

AMLTF batch Ad hoc screening

This feature allows you to perform AMLTF batch screening of several people or entities, either spontaneously or on demand. To do this, you need to be a superuser.

Note: Batch searches are performed by filling out an Excel template. This template can be downloaded from the platform. Individual batch searches require only the first and last name.

Batch search for individuals.

STEP 1

To perform AMLTF screening by batch of individuals, access the **AML Screening → Batch Search** platform menu.

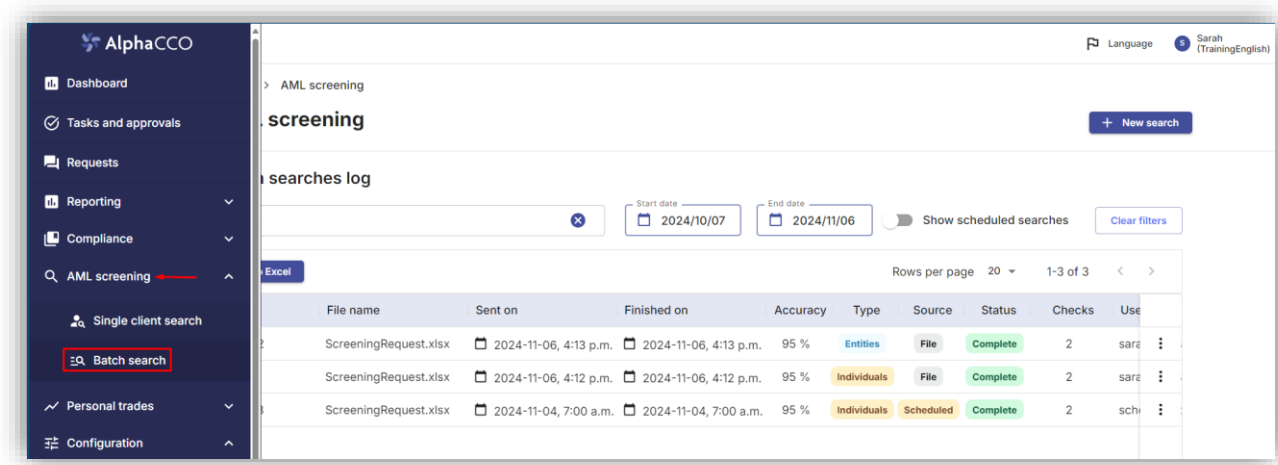
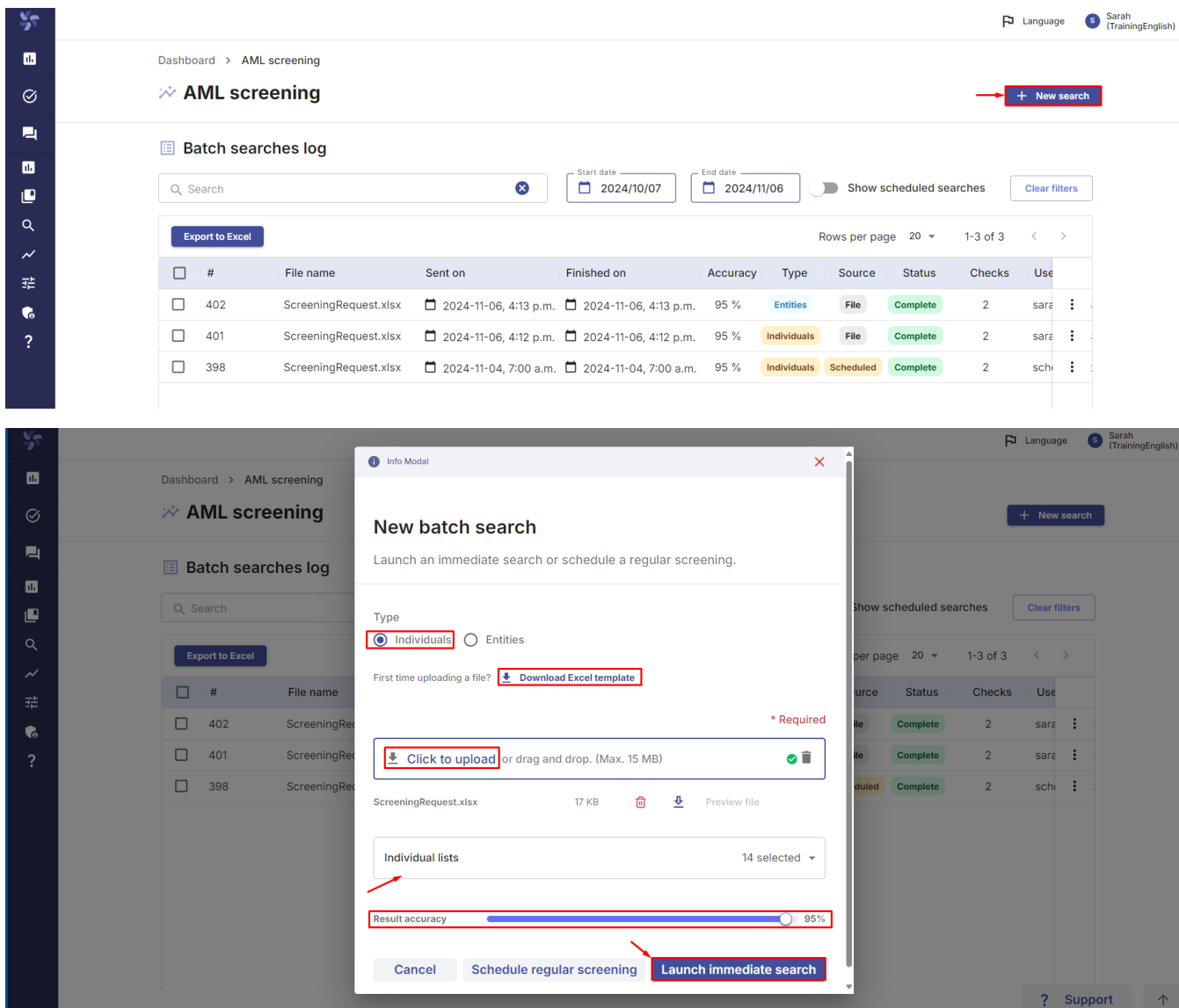


