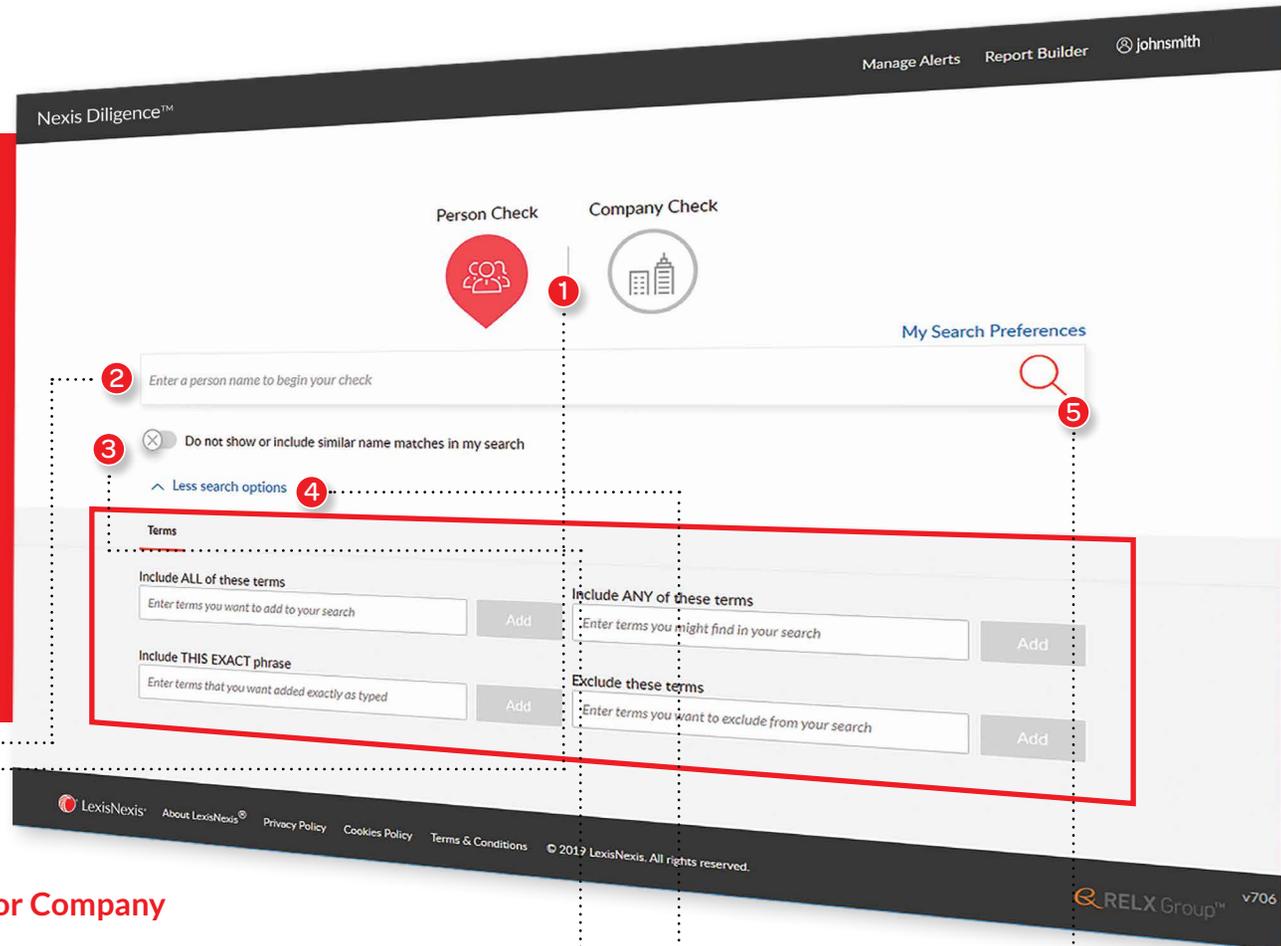# LexisNexis®

Nexis Diligence™
Quick Start Tips

Introducing Nexis Diligence — a platform for trust that makes good profit possible.

Featuring an intuitive interface connected to a comprehensive content universe, Nexis Diligence enables you to quickly conduct in-depth due diligence investigations.

Ready to get started? Use this guide for quick tips on performing Person or Company checks, reviewing results and using the Report Builder.

Nexis Diligence™

Manage Alerts   Report Builder   johnsmith

Person Check   Company Check

My Search Preferences

2 Enter a person name to begin your check

3 Do not show or include similar name matches in my search

4 Less search options

Terms

Include ALL of these terms
Enter terms you want to add to your search   Add

Include THIS EXACT phrase
Enter terms that you want added exactly as typed   Add

Include ANY of these terms
Enter terms you might find in your search   Add

Exclude these terms
Enter terms you want to exclude from your search   Add

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Perform Due Diligence Research on a Person or Company

1 Choose the type of search you want to perform, either **Person Check** or **Company Check**.

2 Enter the name of the entity you want to search. If you know additional information, such as an address or company/director name, also enter it in this field.

