SEARCHLIGHT CFT

Sanction Screening

Installation & Configuration Guide

For Salesforce Classic & Lightning

Version 4.0
22/01/202

Table of contents

1. Purpose of this document

The purpose of this document is to provide step by step instructions to properly install and configure Searchlight CFT and its components for Salesforce Classic and Lightning.

2. Intended audience

This Installation and Configuration Guide is intended to be used by technical stakeholders of the project who will be responsible for planning, performing, or maintaining the installation or deployment, such as the System Administrator.

It is intended that technical stakeholders and software users can read this document and coordinate their efforts in the installation/deployment of the application.

3. Our solution

Searchlight CFT is a tool designed to facilitate the prevention of financing of terrorism and narcotics trafficking. It shines a light on the “bad guys” to stop them being onboarded and doing business before they start and lets through only the customers you want, thereby accelerating the onboarding process.

Searchlight CFT provides an easy and cost-effective way to comply with regulations, protecting you and your firm from accidentally doing business with a sanctioned entity.

With Searchlight CFT you can perform a scan of any business, entity or individual and it alerts you to any attempts by a sanctioned entity to do business with you allowing you to act in accordance with your AML policy and raise a report to the relevant law enforcements agency if necessary. It also provides an audit trail to your sanction screening efforts.

Searchlight CFT obtains the sanction screening information from official government sources from across the globe and consolidates it to simplify the access to the information and expedite the search process. It can also be extended to other public lists, private lists or additional data sources such as PEP data.

With this application you will be able to run manual scans on existing individuals and entities, schedule batch scans at your choice of timing and enable automatic scans on record creation to accommodate and fulfill your needs.

SEARCHLIGHT CFT

Installation Guide

Package Installation

The first step of the process is to download and install Searchlight CFT in your Salesforce organization

Salesforce Configuration

The next step is to assign Permission Sets to users and configure Account, Contact and Lead Page Layouts to show Scan buttons and Related lists

Scan Parameters set up & Ready to go!

The last step is to set up the parameters for your scans, according to your company's policies and risk appetite and you are ready to start using Searchlight CFT

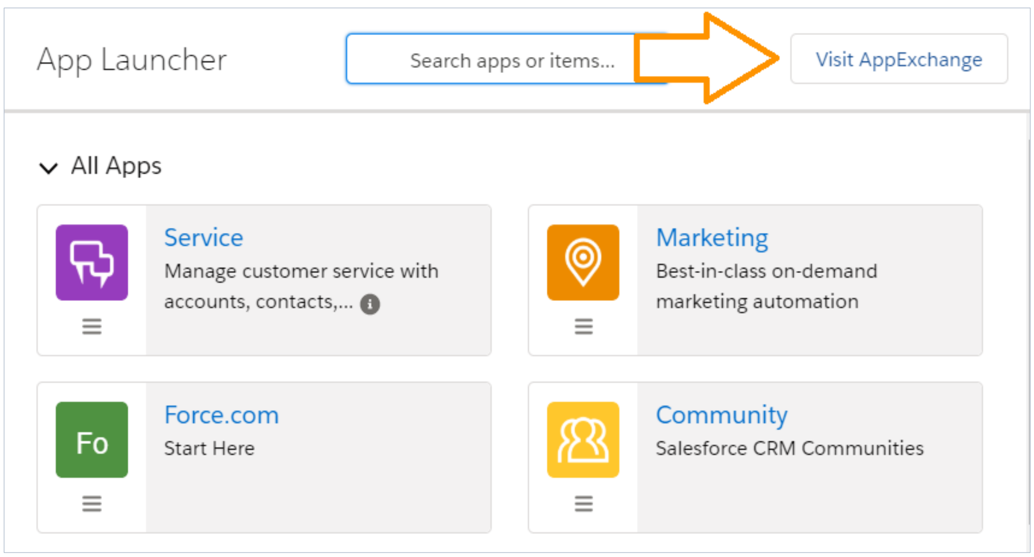
4. Installation and configuration of Searchlight CFT

4.i. Package installation

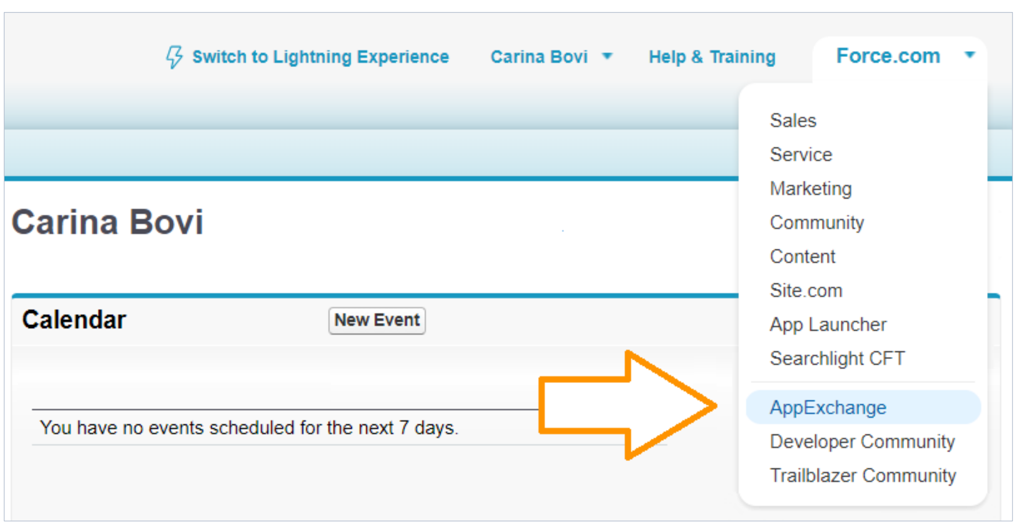
1. Navigate to the Salesforce AppExchange to install Searchlight CFT.

You can access the AppExchange by entering https://appexchange.salesforce.com in your browser or within your Salesforce organization.

- If you are using Lightning Experience, click on the App Launcher icon ⁝⁝⁝ within your Salesforce org and click on Visit AppExchange.