Figure 1: Batch Search page in the AML screening module.

STEP 2

Click on **New search**, then select **Individuals**. Then click on **Download Excel template**. Once the file is complete, click on **Click to upload** to attach it. Check the lists against which screening will be performed according to your needs. By default, screening uses several preselected official lists. Select the **Result accuracy** according to the degree of relevance required; the default value is set at 95% to allow a slight tolerance for syntactic variations. Finally, click on **Launch immediate search** to launch the search.



The screenshot displays the AML screening dashboard. The top navigation bar includes a sidebar with icons, a language selector set to 'English', and a user profile for 'Sarah (TrainingEnglish)'. The main content area is titled 'AML screening' and features a '+ New search' button. Below this is the 'Batch searches log' section, which includes a search bar, date filters for 'Start date' (2024/10/07) and 'End date' (2024/11/06), a 'Show scheduled searches' toggle, and a 'Clear filters' button. A table lists search results with columns for checkboxes, ID, File name, Sent on, Finished on, Accuracy, Type, Source, Status, Checks, and User. The table shows three entries with 95% accuracy and 'Complete' status.

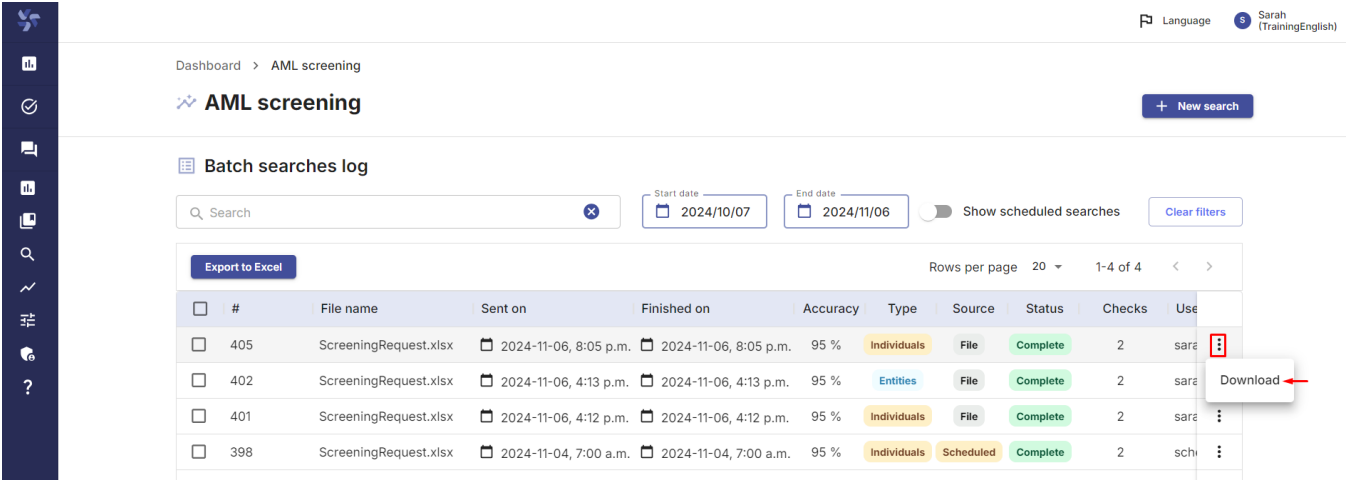
An 'Info Modal' window titled 'New batch search' is open in the foreground. It contains the following elements:

- Type:** Radio buttons for 'Individuals' (selected) and 'Entities'.
- First time uploading a file?:** A 'Download Excel template' button.
- File Upload:** A 'Click to upload' button, a file name 'ScreeningRequest.xlsx', a size of '17 KB', and a 'Preview file' link.
- Individual lists:** A dropdown menu showing '14 selected'.
- Result accuracy:** A progress bar set to 95%.
- Buttons:** 'Cancel', 'Schedule regular screening', and 'Launch immediate search'.

