

Visual Compliance: Initiating a Restricted Party Screening

Use **Visual Compliance** to check federal restricted parties lists for export compliance during international transactions.

Note: Only use this tool for University Business. All searches conducted Visual Compliance are screened continually over a five year period.

The screenshot shows the 'Standard Search' form in the Descartes Visual Compliance Research Edition. The form includes fields for Name, Company, Address (street number, street name, extension), City, State, Country, and Zip Code. There is also a Comment field and checkboxes for ECCN, Dynamic Screening, and search parameters (Exact, Fuzzy, Stemming, Thesaurus, Field Specific). A 'SCREEN' button is located at the bottom right of the form. Numbered callouts 1 through 4 highlight the Name/Company fields, the Comment field, the search parameters, and the SCREEN button respectively.

1. Enter the information you have for the individual (**Name**) or business/entity (**Company**) and select the corresponding (**Country**).
2. Include basic information about the transaction that will help you later identify this screen among thousands of other screenings in the **add comments** field. For example, this can be a unique identifier associated with the screening.
3. Select your search parameters, Exact, Fuzzy, Stemming, Thesaurus, and/or Field Specific according to the type of search. All other fields should be left in their default state.

Parameter Options	For Company Searches	For Individual Name Searches
Exact		✓
Fuzzy Note: The fuzzy level should always be set to 2.	✓	
Stemming		✓
Thesaurus		✓
Field Specific	✓	✓

4. Click the **Search** button.