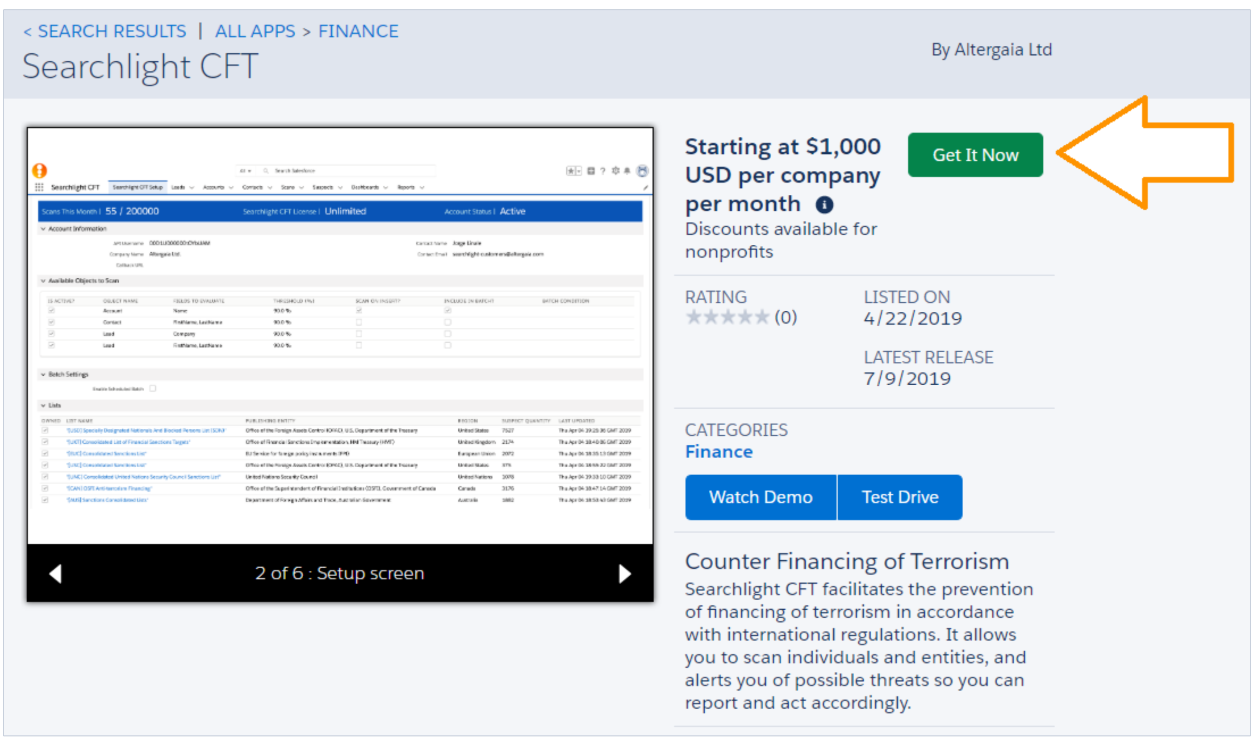


- If you are using Salesforce Classic, click on the App list and select AppExchange.



2. Search for the app by typing “Searchlight CFT” in the search bar, then click on the panel displayed to access the app’s main page.

3. Within the Searchlight CFT main page click Get it now.

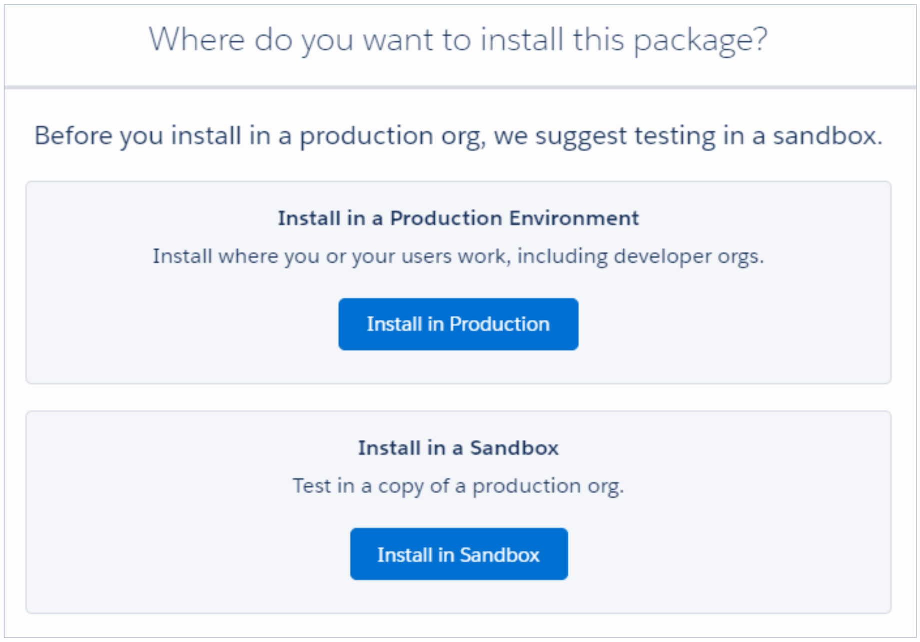


4. Click Log in to log in to the AppExchange with your Salesforce credentials.

5. Enter your Salesforce username and password.

6. Once logged in, you will be prompted to select the environment you want to install the app in, as shown in the screenshot below.

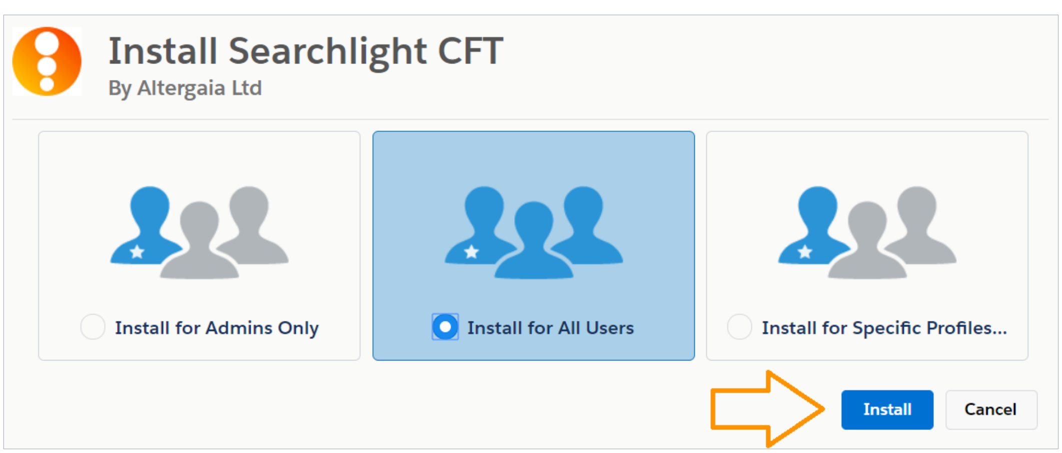
If you opted for installing it in your sandbox, when you are ready to add it to your production system, go back to the AppExchange and click on the installation button again.



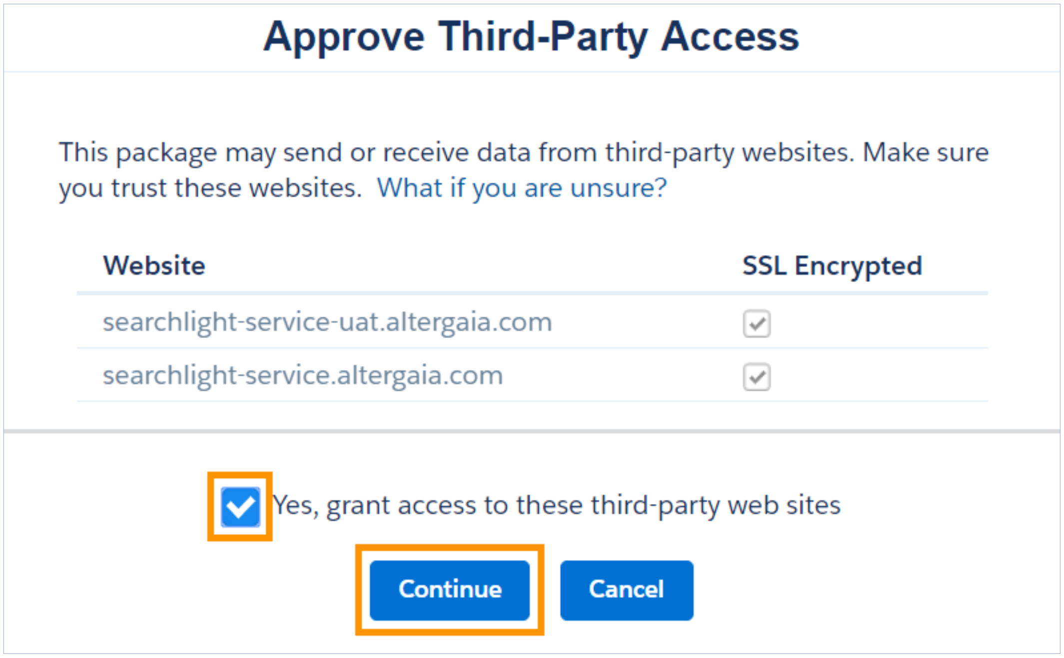
7. Once the environment has been selected, the installation page will be displayed. Select the option corresponding to the profiles you want to install the package for; the options available are:

- **Install for Admins Only:** Installs the app only for Admins within your organization.
- **Install for All Users:** Installs the app for all Users within your organization.
- **Install for Specific Profiles:** You can select the profiles you want to install it for.

Once selected, click on Install.



8. You will be presented with a window to grant access to third-party websites. Check the box "Yes, grant access to the third-party web sites" and click Continue.



