When there is a new piece of information for the subject of an alert, you will receive an email letting you know the subject that has an alert.

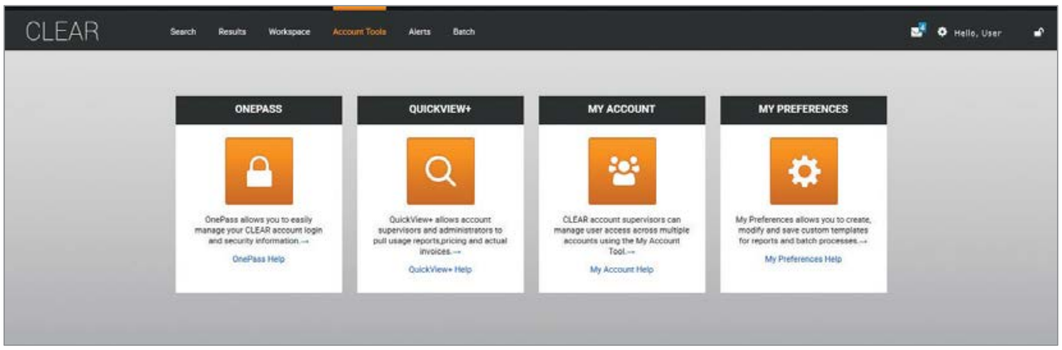


When you log into CLEAR and go to the Alert directory, any alerts with new information will feature the NEW! icon NEW! . Clicking the Run link will bring you to the new information for the alert.



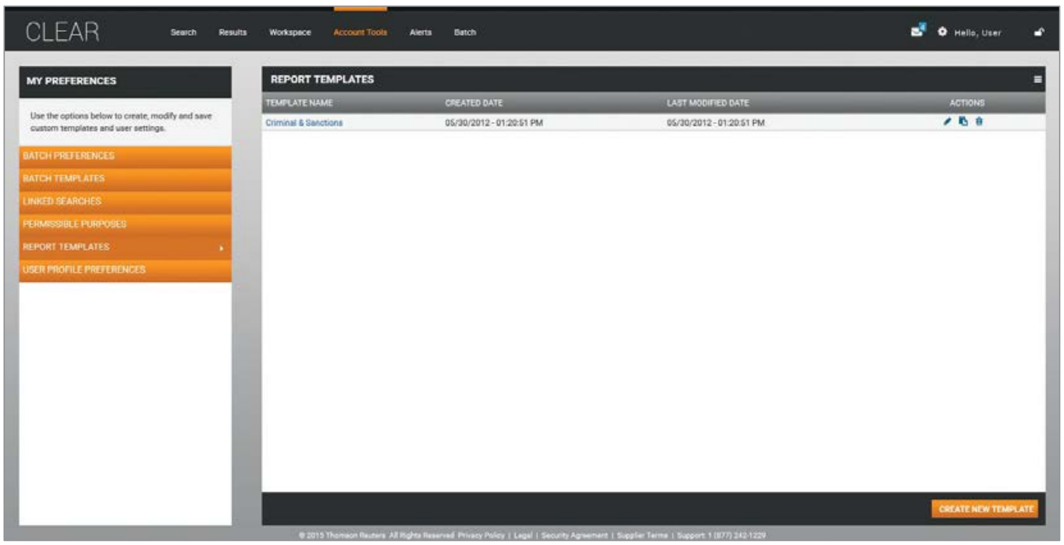
6 ACCOUNT TOOLS

Users can access the Account Tools page from the toolbar menu. The Account Tools page has links to One Pass, Quickview+, and My Account. The My Preferences page has preference options for use within the CLEAR application.



7 MY PREFERENCES

My Preferences includes various preference settings for different features and functionality that are available in CLEAR. Depending on subscription and features available, users will have preferences for Batch, Batch Templates, Linked Searches, Permissible Purposes, Report Templates, and User Profile Preferences.



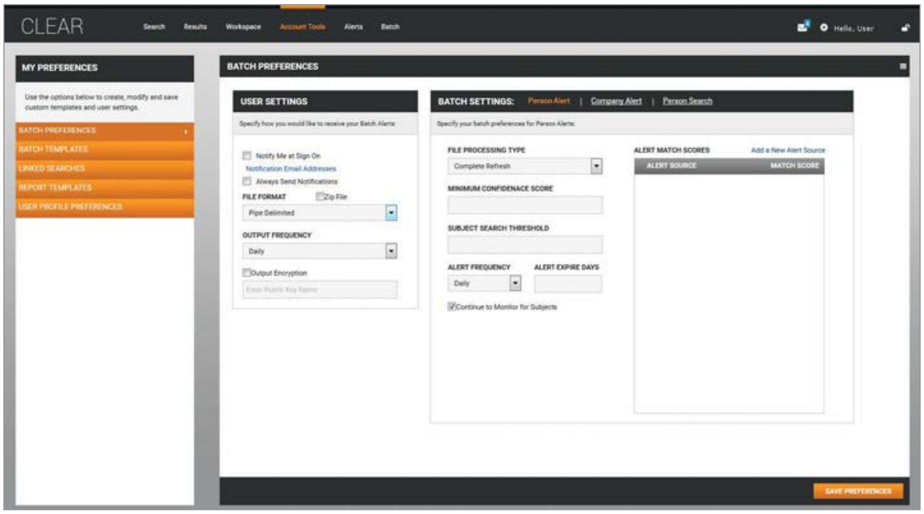
PREFERENCE NAVIGATION

The orange panel on the left allows users to navigate to their different Preferences options. Clicking on a Preference will show the options on the right-hand side of the screen.

Batch Preferences

Before you can execute a batch request, you must configure your batch preferences. This functionality allows you to define your user settings as well as your alert and/or search preferences.

