



The screenshot shows the Lexis Diligence search interface. At the top, there are three tabs: "Person Check", "Company Check", and "Country Check". A red box highlights the "Person Check" tab, labeled with a red circle and the number 1. Below the tabs is a "Search Terms" section with three input fields: "First name(s)", "Surname", and "Additional terms". A red box highlights these fields, labeled with a red circle and the number 2. At the bottom of the search terms section is a "Search" button with a magnifying glass icon, labeled with a red circle and the number 5. To the left of the search terms is a "Searching Across" section with "News Sources" and "Duplicate options" sub-sections. A red box highlights the "Duplicate options" section, labeled with a red circle and the number 3. Below that is a "Directors & Shareholders" section with checkboxes for "Company Reports" and "D&B Global Profiles". A red box highlights the "Company Reports" checkbox, labeled with a red circle and the number 4. On the right side of the search form, there is a list of "Additional Person Searches" including "Comprehensive Person Report", "Person Locator", "Criminal Records", "Bankruptcies, Judgments & Liens", "Corporate Filings", "Fictitious Business Names", "Professional Licenses", and "Property Records".

The screenshot shows the Lexis Diligence search results page for "John Smith". At the top, there are three tabs: "News", "Directors & Shareholders", "Biographical Sources", "PEP Sources", and "Legal". A red box highlights the "News" tab, labeled with a red circle and the number 2. Below the tabs is a "Narrow By" section with a "Search within results" input field and "Include" and "Exclude" radio buttons. A red box highlights the "Narrow By" section, labeled with a red circle and the number 1. Below the "Narrow By" section is a "Negative News Terms" section with a "Proximity of Negative News term to Person Name" input field and a "Person Mentioned" section with a "Subject" dropdown menu. Below the "Subject" dropdown menu is a list of categories and their counts: "Crime, Law Enforcement & Corrections (1796)", "Law & Legal System (1578)", "Society, Social Welfare & Lifestyle (1304)", "Government & Public Administration (1200)", "Trends & Events (839)", "SMITHS GROUP PLC (34)", "STANDARD & POOR'S FINANCIAL SERVICES LLC (8)", and "BRITISH AIRWAYS PLC (8)". On the right side of the results page, there is a "Negative News (5,414)" section with a "Duplicate options" dropdown menu set to "Off". Below that is a "Sort: Newest first" and "View: Expanded List" section. Below the sorting and viewing options is a pagination control with a "1" button highlighted. Below the pagination control is a list of search results. The first result is "Possessing a knife in public is not too clever" from The Queensland Times (Brisbane), June 11, 2015 Thursday, Pg. 5, 379 words, Chris Owen. The second result is "Court hears Fredericton man kept couple captive in their apartment" from The Daily Gleaner (New Brunswick), June 9, 2015 Tuesday, MAIN; Pg. A1, 826 words.

Conducting an Investigation

- 1 Select the type of check you wish to perform, either **Person**, **Company** or **Country** from the three tabs at the top of the screen.
- 2 Enter the name of the company, person or country to be searched and, if required, enter additional key words into the terms field e.g., an address or company/director name.
- 3 When searching **News**, use **Duplicate options** to remove similar articles from your results. Turn on either from the search form or the results screen.
- 4 Make selections to the search form as required, including selecting sources and date-range options by checking boxes where required. Note: All content will be displayed in separate tabs on the results page, so where possible you can search broadly across all content types in one search. For further information on the sources to be searched, click .
- 5 Click  to retrieve results.


Click  for further assistance when entering information.

- ! Variation of word ending
- * Wildcard /blank letter

Working with Results

- 1 To refine your search results, use either **Narrow By** to add additional terms, or **Results Groups** to use the indexing by type, source or subject etc.
- 2 Results will be displayed according to content type in separate tabs on the results page. Click the tab(s) to view the different articles retrieved by your search.