9. Once the installation is complete, a confirmation screen will be displayed. Click on Done to continue. In addition, a confirmation email will be sent when installation is complete.

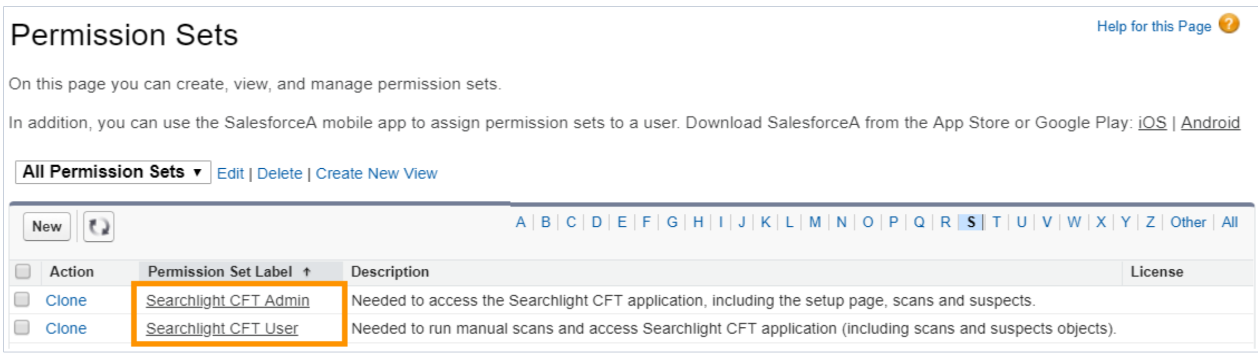
4.ii. Searchlight CFT Permission sets

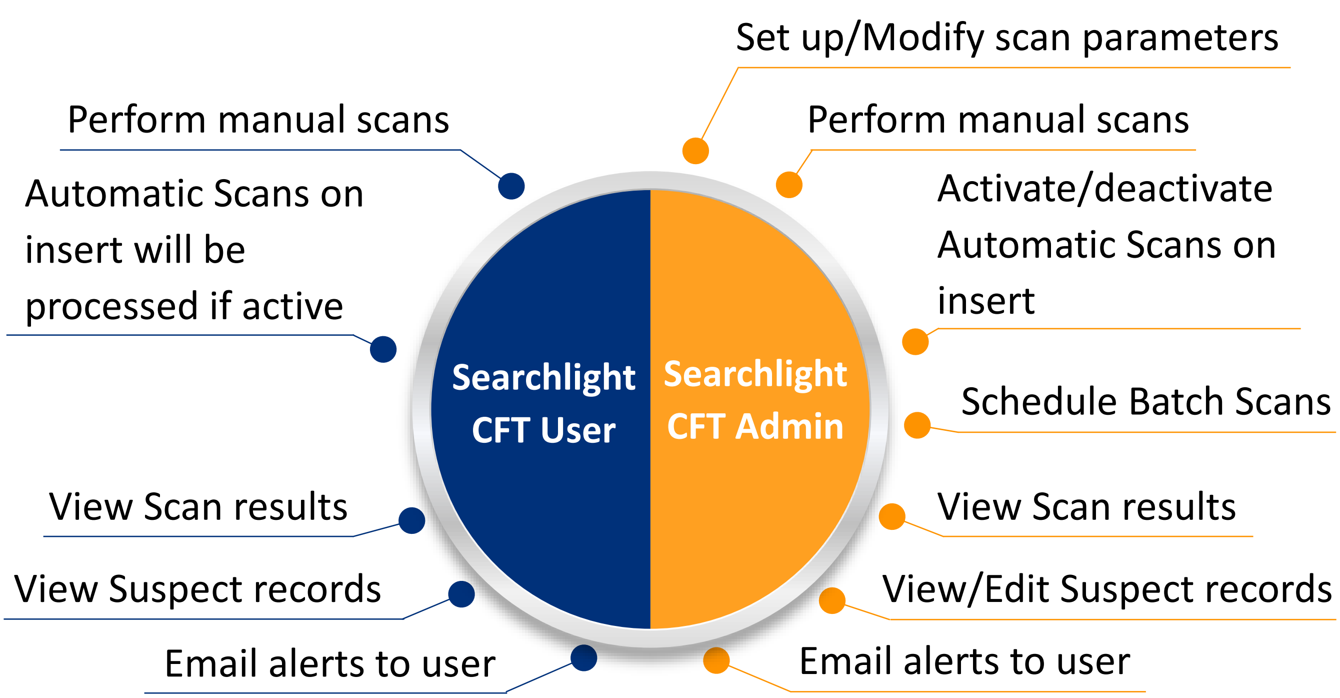
A permission set is a collection of settings and permissions that give users access to additional tools and functions.

Searchlight CFT includes two permission sets that need to be assigned to the corresponding users depending on the role they have in the company and the tasks they need to perform. These permission sets extend users' functional access without changing their profiles.

To assign Permission Sets you need to have the necessary Salesforce permissions

The permission sets included are **Searchlight CFT User** and **Searchlight CFT Admin**.





We highly recommend assigning the Searchlight CFT Admin Permission Set to a reduced number of Users in the org

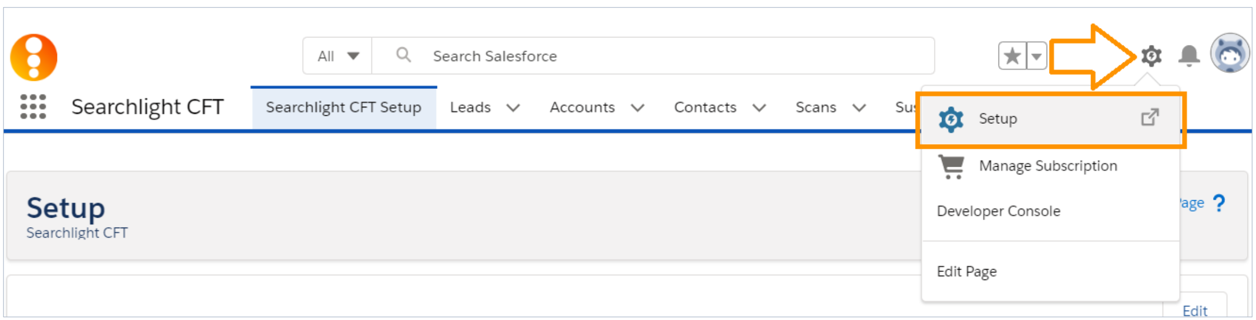
4.iii. Add Scan buttons and Related Lists to Page Layouts

Salesforce Lightning

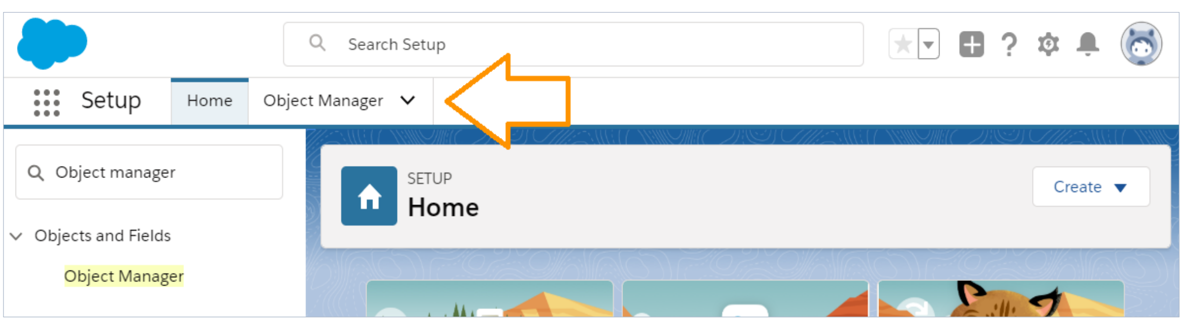
These steps should be followed for each of the objects that will be scanned (Accounts, Contacts and/or Leads).