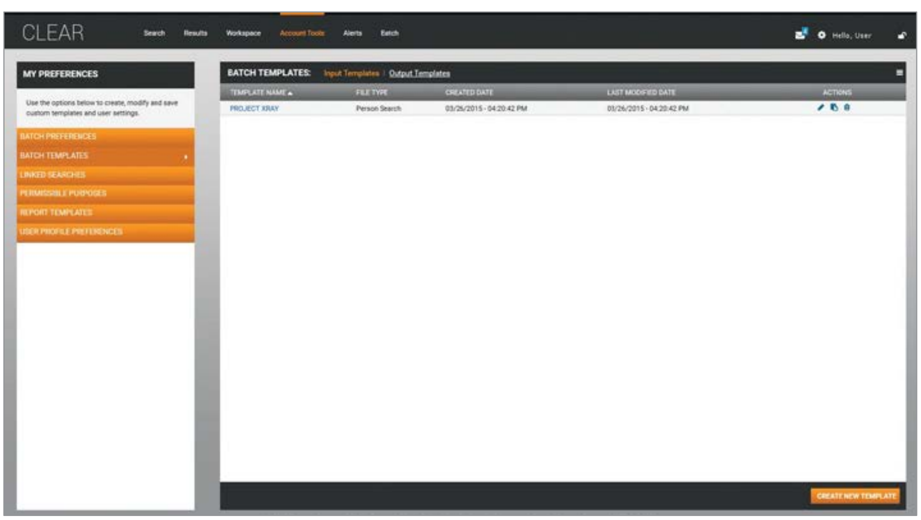
You can configure your Batch Preferences by selecting Account Tools on the navigation toolbar, selecting the My Preferences tab, and then selecting the Batch Preferences tab. You can also access this functionality by selecting the Menu icon and then choosing Batch Preferences on the Batch Alerts page and/or Batch Search page.



Batch Template Preferences

The Batch Templates feature allows you to customize content to meet your specific needs.
The application provides two batch template types:

- Input Template: Allows custom data mapping of subject search criteria. Available for both batch alerts and batch searches.
- Output Template: Allows custom data mapping of batch results. Available for batch searches only.

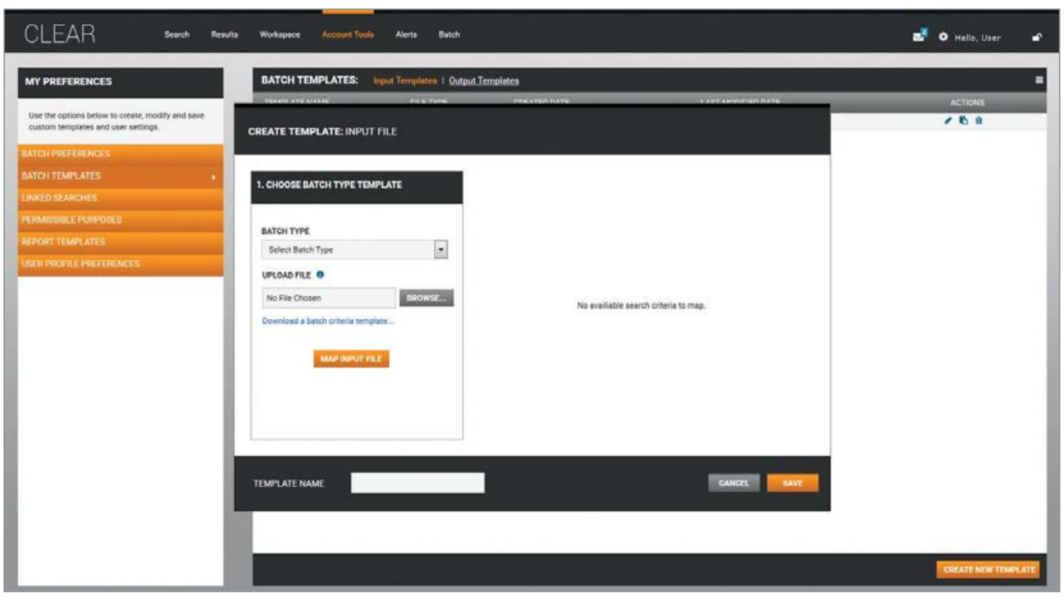


The Batch Template Preferences includes the following features:

1. Status bar with template name, created date, and last modified date.

2. Feature bar icons with the following functions:
   - Edit icon: Edit an existing report template. 
   - Copy icon: Copy an existing report template. 
   - Delete icon: Delete an existing report template. 
3. Menu icon  with the following option:
   - Help: Instructions and information to understand the report template feature.
4. Button to create a report template.

Create New Template



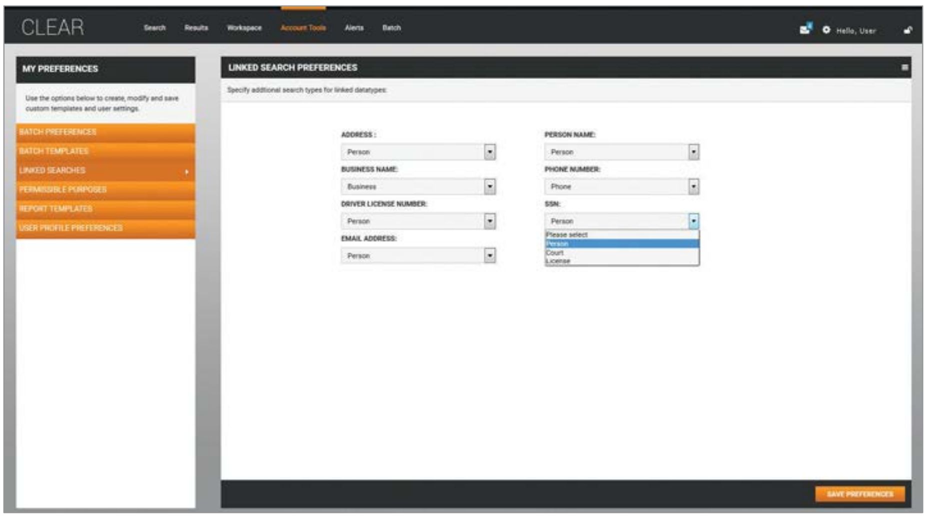
Linked Searches Preferences

This preference feature allows you to define the default search type for each linked data element. When you define these preferences, the application will use these values as the default for all applicable linked searches.

