How to create a case

This documentation, including images, videos and text, is accurate as of Version 6.2 of Pascal.

We strive to keep our documentation up to date with each release to ensure it remains a reliable resource for our users. However, given the dynamic nature of our software development, there might be instances where changes introduced in subsequent versions are not immediately reflected in this documentation. We encourage users to refer to **the latest release notes** and to use the feedback mechanism for any discrepancies or requests for clarification.

Creating a case can be done by adding a case to a client which is achieved by clicking the New case button on the Dashboard page. A new dialog will open where several fields can be filled in concerning the case you would like to create.

Multiple fields are affiliated to your search, these are defined by the type of search that will be performed. Fields that can be filled in:

- **Person search**
    - **Name - The name of the person you would like to search.**
    - **Aliases - Variants of the person's name can be filled in here. If the name field is populated with the person's full name, including middle names, it is recommended to include only the first and last name in the aliases field, as some data will only mention the person with their shortened name.**
    - **Nationalities - Some persons have multiple nationalities, so it is possible to select multiple nationalities in this field. We recommend filling in this field, as it greatly increases the quality of the given results in the case.**
    - **Date of birth - The date of birth of the person. Hits without the same date of birth as filled in in your search, will get a lower confidence as it is less likely this hit is regarding the person you are searching for.**
    - **Country of birth - The country of birth of the person.**
    - **Country of residence - The country of residence of the person.**
    - **Additional terms - Additional terms may be used to improve the search to specific traits of your person of interest. Additional terms can only increase the confidence of a hit. This makes it possible to give more confidence to hits that include certain terms relating to your person of interest.**
    - **Gender - The gender of the person. Three values can be chosen from: Unspecified, Male and Female.**
    - **Client - Option to add a client to the case you're creating.**

- **Confidence** - The option to search for Exact or Relative matches. We recommend using the Relative as confidence. As some results of your person of interest might not have all fields you filled in present, or their name could be misspelled slightly. With Exact confidence, these hits will not be found while they might still be relative to your case.
- **Business search**
  - **Name** - The name of the business you would like to search.
  - **Aliases** - Variants of the business' name can be filled in here.
  - **Country** - The country of the business.
  - **Company number** - The company number of the business.
  - **Address** - The address of the business.
  - **Additional terms** - Additional terms may be used to improve the search to specific traits of your business of interest. Additional terms can only increase the confidence of a hit. This makes it possible to give more confidence to hits that include certain terms relating to your business of interest.
  - **Clients** - Option to add a client to the case you're creating.
  - **Confidence** - The option to search for Exact or Relative matches. We recommend using the Relative as confidence. As some results of your business of interest might not have all fields you filled in present, or the business' name could be misspelled slightly. With Exact confidence, these hits will not be found while they might still be relative to your case.
- **Asset search**
  - **Name** - The name of the asset you would like to search.
  - **Aliases** - Variants of the asset's name can be filled in here.
  - **Nationalities** - The nationality or nationalities of the asset.
  - **Identifier** - The identifier of the asset.
  - **Type** - The type of the asset. Either Vessel or Aircraft.
  - **Additional terms** - Additional terms may be used to improve the search to specific traits of your asset of interest. Additional terms can only increase the confidence of a hit. This makes it possible to give more confidence to hits that include certain terms relating to the asset you're screening.
  - **Clients** - Option to add a client to the case you're creating.
  - **Confidence** - The option to search for Exact or Relative matches. We recommend using the Relative as confidence. As some results of your business of interest might not have all fields you filled in present, or the business' name could be misspelled slightly. With Exact confidence, these hits will not be found while they might still be relative to your case.

After all known fields are filled in, in the dialog, the button Create case can be selected. Pascal will now start searching its databases for potentially relevant hits for your case.

When Pascal is done searching for relevant hits, the button Start resolving can be selected to get an overview of all found hits. All hits can then be evaluated to determine if they are indeed related to your person or business of interest or not. Hit

that are relevant can then be included and irrelevant hits can be excluded.

Passport verification

The passport verification service allows for passport information to be added to a person search. Passport information can be inserted either manually or with a passport image.

Passport images are accepted as PDF, PNG or JPG format. The image must be clearly readable and mind that the orientation of this image must be correctly horizontally aligned.

The passport information will be extracted from the image and filled in the input fields. After the image is uploaded, please check if all information has been correctly filled in. If not, you can either provide another image of the passport or manually edit the information fields.

If the passport image is not recognised, the field can be filled in manually as well.

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