> *To modify Page Layouts, you need to have the necessary Salesforce permissions*

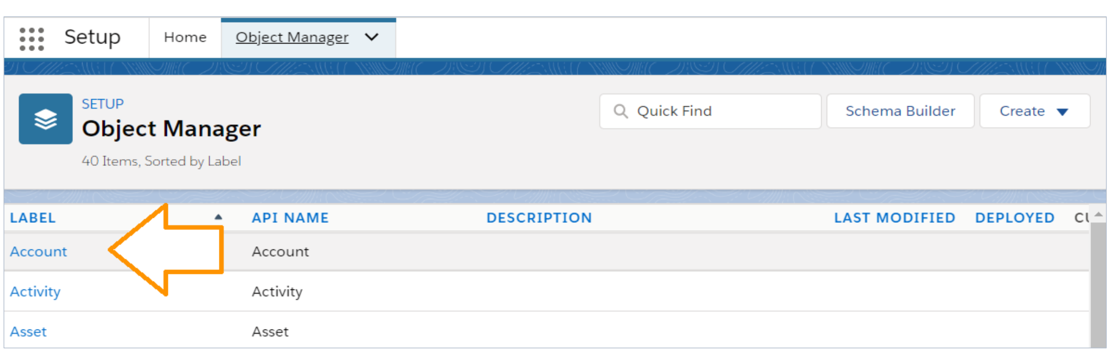
1. Click on the gear icon in the top right corner of the page and go to Setup, as shown in the screenshot below.



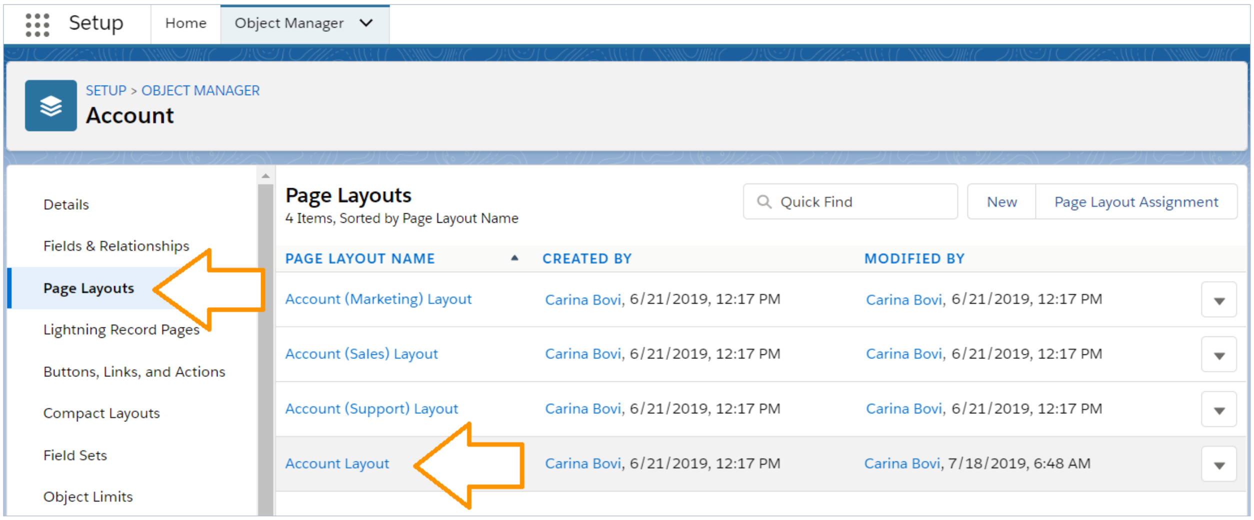
2. Click on the Object Manager tab or type Object Manager in the search bar and click on the result shown under Objects and Fields.



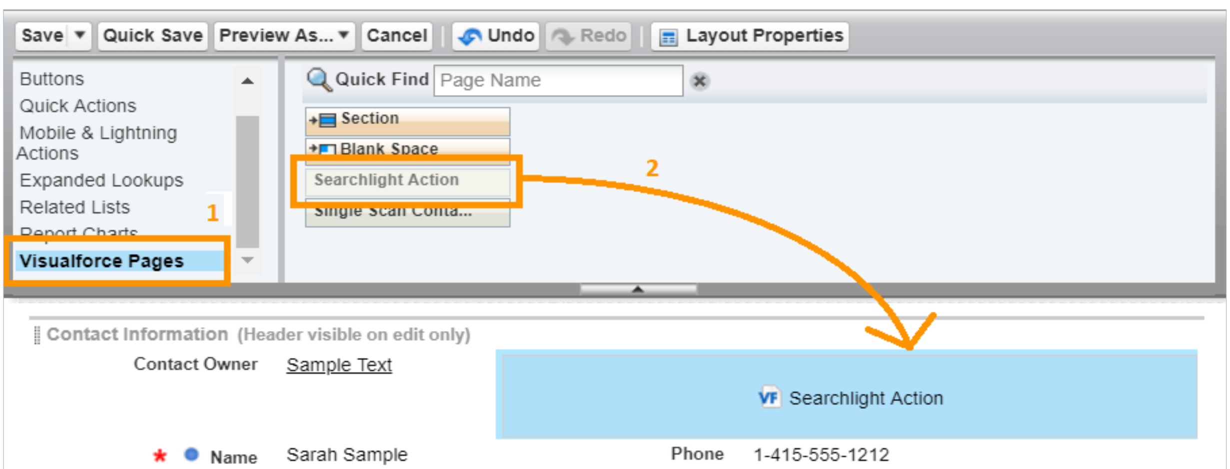
3. Click on the object you want to customize depending on the options you selected when performing the Parameters setup (Account, Contact and/or Lead).



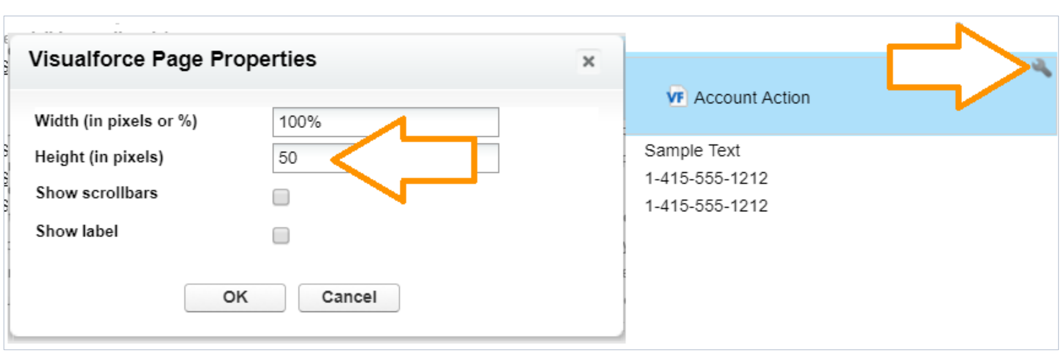
4. Click on Page Layouts from the list of options available on the left-hand side of the page and select the Page Layout that you want to modify.