Perform the following to define your Linked Searches preferences:

1. Select the default search type for each applicable linked data element.
2. Select Save Preferences. The application saves the default search type for each linked data element.

For data elements that do not have a default search type, the application displays a dialog box for you to choose a search type when executing a linked search.



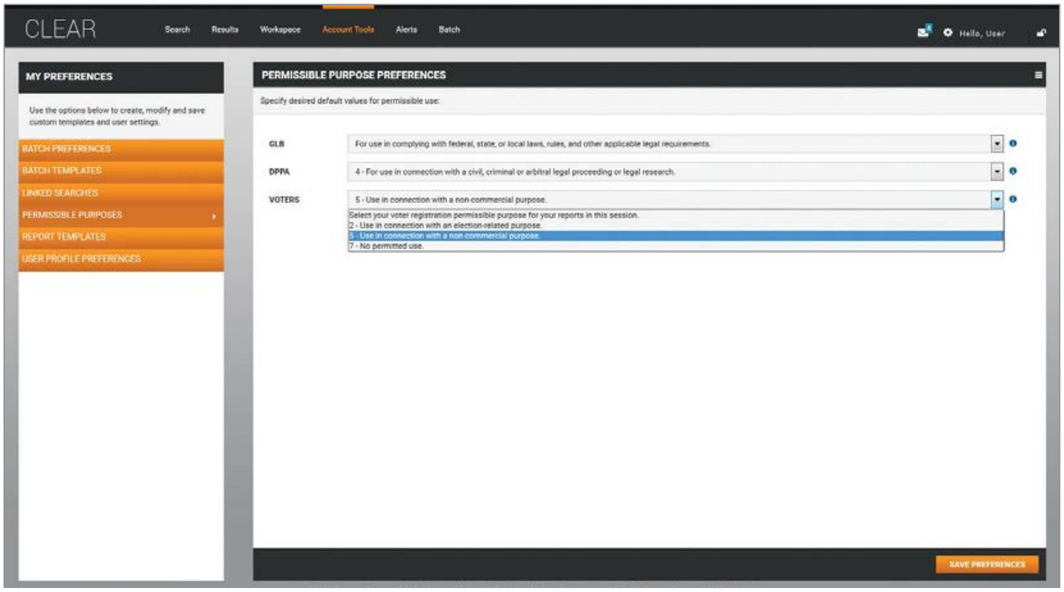
Permissible Purpose Preferences

This preference feature allows you to define default values for your permissible purpose. When you define this preference, the application will use these values as the default for all applicable searches.

Perform the following to define your Permissible Purpose preferences:

1. Select the default value for each applicable permissible use: GLB, DPPA, and Voters.
2. Select Save Preferences. The application saves the permissible purpose default values.

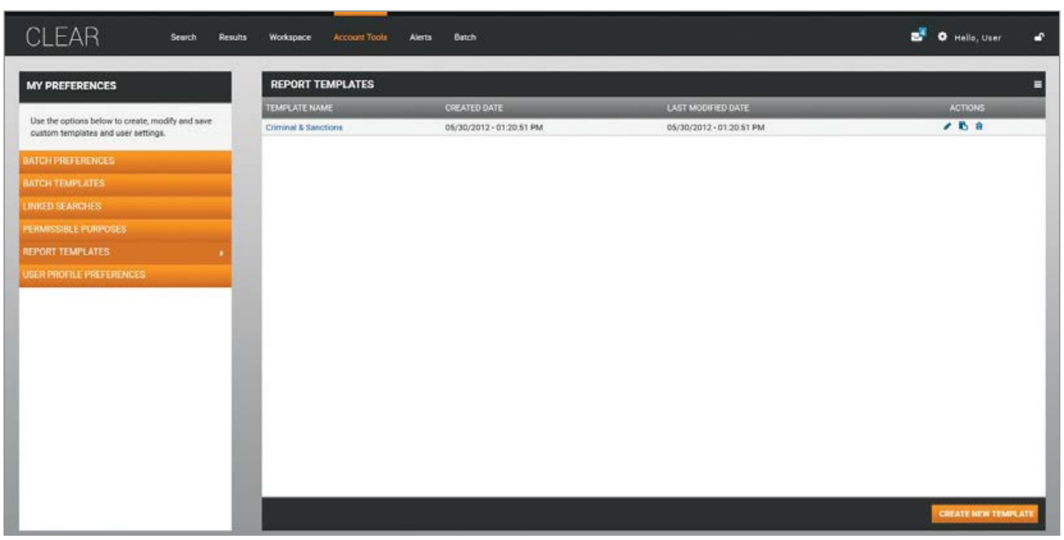
You may also modify your permissible purpose default values on the Login page and any applicable Search page by selecting the Save as Default check box. Any changes will also be updated on the Permissible Purpose Preferences page.



Report Template Preferences

A report template allows you to customize content for your specific needs. With this feature, you can select which sections of the report are returned and the display order. You can create a report template and set customization options. You can create up to 10 report templates.

The Report Template feature can be accessed by selecting Account Tools on the navigation toolbar, selecting the My Preferences icon, and then choosing the Report Templates tab.



