

Restricted Party Screening

Quick Reference Guide

Visual Compliance [login](#)

To determine who should be screened and who should conduct the screening refer to [RPS Screening Responsibilities](#). If you are still unsure, please contact export@arizona.edu.

Conduct Screens

- To screen an individual or entity use **Standard Search**.
 - Whenever possible, include:
 - **Name/Company:** Complete names (including middle initials, if known).
 - **Address:** Partial addresses are acceptable, even a country name can be helpful.
 - **Comment:** Always include a brief description that will identify the purpose of the screening to *any* reviewer at a later date.
 - **Search Parameters:** In most cases, the preferred setting is Fuzzy Level 2.
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Review/Resolve Results

- **No match results** - If there are no match results, no action is required
 - **False match results** - If it can be determined there is a false match result, clear the alert, enter the clearance criteria (e.g., if the name is not a match, use “Cleared by name”), and save.
 - **Potential match results** - If there is a potential match result, or you are unsure, escalate to [Export Control](#).
 - When escalating a record, email any pertinent information (e.g., job description and CV for employment candidate) to [Export Control](#)
 - *Take no further action on engagement until a potential match is cleared!*
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Compliance Manager Workflow

- Use Compliance Manager Workflow to find and resolve alerts after the initial screening has been completed
 - Search for individual alerts using **Quick Review**
 - Review and resolve search results using the guidelines in **Potential Matches**, which can be found in the [RPS User Guide](#).
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Additional information can be found on the [Export Control website](#), and in the [RPS User Guide](#).

For any questions or concerns, you may always contact export@arizona.edu.