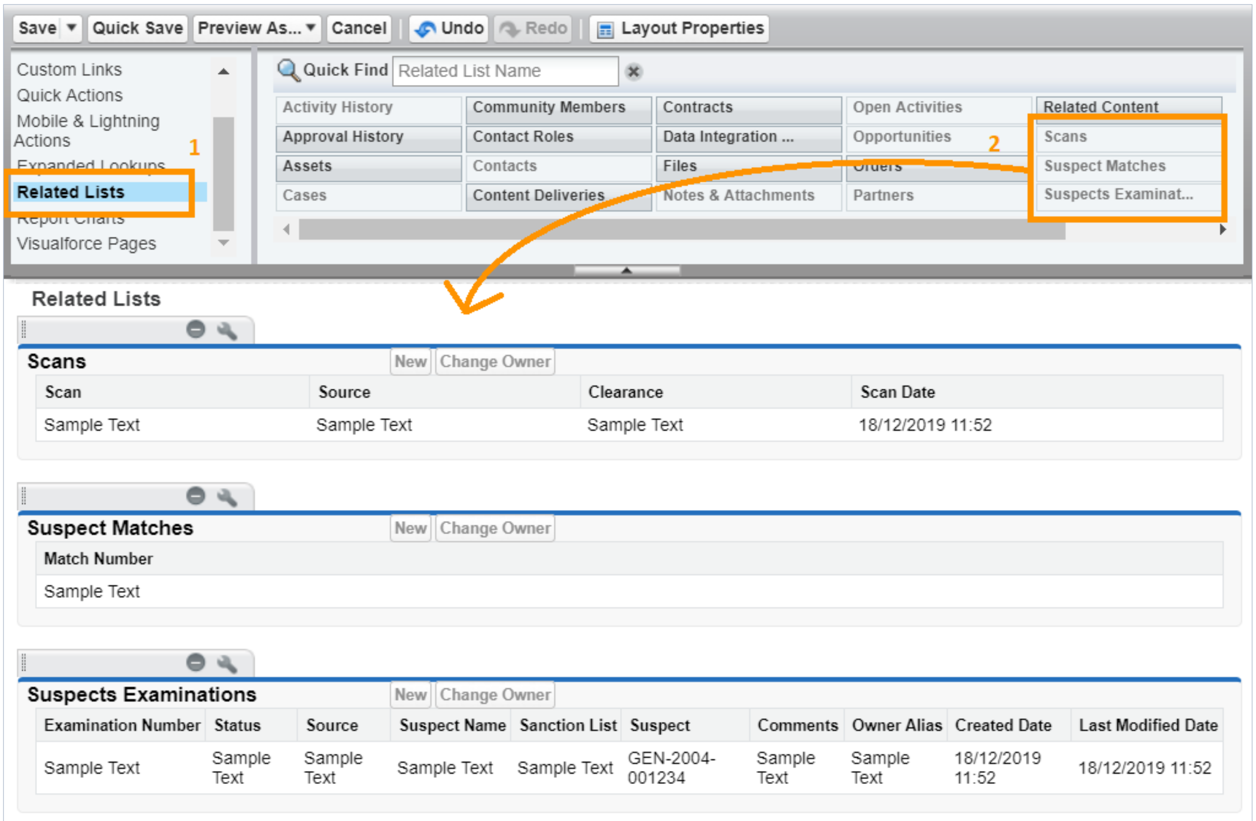
5. To add the Scan button to the object's page layout, select Visualforce Pages from the list (1), then drag the Searchlight Action button from the Visualforce Pages list to the Salesforce Account Information section (2).



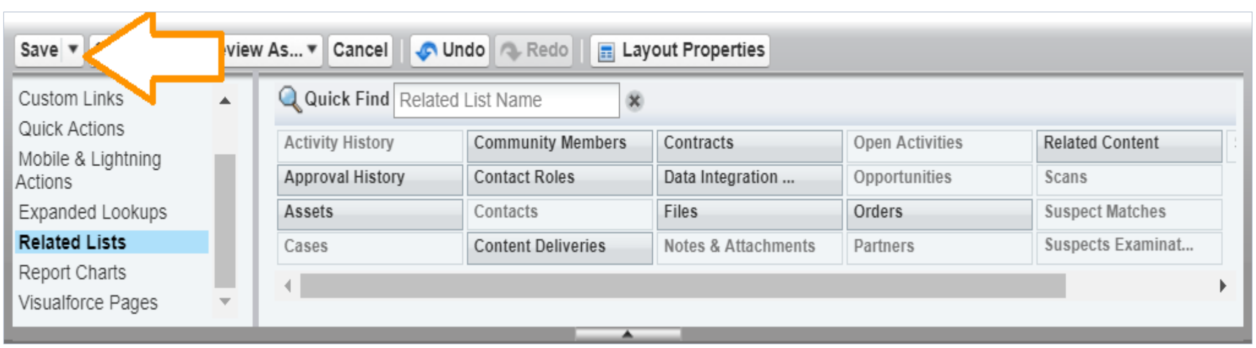
6. To customize how the button fits in the layout, click on the tool icon shown in the top right corner of the section and set the parameters as shown in the screenshot below.



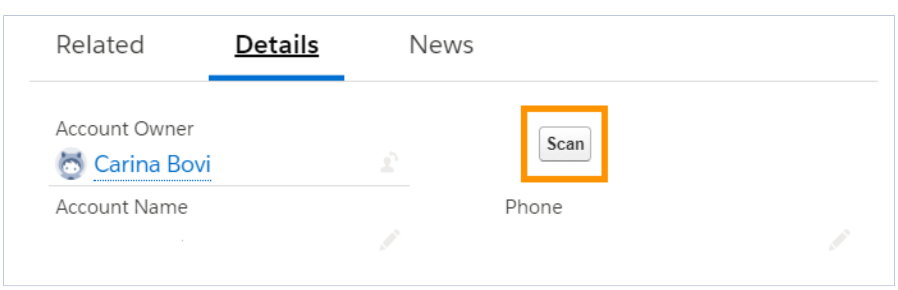
7. To add the Related Lists to the object's page layout, select Related Lists (1), then drag the Scans and Suspects lists from the Related Lists list to the Related Lists action section (2).



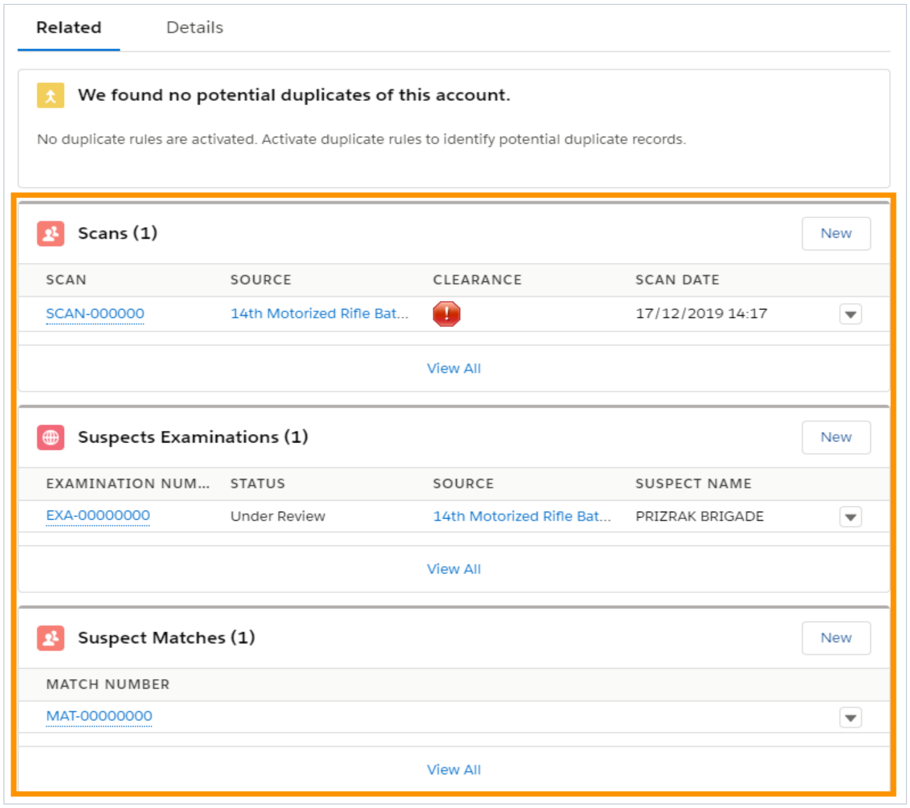
8. Once this is done, click on Save for the changes to be applied. Repeat these steps for each object selected (Account, Contact and/or Lead).