The Report Template Preferences includes the following features:

1. Status bar with template name, created date, and last modified date.

TEMPLATE NAME ▲	FILE TYPE	CREATED DATE	LAST MODIFIED DATE	ACTIONS
PROJECT XRAY	Person Search	03/26/2015 - 04:20:42 PM	03/26/2015 - 04:20:42 PM	

2. Feature bar icons with the following functions:
   - Edit icon: Edit an existing report template.
   - Copy icon: Copy an existing report template.
   - Delete icon: Delete an existing report template.
3. Menu icon with the following option:
   - Help: Instructions and information to understand the report template feature.
4. Button to create a report template.

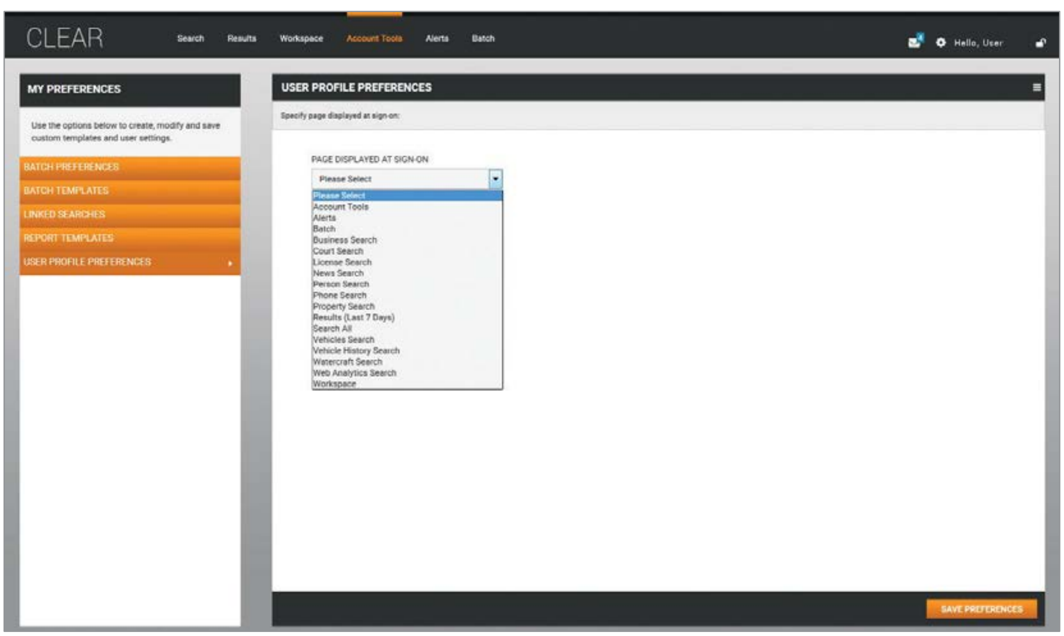
CREATE NEW TEMPLATE

User Profile Preferences

This preference feature allows you to define the default view at sign-on. You can choose from search pages and features available with your user account.

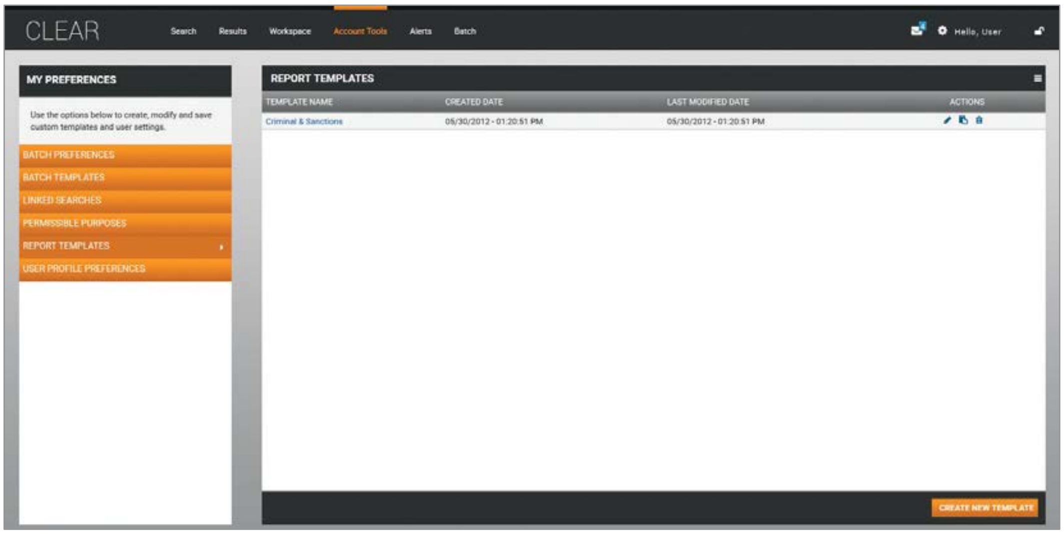
Perform the following to define your User Profile preferences:

1. Select the default page or feature to display at sign-on.
2. Select Save Preferences. The application saves your selection as the default view at sign-on.



8 CUSTOM REPORT TEMPLATES

A report template allows you to customize content for your specific needs. With this feature, you can select which sections of the report are returned and the display order. You can create a report template and set customization options. You can create up to 10 report templates.



The Report Template feature can be accessed by selecting Account Tools on the navigation toolbar, selecting the My Preferences icon and then choosing the Report Templates tab.

1. Status bar with template name, created date, and last modified date.

2. Feature bar icons with the following functions:
   - Edit icon: Edit an existing report template.
   - Copy icon: Copy an existing report template.
   - Delete icon: Delete an existing report template.
3. Menu icon with the following option:
   - Help: Instructions and information to understand the report template feature.
4. Button to create a report template.

