

General navigation

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

The top bar

The top bar is used to navigate to the different pages within Pascal. The main pages include Home, Clients, Cases, and Statistics. The user icon can be used to log-out of Pascal, and navigate to pages related to user experience and settings, which include Need help?, Account settings, and Settings.

Pages

Pascal automatically opens on the Home page which provides an overview of cases that are being monitored, recent cases, and recent statistics. From here, the user can also navigate to these monitored and recent cases or create a new case or client.

The Clients page contains an overview of all clients that have been created within your Pascal environment. This overview provides insight into the number of cases within the client, the risk associated with the client, and the percentage of resolved hits. From there the user can open the clients to continue working on them.

The Cases page provides an overview of all cases that have been created within your Pascal environment. This overview shows the clients that are linked to the case, the percentage of resolved hits, the risk associated with the case, and the assigned employee. From here the user can access the cases they are allowed to see.

Some of the statistic pages might not be visible, depending on your role in the environment.

The Statistics page consists of five tabs, which are Unresolved status, Team activity, Case characteristics, Reports, and Monitoring, respectively.

- **Resolution** - insights into unresolved work in Pascal.
- **Activity** - insights into team and user activities in Pascal.
- **Cases** - insight into case characteristics in Pascal.
- **Reports** - an overview of all reports that have been generated by a user in the last 90 days.
- **Monitoring** - an overview all monitoring activities and their results.

Settings

Settings affecting the whole environment, can be found by clicking on the user icon, and selecting Settings next to the environment name.

Some settings may not be visible, depending on your role in the environment.

The Organisation section gives you the possibility to view and edit certain settings of your environment.

- **Profile** - overview of environment information such as details, address and security settings.
- **Users** - overview of all users within an environment, with the option to edit existing users or invite new users.
- **Groups** - overview of all groups within an environment, with the option to edit existing groups or create new groups.
- **Services** - adjust settings related to available services.
- **Integrations** - adjust settings related to Microsoft Azure and HubSpot integration.
- **Risk Classification** - adjust settings related to risk of hits.
- **Import users** - bulk importing of users.

The Screening section gives you the possibility to view and edit certain settings related to Pascal's screening capabilities.

- **Policies** - adjust settings related to search policies.
- **Case workflow** - adjust settings related to required comments while resolving and updates in resolved hits.
- **Import cases** - bulk importing of cases.

The **Billing** section gives you the possibility to view and edit billing related settings.

- **Billing details** - overview of billing information, such as the billing address, active plan and current usage.
- **Payment methods** - ability to view and adjust payment methods added to Pascal.
- **Invoices** - list of past invoices with their corresponding status and the ability to download them.
- **Notifications** - settings related to receiving notifications about invoices and more.

The **Data Directory** page gives you the possibility to add your own data to all sources that are currently in Pascal. This page is only visible to environment's owners and admins.

Account settings

Settings related to your own account, can be found by clicking on the user icon, and selecting **Account settings**,

- **Account** - overview of the user account and past sessions.
- **API tokens** - option to add API tokens for your account.
- **Configuration** - adjust settings related to the user experience.
- **Languages** - adjust settings related to the interface and translation of foreign languages.

The notifications icon

The bell icon in the top bar opens the **Notifications** panel, which is divided into two sections. The first section shows any items that require immediate action, such as expired passports and monitored cases with new or updated hits. The second section contains received messages.

The bell icon will have a red dot attached to it if there is an item with a high risk hit which requires immediate action. The bell icon will have a blue dot attached if there is an item which requires immediate action, but this item does not have a high risk hit.

Need help?

The **Need help?** option in the user icon menu, directs the user to the **Support** panel. In this panel the user can find links to Pascal's product documentation and tutorials. From

here, the user can also contact Pascal's support team through live chat or email. Finally, this panel allows the user to submit malfunction reports, data coverage issues, and feature requests.

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