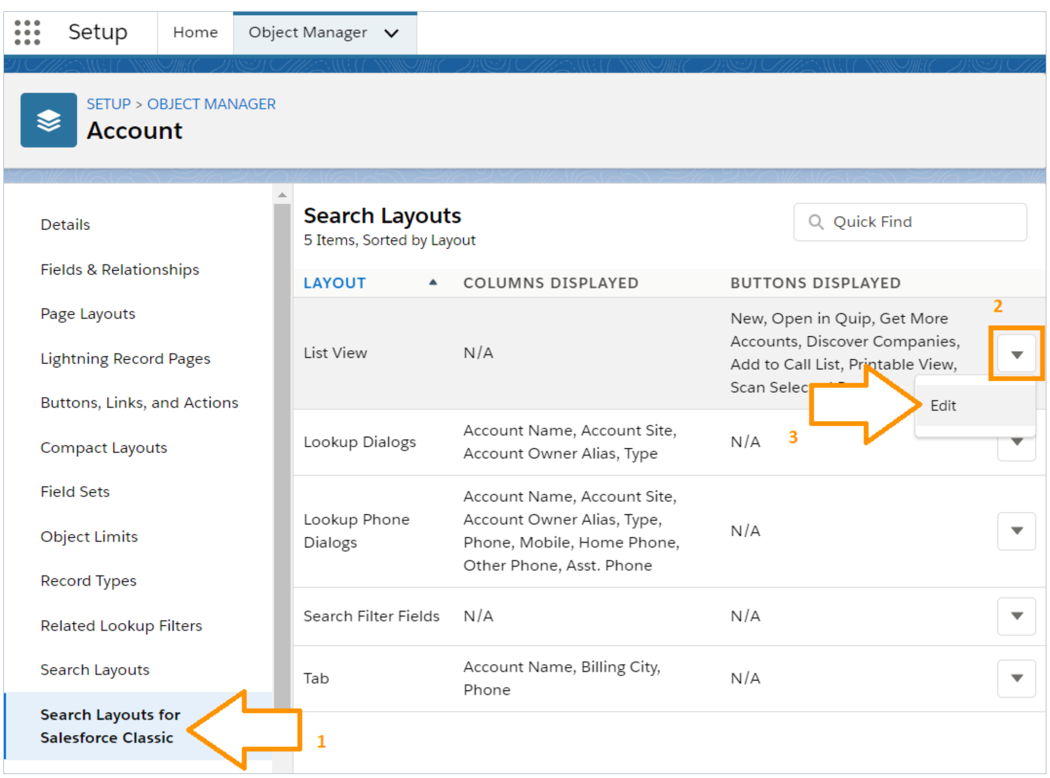
This is how the Scan button should look like once the changes are saved.



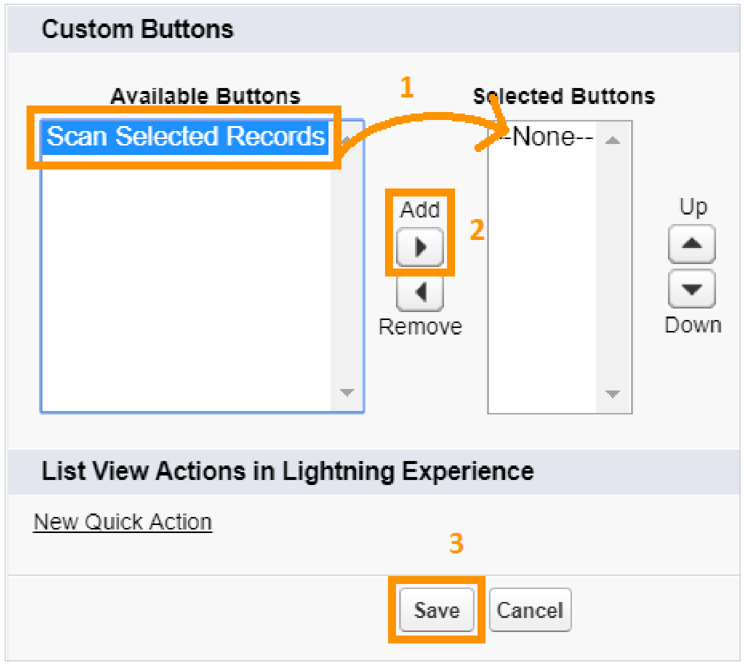
This is how the Related Lists should look like once the changes are saved.



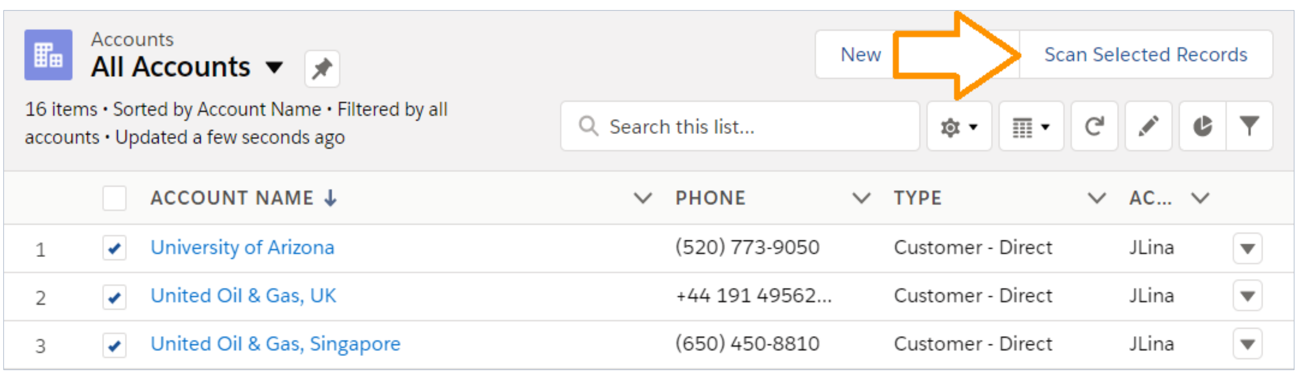
9. To add the button to perform manual scans on multiple records, click on Search Layouts for Salesforce Classic (1) then click on the small arrow on the right-hand side of the List View item (2) and select Edit from the dropdown menu (3).



10. Move the Scan Selected Records button from the left list to the right one by selecting it (1) and clicking on the Add arrow (2), then click on Save (3) for the changes to be applied.



This is how the Scan Selected Records button should look like once the changes are saved.