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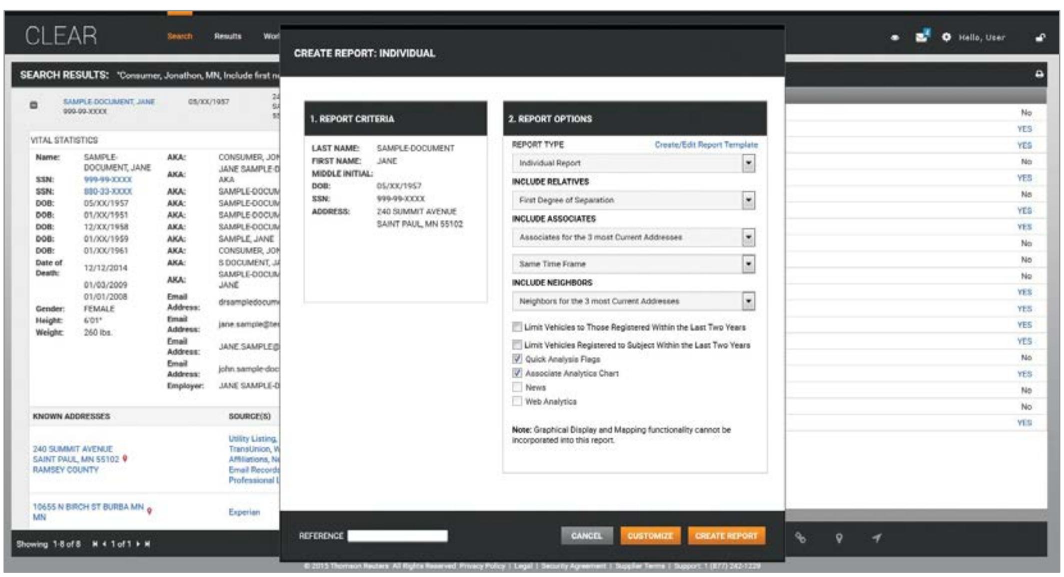
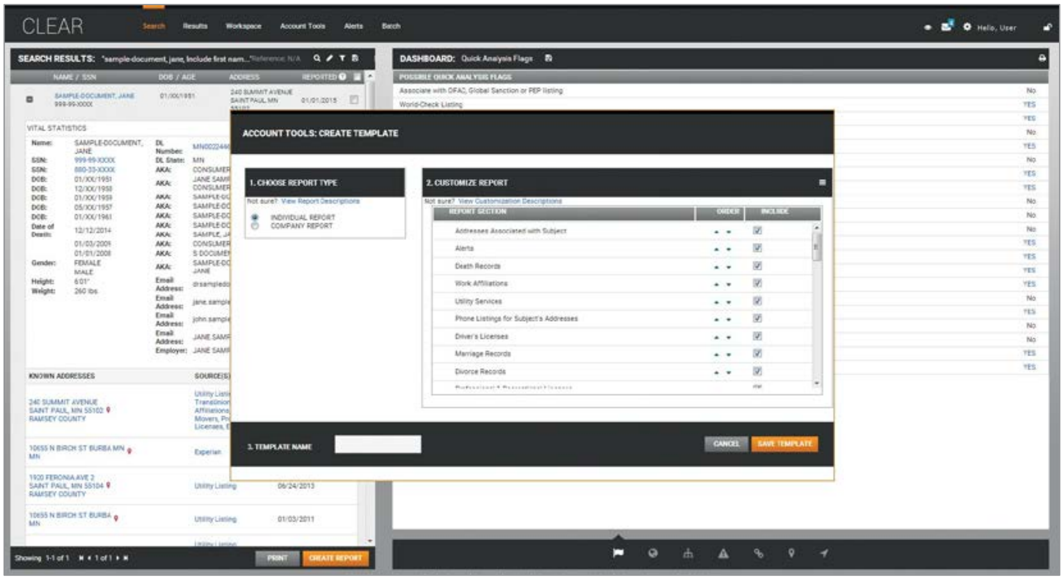
CREATING REPORT TEMPLATES

Perform the following to create a report template:

1. Select Account Tools on the navigation toolbar, select the My Preferences icon and then choose the Report Templates tab. The application displays a list of existing report templates. In the *Account Tools* menu, select Create New Template. The Create New Template dialog box appears.
2. In the Report Type panel, select a report type for the template.
3. In the Customize Report panel, add or remove report sections and choose the display order. Using the Menu icon, you can also select from the following options:
   - Restore Defaults: Restore template to the default settings.
   - Select All: Add all report sections to the template.
   - Select None: Remove all report sections from the template.
   - Expand All: Expand report sections with customization options.
   - Collapse All: Collapse report sections with customization options.
4. If applicable, add customization options for certain report sections. See Using Report Options (page 24) for more information.
5. Enter a name for the template.
6. Select Save Template.

You can also access this functionality from the Create Report screen by clicking the Create/Edit Report Template link. On that screen you will be able to use the same functionality as listed above to create a new template during your workflow.





MANAGING REPORT TEMPLATES

Perform the following steps to copy or edit a report template:

1. Select Account Tools on the navigation toolbar, select the My Preferences icon and then choose the Report Templates tab. The application displays a list of existing report templates.
2. To copy a template, select the Copy icon. To edit a template, select the Edit icon.
3. If applicable, add or remove report sections, update customization options, or change the display order.
4. For a template copy, enter a name for the template.
5. Select Save Template.

DELETING REPORT TEMPLATES

Once a template has been deleted, you cannot recover it. Exercise caution in deleting template.

Perform the following steps to delete a template:

1. Select Account Tools on the navigation toolbar, select the My Preferences icon and then choose the Report Templates tab. The application displays a list of existing report templates.
2. Select the Delete icon of the report template you want to remove. The *Delete Confirmation* dialog box appears.
3. Select OK. The application deletes the template.

NOTE: You cannot restore a report template once deleted.

