

4.14 New case creation workflow

The creation of cases has been divided in two different sections. Personal details and additional information. The fields in the personal details section have a high impact on your results and contribute the most when searching for hits regarding your client. The fields in the additional information section have only a moderate impact on the case results, compared to the personal details section. However, we would still advice to fill them in if the information is available.

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Personal details

- 1 **Person**
 - Name (Required)
 - Alias
 - Nationality
- 2 **Business**
 - Name (Required)
 - Alias
 - Jurisdiction
 - Company number

Additional information

- 1 **Person**
 - Date of birth
 - Country of birth
 - Country of residence
 - Additional terms
 - Gender
- 2 **Business**
 - Address
 - Additional terms

Passport verification

An extra section appears for Person searches regarding passport verification. This is an optional section in which a passport can be uploaded or the fields can be inserted

manually. If fields correlate with fields in other sections then these fields will be automatically filled in as well. If no passport is available for your client this section can be skipped.

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