

How to create a preview case

This documentation, including images, videos and text, is accurate as of Version 5.12 of Pascal.

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Preview cases can be used to quickly screen a person or business. All sources your environment uses are searched and potential hits are shown. The hits can also be expanded to see the full information.

The main difference between a preview case and full case is that hits cannot be resolved in a preview case. They can only be viewed. A preview case can be turned into a full case if desired.

How to create a preview case

Creating a preview case is done in the same way as creating a full case. With the exception that the choice in the top right corner should be changed to Preview case instead of the standard Full case.

- 1 On the Home or Cases page, click on the New case button.
- 2 Select the type of case you would like to create Person or Business.
- 3 Select the text Full case in the top right corner.
- 4 You now see a new option appear; Preview case. Select this option to create a Preview case instead of a Full case.
- 5 Select the Sources section, to add or deselect sources from the case. The sources which are not selected, will not be searched on for this specific case.

- 6** Select the **Passport check** section, if you are creating a **Person case** and you have a passport to upload to this case.
- 7** Select the section **Personal details** (or **Business details** for a **Business case**) to fill in the general information of the case like **Name**, **Aliases** and **Nationality** (or **Jurisdiction** for a **Business case**).
- 8** Select the section **Additional information** to fill in additional information related to the case. In a **Person case** this can be the **Date of birth**, **Country of birth**, **Country of residence**, **Additional terms** and **Gender**. In a **Business case** this section consists of the business' **Address** and **Additional terms**.
- 9** Lastly, there is the option to add a **Client** to the case, which can be used to group several cases together in a folder and the option to search **Exact** or **Relative**. We recommend to search **Relative** rather than **Exact**, as an **Exact** search allows no mismatching information between your filled in information and the information available in the searched databases.
- 10** When selecting the **Create case** button in the bottom right corner, **Pascal** creates the **Preview case** and searches on your selected sources.

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