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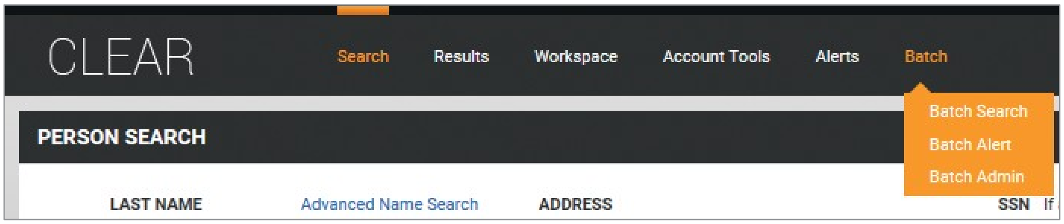
9 BATCH

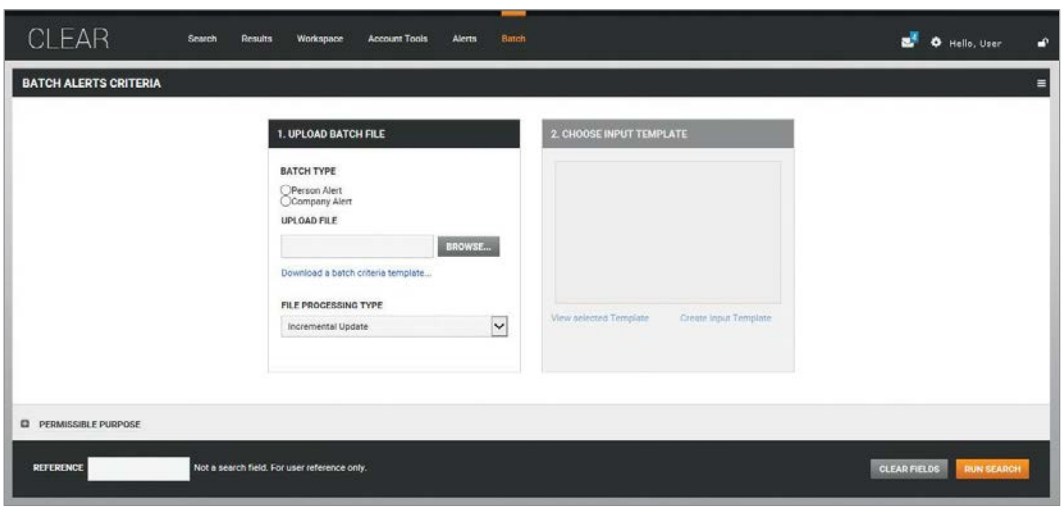
You can upload a large number of subjects via an input file for the following batch processes:

- Batch Search: Obtain search results of subjects that match input criteria.
- Batch Alerts: Monitor any status changes of subjects to receive alert notifications.



BATCH ALERTS

The Batch Alerts feature allows you to submit a large number of subjects to monitor status changes and receive alert notifications.



You must configure your Batch Preferences before you can submit a batch alert request.

Perform the following steps to create a batch alert:

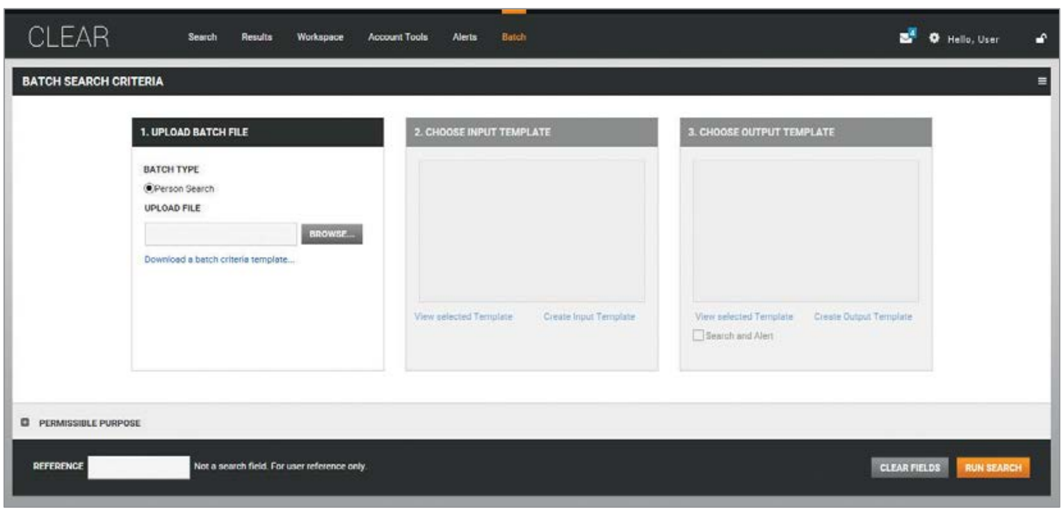
1. Select Batch from the navigation toolbar and then choose Batch Alerts. The application displays the *Batch Alerts Criteria* page.
2. On the Upload Batch File panel, choose a batch type.
3. Select Browse to upload an input file from your computer or download a batch criteria template.

4. If applicable, update the File Processing Type. When resubmitting an input file of edited alerts, select Incremental Update as the File Processing Type. See Resubmitting Edited Alerts (page 101) for more information.
5. On the Choose Input Template panel, select a template. You can select the View selected Template link to review the current mapping and make changes if necessary. If no Input Templates are available, select the Create Input Template link.
6. If applicable, update your Permissible Purpose.
7. Enter an optional Reference to identify your batch request.
8. Select Run Search.

When you submit a batch alert, the application executes the request and displays the Batch Results page with the batch status. Once available, you can view the batch results. The application stores batch results for 7 days.

BATCH SEARCH

The Batch Search feature allows you to submit a large number of subjects to obtain search results that match the input criteria.



You must configure your Batch Preferences before you can submit a batch search request.

Perform the following steps to create a batch search:

1. Select Batch from the navigation toolbar and then choose Batch Search. The application displays the *Batch Search Criteria* page.
2. On the Upload Batch File panel, choose a batch type.
3. Select Browse to upload an input file from your computer or download a batch criteria template.