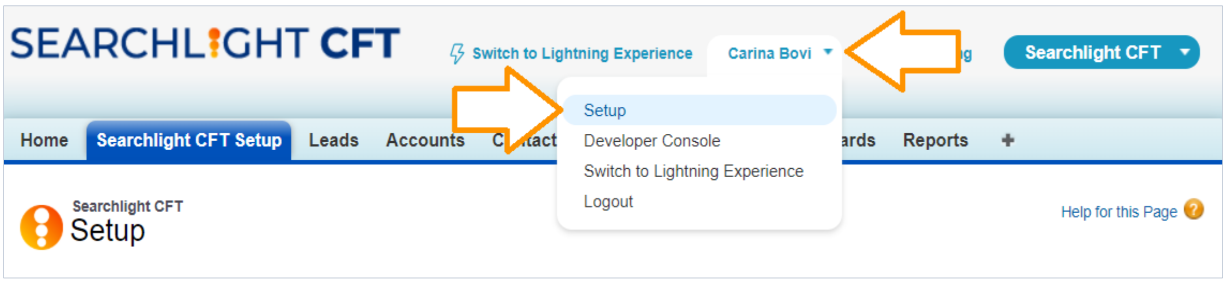


Salesforce Classic

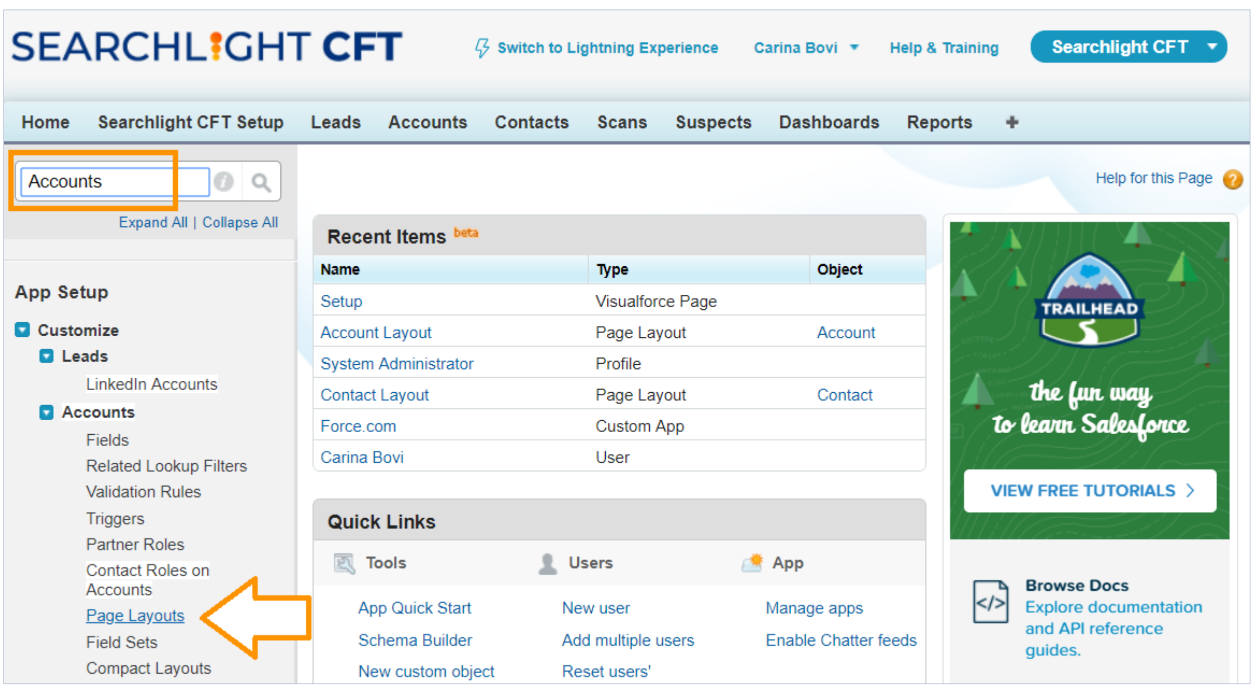
These steps must be followed for each of the objects that will be scanned (Accounts, Contacts and/or Leads).

To modify Page Layouts, you need to have the necessary Salesforce permissions

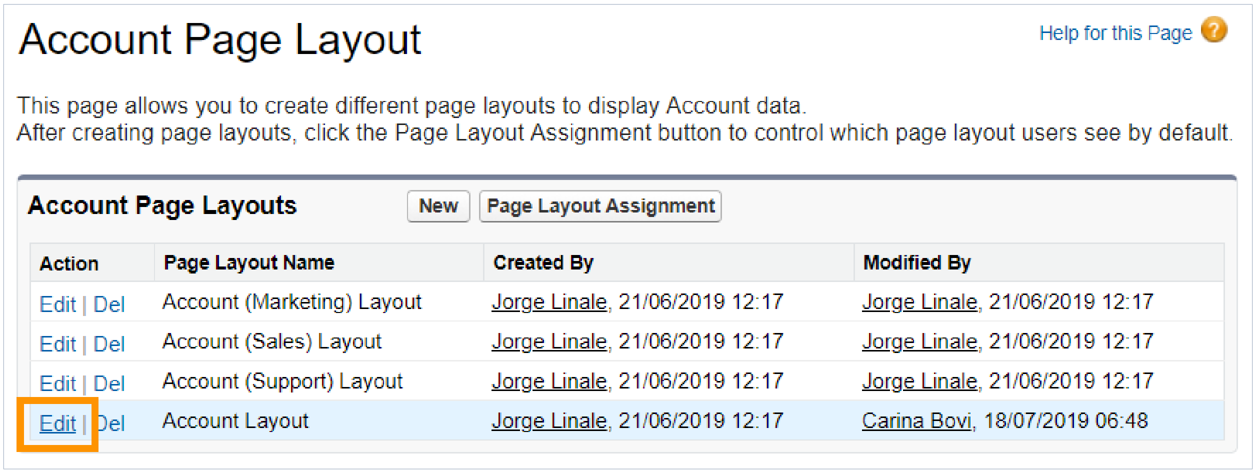
1. Click on Setup in the top right corner of the page, as shown in the screenshot below.



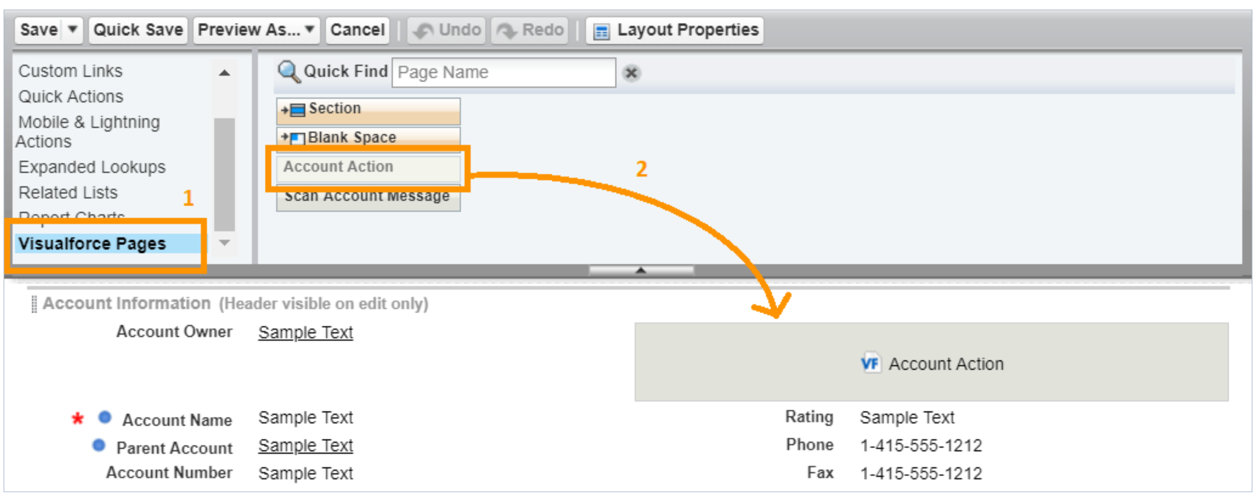
2. Type in the name of the object you want to customize (Accounts, Contacts and/or Leads) in the quick search bar and select Page Layouts from the list of options available on the left-hand side of the page.



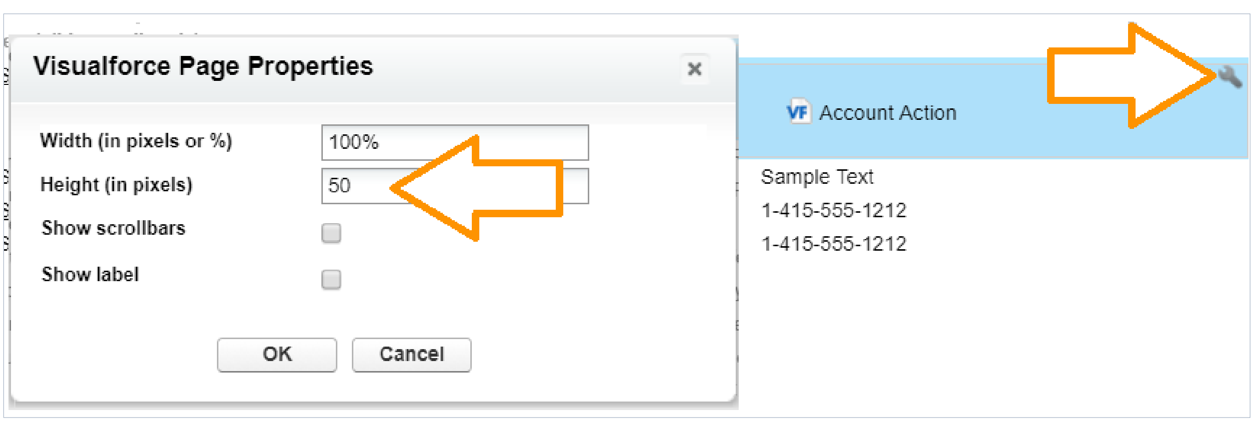
3. Click on the Edit button next to the Page Layout that you want to modify.