Note: You can also use this search box to search for other types of information, like a brand name, a hot topic keyword, a postal code, etc.

3 When searching for a person, toggle this option to view other names that are closely related to the name you entered. From the list that appears, clear those you don't want included in the search. (If you prefer an exact match, switch this option to 'off'.)

4 Click **More search/less search options** to fine-tune your search query with additional terms or phrases you want included or excluded.

5 Click **Search** to view your results.

View Your Results

When you first complete your search, a **Snapshot** of your results appears. The numbers in the pods indicate how many results were found for each category.

❶ Click a category to view the full results list.

❷ Select **Hide Snapshot View** to automatically go to the first category with results the next time you search.

❸ Click **Download Full Report** to download all of the results or documents your search found. You can also drill down to specific results within each category pod.

Nexis Diligence™   John Brooks   ✕   Persons ⌄   🔍   Manage Alerts   Report Builder   ⊙ johnsmith

Home > Snapshot

❷ ☐ Hide Snapshot View

Results for: John Brooks

❸ **Download Full Report**

Negative News ↓	News ↓	Company Sources ↓	Sanctions & Watchlists ↓
❶ **1048**	**0**	**8896**	**2**
Last year	Last year	Last year	

Politically Exposed Persons ↓	Biographical References & Directories ↓	Legal Source ↓
		16
		Last year

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Nexis Diligence™   John Brooks   ✕   Persons ⌄   ◯

Home > Snapshot > Negative News

Results for Person check on: John Brooks (1048)

⟦↕⟧ FILTERS   Negative News   Source: **Newsday (N...**   Date Range: **Last year**   L...

Proximity of Negative Terms: **Within the...**

⌃ Categories ❹

● Negative News	1048
◯ News	3411
◯ Company Sources	8896
◯ Sanctions & Watchlists	2
◯ Politically Exposed Persons	7
◯ Biographical References & Directories	837
◯ Legal Sources	16

❺

1048 Results   ❻

☐ 0 SELECTED ⌄ | 🖨 | ✉ | ↓ | 📋

❼ ☐ 1. **Arrest** report for 2-24-19 ❽

The Commercial Dispatch (Columbus, Mississippi) | 445 word

...AREA **Arrest** report for 2-24-19...
...was charged with **conspiracy** to commit a...
...with possession of **stolen** property. * Robbion...
...transfer of a **stolen** firearm. * Frank...
...charged with aggravated **assault**, firearm discharge...

❹ Once you click a category, your results for that category appear.

❺ Use the options on the left side to change categories or apply additional filters.

❻ Use the delivery icons to share your results with others. You can download, print, or email them.

❼ Choose the top checkbox to add all results or select individual checkboxes to add specific results to your report.

❽ Click a document title to view the full document.

Work with Report Builder

1 Once you've selected and added documents to your report, click the **Report Builder** link at the top of the web page.

2 The report name uses your search term as its title. (You can change this by clicking the title and making your updates.)

3 Arrange the order of articles in the report by using the **Move** icon to drag each item to a new location.

4 Use **Delete** to remove documents from a report, and use **Add Note** to annotate a document you've added to the report.

5 When the report is ready, click **Download Report**.

Nexis Diligence™   John Brooks   ✕   Persons ⌄   🔍   Manage Alerts   Report Builder   johnsmith

Home > Report Builder

Report Builder

Documents expire 30 days after they are retrieved by your search.   Dismiss

Report Title	Last Updated

⌄ John Brooks - Mar 04, 2019 11:54   Mar 04, 2019   **Download Report**   🗑 Delete   ⇅ Reorder Report

Negative News

Document Title	Expiry Date	
☰ 1 Arrest report for 2-24-19 The Commercial Dispatch (Columbus, Mississippi) | February 24, 2019 Sunday	Apr 03, 2019	Delete | Add Note
☰ 2 Washington: Nine people indicted for firearms crimes Impact News Service | July 16, 2018 Monday	Apr 03, 2019	Delete | Add Note
☰ 3 SENATE MAJORITY PROTECTS NEW YORKERS FROM "REVENGE PORN" States News Service | February 28, 2019 Thursday	Apr 03, 2019	Delete | Add Note
☰ 4 Senator Brooks: 'New York fails child victims' Bellmore Herald (NY) | 19 March 2018	Apr 03, 2019	Delete | Add Note

Change Settings

You can customize how you use Nexis Diligence in User Preferences.

1 Under **General Settings**, you can choose your sources and define your default search date ranges. You can also choose whether to view a snapshot of your results or just go directly to your individualized results lists.

2 Under **Person Check** and **Company Check**, you can choose any negative terms you want Nexis Diligence to include by default with any search you perform. You can also add any other terms you want included in your search. For Person checks, choose whether to search similarly spelled names.

3 Under **Report Builder**, you can use the "move" icons to rearrange the default order of section headings in the report.

Note: When viewing the search home page, you can click the **My Search Preferences** link to change your preferences on a search by search basis.

Additional Resources

To get help while using the product, choose the Help option from the [Username] drop-down list.

Customer Support: LexisNexis.ca/**Diligence** | **1-800-387-0899**