4. On the *Choose Input Template* panel, select a template. You can select the View selected Template link to review the current mapping and make changes if necessary. If no Input Templates are available, select the Create Input Template link.
5. On the *Choose Output Template* panel, select a template. You can select the View selected Template link to review the current mapping and make changes if necessary. If no Output Templates are available, select the Create Output Template link. See Creating Output Templates (page 97) for more information.
6. If applicable, select the Search and Alert check box.
7. If applicable, update your Permissible Purpose.
8. Enter an optional Reference to identify your batch request.
9. Select Run Search.
10. If applicable, define your Search and Alert options and select Continue. For more information, see Using Search and Alert (page 99).

When you submit a batch search, the application executes the request and displays the Batch Results page with the batch status. Once available, you can view the batch results. The application stores batch results for 7 days.

BATCH TEMPLATES

The Batch Templates feature allows you to customize content to meet your specific needs. The application provides two batch template types:

- Input Template: Allows custom data mapping of subject search criteria. Available for both batch alerts and batch searches.
- Output Template: Allows custom data mapping of batch results. Available for batch searches only.

The application allows you to create up to 20 Input Templates and 20 Output Templates. See Creating Output Templates (page 97) for more information.

Using a Batch Criteria Template

The application provides batch criteria templates that you can download and save as Input Templates. This functionality may be beneficial if you would like to use a pre-formatted file to enter your subject search criteria. You can choose from the following template types:

- Pipe Delimited
- CSV (Comma Separated Value)
- Excel

If you have an existing file that contains your subject search criteria and it qualifies as a valid file type, you can upload the custom file, map search criteria, and then save as an Input Template. See Mapping Search Criteria (page 96) for more information.

XML Batch Criteria Templates

The XML template type can be downloaded and used for batch alert requests but it is not applicable to be saved or used as an Input Template.

Mapping Search Criteria

If you have an existing file that contains your subject search criteria and it qualifies as a valid file type, you can upload the custom file, map search criteria, and then save as an Input Template. When mapping data to your custom file, minimum search criteria must be provided for batch results.

The following is an example of how to map search criteria for an Input Template.

User Data Column	Input Template Search Criteria Column
First	FIRST NAME
Last	LAST NAME
Social Security #	SSN
Street	STREET
City	CITY
State	STATE
Zip Code	ZIP
ID Code #	REQUEST ID
Department #	USER DATA FIELD 2
Department Name	USER DATA FIELD 3
Collected By	USER DATA FIELD 1
Reviewed By	Skip This Column
Date Tracked	Skip This Column
Closed Date	Skip This Column

A user has an existing valid file (Persons_of_Interest.xls) that contains subject information that can be used for a batch request. Instead of downloading the batch criteria template and entering search criteria data, the user uploads this existing file.

The custom batch file contains a total of 14 column headers. Only certain columns are applicable as search criteria. Other columns consist of internal user data not relevant to a batch request.

When the user uploads the custom batch file, the application identifies all 14 column headers. The default mapping for each user column header is “Skip this Column.” The application ignores all column headers with this specified mapping when executing a batch request.

In this example, the user maps each column header to the appropriate search criteria column header in the Input Template as follows:

User Data Column	Input Template Search Criteria Column
First	FIRST NAME
Last	LAST NAME
Social Security #	SSN
Street	STREET
City	CITY
State	STATE
Zip Code	ZIP
ID Code #	REQUEST ID
Department #	USER DATA FIELD 2
Department Name	USER DATA FIELD 3
Collected By	USER DATA FIELD 1
Reviewed By	Skip This Column
Date Tracked	Skip This Column
Closed Date	Skip This Column

Creating Output Templates

You can create Output Templates to define custom output fields for batch search results. You can create Output Templates by using one of the following:

- My Preferences
- Batch Criteria

MY PREFERENCES

You can map one or more Output Templates prior to submitting batch search requests. You can access this functionality by selecting Account Tools on the navigation toolbar, selecting the My Preferences icon, and then selecting the Batch Templates tab.

Perform the following to create a Batch Output Template:

1. Select the Output Templates link.
2. Select Create New Template. The Map Output File Template dialog box appears.
3. Select a batch type. The application displays the default output fields for the batch type.
4. Select the Add Another Output Field link. The application displays all available output fields for the batch type.
5. Select the output field(s) to include in a batch search result and then select Continue. The application displays the selected output fields.
6. If applicable, change the display order of the output fields.
7. Enter a name for the Output Template.
8. Select Save.

BATCH CRITERIA

You can map an Output Template file during a batch request. Perform the following to create a Batch Output Template:

1. Select the Create Output Template link. The application displays the default output fields for the batch type.
2. Enter a name for the Output Template.
3. Select the Add Another Output Field link. The application displays all available output fields for the batch type.
4. Select the output field(s) to include in a batch search result and then select Continue. The application displays the selected output fields.
5. If applicable, change the display order of the output fields.
6. Select Save.

Managing Batch Templates

The application allows you to copy and edit existing batch templates. Perform the following steps to copy or edit a batch template:

1. Select Account Tools on the navigation toolbar and then select the My Preferences icon.
2. Select the Batch Templates tab.
3. Select the Input Templates link or the Output Templates link. The application displays available batch templates.
4. To copy a template, select the Copy icon. To edit a template, select the Edit icon.
5. If applicable, modify any data mappings for the template.
6. For a template copy, enter a name for the template.
7. Select Save.

Deleting Batch Templates

The application allows you to delete existing batch templates. You cannot restore a batch template once deleted.

Perform the following steps to delete one or more batch templates:

1. Select Account Tools on the navigation toolbar and then select the My Preferences icon.
2. Select the Batch Templates tab.
3. Select the Input Templates link or the Output Templates link. The application displays available batch templates.
4. Select the Delete icon.
5. Select OK on the Delete Confirmation dialog box.