Delivery

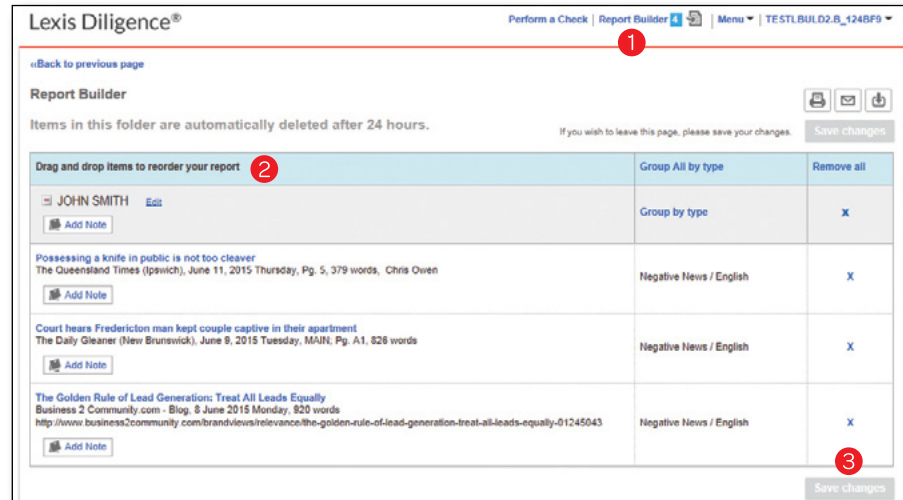
 Use the **Report Builder** icon to save documents from different tabs e.g., News, Legal, etc. Save multiple documents for more than one search for a maximum of 24 hours.

   Alternatively, to deliver your results immediately use the print, email or download icons.

Important: For audit purposes, if you retrieve no results, click the report builder icon to include this page in your report or select an immediate delivery option to export manually.

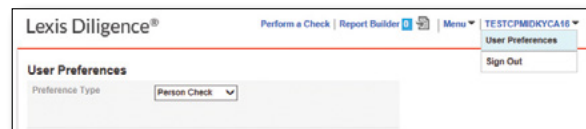
Using Report Builder

- Once you have selected all your documents, click the **Report Builder** link at the top of the screen. Each search will automatically be named according to the search criteria you entered. To change the name click **Edit**.
- Arrange the order of your documents by clicking on the title and 'Drag & Drop' to where you want the article to appear in the list.
- Click **Save changes**.



Tip: To delete an article, click the X on the right side of the screen.
 Note: Time and date in the top right corner show when search was run.

User Preferences



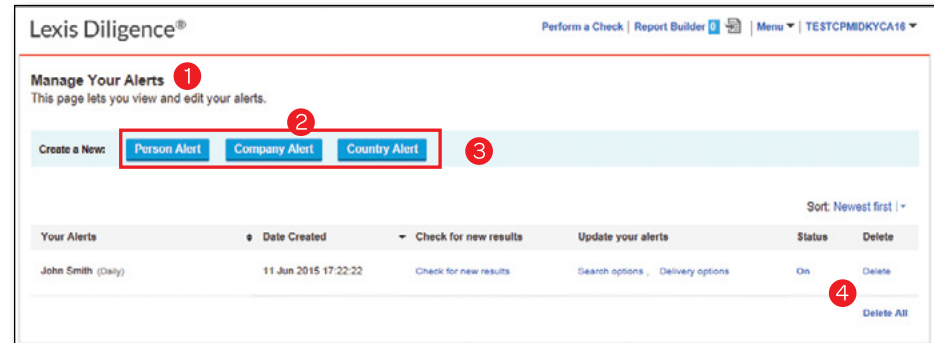
These are settings and options that allow you to specify the types of information you want to access while performing your checks. Through these, you can:

- Specify the information sources you wish to access while performing any of the three searches
- Define system defaults
- Add and delete your own resource links

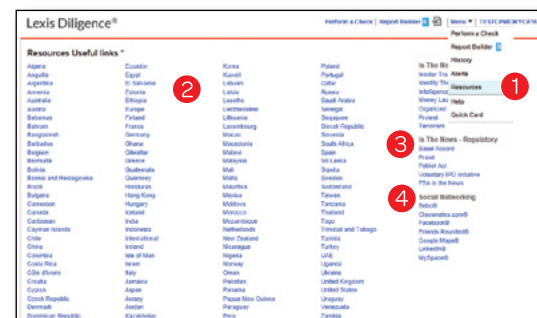
Note: if your organization has a system administrator, they can override user settings at any time.

Alerts—how to set up & manage

- Select **Alerts** in the Menu dropdown to create an automated alert that will email new results from your search criteria.
- Click either **Person**, **Company** or **Country Alert** to activate the alerts wizard.
- Follow the instructions.
- Once completed you can check for New results, Update your alerts, Check Status (on or off) or Delete if no longer required.



Resources Useful Links



- Select **Resources** in the Menu dropdown.
- Access links to external websites sorted by Country.
- Search "In The News-Security" or "In The News-Regulatory" tabs for easy access to the latest news.
- Access Social Networking websites.

Help & Support

Our information, investigative and industry experts are ready to help 24/7/365. We are committed to helping you find the information you need as quickly and easily as possible.

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