Figure 2 and 3: Batch search options window for individuals.

STEP 3

The search results are displayed in the window below, along with audit information and the name of the Excel file. To download the file, select the result or click on the three (3) dots at the end of the selected result line, then choose Download from the options.



The screenshot shows the 'AML screening' dashboard. At the top, there's a 'Batch searches log' section with filters for 'Start date' (2024/10/07) and 'End date' (2024/11/06). Below this is a table of search results. The table has columns: #, File name, Sent on, Finished on, Accuracy, Type, Source, Status, Checks, and User. The first row (ID 405) is selected, and a dropdown menu is open, showing a 'Download' option. The table shows results for 'ScreeningRequest.xlsx' files, with 'Type' values of 'Individuals' and 'Entities', and 'Status' values of 'Complete' and 'Scheduled'.

#	File name	Sent on	Finished on	Accuracy	Type	Source	Status	Checks	User
405	ScreeningRequest.xlsx	2024-11-06, 8:05 p.m.	2024-11-06, 8:05 p.m.	95 %	Individuals	File	Complete	2	sara
402	ScreeningRequest.xlsx	2024-11-06, 4:13 p.m.	2024-11-06, 4:13 p.m.	95 %	Entities	File	Complete	2	sara
401	ScreeningRequest.xlsx	2024-11-06, 4:12 p.m.	2024-11-06, 4:12 p.m.	95 %	Individuals	File	Complete	2	sara
398	ScreeningRequest.xlsx	2024-11-04, 7:00 a.m.	2024-11-04, 7:00 a.m.	95 %	Individuals	Scheduled	Complete	2	sch

Figure 4: AML batch screening result page for individuals

Batch search for entities

STEP 1

Click on **New search**, then select **Entities**. Then click on **Download Excel template**. Once the file is complete, click on **Click to upload** to attach it. Check the lists against which screening will be performed according to your needs. By default, screening uses several preselected official lists. Select the **Result accuracy** according to the degree of relevance required; the default value is set at 95% to allow a slight tolerance for syntactic variations. Finally, click on **Launch immediate search** to launch the search.

The screenshot displays the AML screening dashboard. The top navigation bar includes a language selector and a user profile for Sarah (TrainingEnglish). The main content area is titled 'AML screening' and features a '+ New search' button. Below this is the 'Batch searches log' section, which includes a search bar, date filters (Start date: 2024/10/07, End date: 2024/11/06), and a 'Show scheduled searches' toggle. A table lists previous searches with columns for #, File name, Sent on, Finished on, Accuracy, Type, Source, Status, Checks, and User. The table shows five entries, all with a 95% accuracy and 'Complete' status.

An 'Info Modal' titled 'New batch search' is overlaid on the dashboard. It provides instructions to launch an immediate search or schedule a regular screening. The 'Type' section has radio buttons for 'Individuals' and 'Entities', with 'Entities' selected. Below this, there is a 'Download Excel template' link and a file upload section with a 'Click to upload' button and a note '(Max. 15 MB)'. A file named 'ScreeningRequest.xlsx' (17 KB) is shown. The 'Entities lists' section indicates '14 selected'. A 'Result accuracy' slider is set to 95%. At the bottom, there are three buttons: 'Cancel', 'Schedule regular screening', and 'Launch immediate search'.

Figure 1 and 2: Batch search options window for entities

STEP 3

The results of the search are displayed in the window below, along with the audit information and the name of the Excel file. Select, or click on the three (3) dots at the end of the selected result line, then click on **Download** in the options to download the file.

Dashboard > AML screening

AML screening

New search

Batch searches log

Search

Start date2024/10/07

End date2024/11/06

Show scheduled searches

Clear filters

Export to Excel

Rows per page201-5 of 5

#	File name	Sent on	Finished on	Accuracy	Type	Source	Status	Checks	Use
406	ScreeningRequest.xlsx	2024-11-06, 8:12 p.m.	2024-11-06, 8:12 p.m.	95 %	Entities	File	Complete	2	sar
405	ScreeningRequest.xlsx	2024-11-06, 8:05 p.m.	2024-11-06, 8:05 p.m.	95 %	Individuals	File	Complete	2	sar
402	ScreeningRequest.xlsx	2024-11-06, 4:13 p.m.	2024-11-06, 4:13 p.m.	95 %	Entities	File	Complete	2	sar
401	ScreeningRequest.xlsx	2024-11-06, 4:12 p.m.	2024-11-06, 4:12 p.m.	95 %	Individuals	File	Complete	2	sar
398	ScreeningRequest.xlsx	2024-11-04, 7:00 a.m.	2024-11-04, 7:00 a.m.	95 %	Individuals	Scheduled	Complete	2	schi

Figure 3: Result page for AML batch screening of entities

NOTES

Please note that this document is only a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com.