USING SEARCH AND ALERT

If you have both the Batch Search and Batch Alert features, the Search and Alert functionality allows you to submit a large number of subjects to obtain search results that match the input criteria and then monitor any subject status changes to receive alert notifications.

For applicable batch searches, you can initiate this functionality by selecting the Search and Alert check box in the Choose Output Template panel. When you select Run Search, the application displays the Search and Alert dialog box where you can further define your options.

Changing the values of these options are only applicable for that specific batch request and will not be saved. If you want to change your alert preferences for the batch alert type, you must go to Batch Preferences to make the modifications.

The following Search and Alert options are available:

- Alert Preferences: The default values are based on the Batch Alert Settings defined for the batch alert type. You can modify for these values or keep the default values.
- Alert Match Score: The default alert sources are associated with the output fields that you have selected for the batch search. You can modify alert sources by selecting the Add A New Alert Source link or keep the default alert sources. You can also modify the match score for each alert source or keep the default match score.

After you have defined your Search and Alert, select Save to execute the batch request.

BATCH RESULTS

Perform the following steps to view batch results:

1. Select Results on the navigation toolbar and then choose Batch Results.
2. Select the Available link for the batch results you want to view. The application displays the Batch Export Summary dialog box with details about the batch results.

When applicable, you can select an active link on the Batch Export Summary dialog box, the application displays a File Download dialog box. You can select Open to view the file or select Save to store the file to a location on your computer.

Batch Search Results

When you select to view the results of a batch search, the application provides the following details on the Batch Export Summary dialog box:

- Subject(s) submitted: Number of subjects submitted in the batch request.
- Subject(s) found with results: Number of matching results for subjects submitted in the batch request.
- Subject(s) with no Results: Number of no matching results for subjects submitted in the batch request.
- Errors: Number of subjects that encountered system processing errors.
- Validation Errors: Number of subjects with validation errors, which may include invalid search criteria.

Batch Alert Results

When you select to view results of a batch alert response file, the application provides the following details on the Batch Export Summary dialog box:

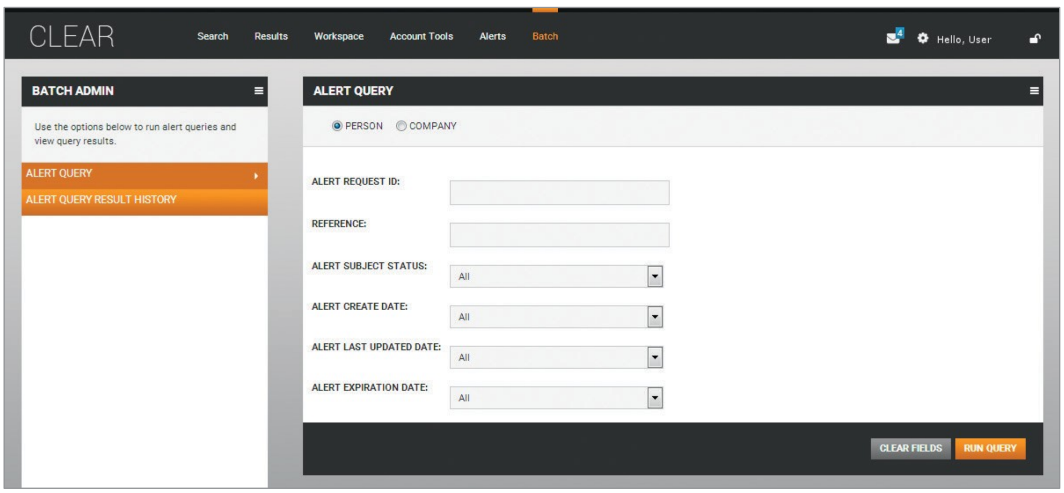
Person Alerts: Number of person subject alerts and associated documents with status changes.

Company Alerts: Number of company subject alerts and associated documents with status changes.

BATCH ADMIN FEATURES

Batch Admin features allow you to manage your existing alerts.

With the available features, you can enter criteria to create a query of your existing alerts and then export the query results. Once downloaded to your computer, you can edit subject criteria and other alert request details. You can then resubmit these updated alerts for processing.



The following features are available:

- Alert Query
- Alert Query Results History

Alert Query

The Alert Query feature allows you to enter criteria to create a query of your existing alerts and then export the query results.

Perform the following steps to create an alert query:

1. Select Batch from the navigation toolbar and then choose Batch Admin.
2. Select the Alert Query tab.
3. Enter data for the applicable search fields. Select Clear Fields to reset your query.
4. Select Run Query. The application executes the query and then displays the number of your existing alerts that match the criteria.
5. Select Export to process the query results. Select Cancel to return to the Alert Query page.

When you choose to export the query results, the application executes the request and displays the Alert Query Results History page with the export status. Once available, you can download the query results file to your computer. The application stores all query results for 7 days.

Alert Query Results History

When you choose to export the query results, the application executes the request and displays the export status on the Alert Query Results History page. Once available, you can download the query results to your computer. The application stores all query results for seven days.

Perform the following steps to download the query results:

1. Select Batch from the navigation toolbar and then choose Batch Admin.
2. Select the Alert Query Request History tab.
3. Identify the query results file to export and then select the Download link.
4. Select to open or save the file to your computer.

The application downloads the query results in the system default Person or Company Input File and uses the file format defined in Batch Preferences.

Resubmitting Edited Alerts

If you edit any specific subject criteria and/or other alert request details, you can resubmit these alerts for processing using the same steps as Batch Alerts.

When you upload the updated file, you need to select Incremental Update as the File Processing Type so that the application can process the modifications to the existing alerts.

The application automatically maps the updated data using the system default Input Template. You can then resubmit the updated file and the application executes the batch alert request.

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