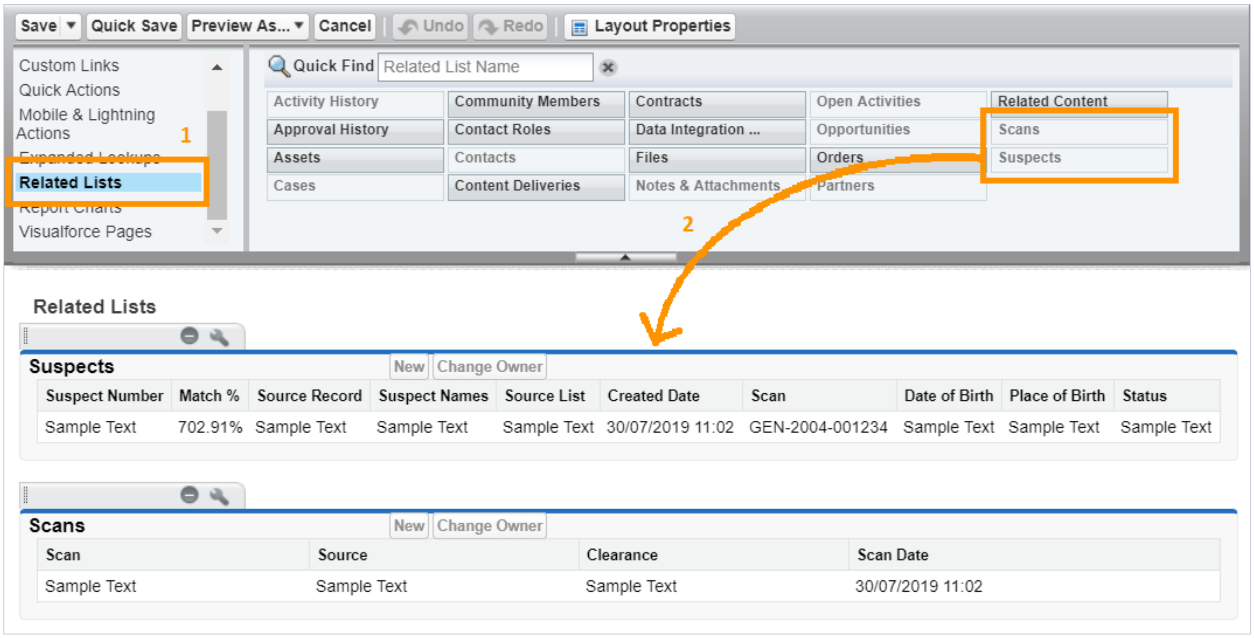
4. To add the Scan button to the object's page layout, select Visualforce Pages from the list (1), then drag the Account Action button from the Visualforce Pages list to the Salesforce Account Information section (2).



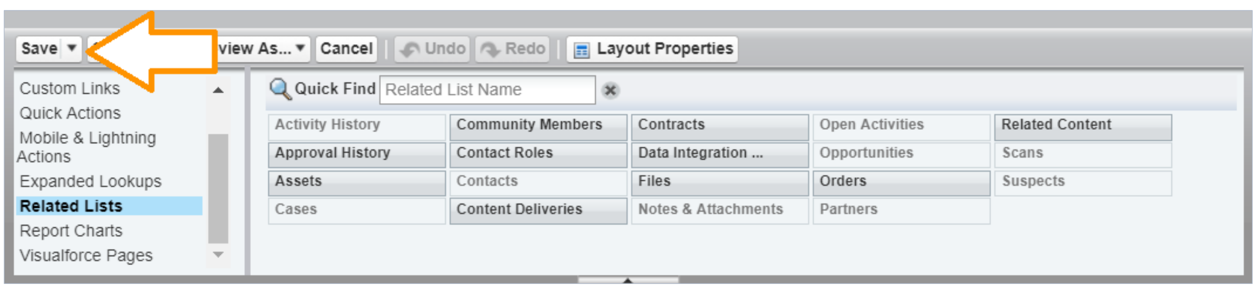
5. To customize how the button fits in the layout, click on the tool icon shown in the top right corner of the section and set the parameters as shown in the screenshot below.



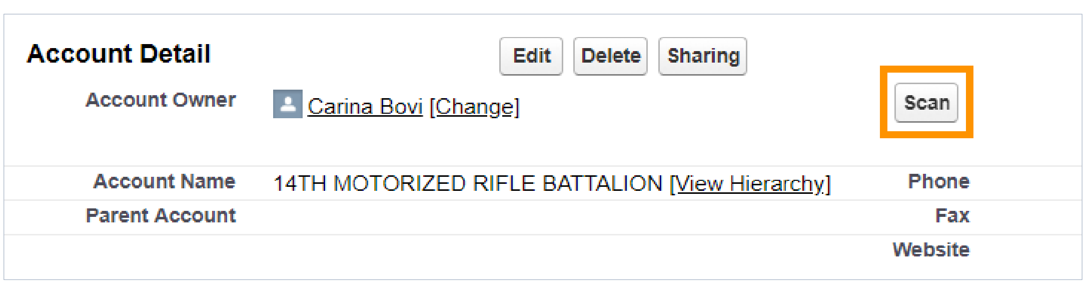
6. To add the Related Lists to the object's page layout, select Related Lists (1), then drag the Scans and Suspects lists from the Related Lists list to the Related Lists action section (2).



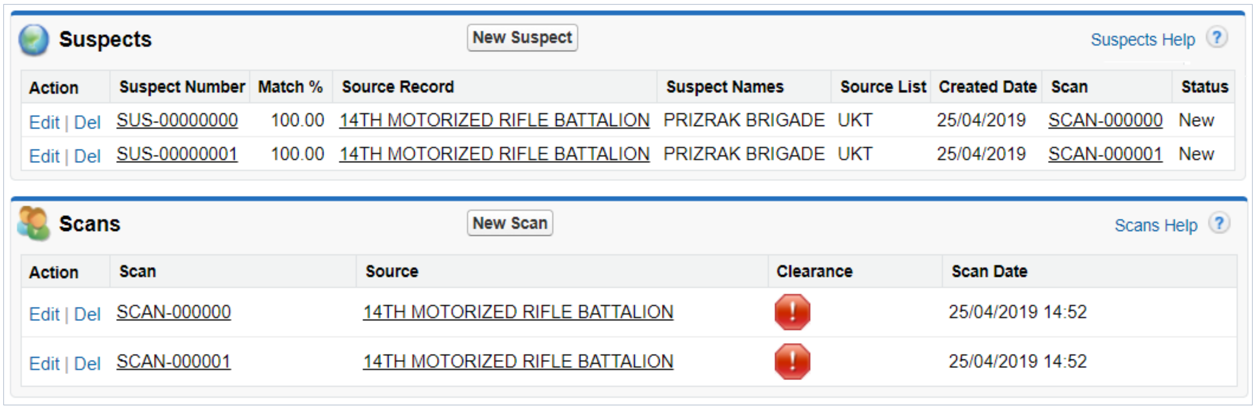
7. Once this is done, click on Save for the changes to be applied. Repeat these steps for each object selected (Account, Contact and/or Lead).



This is how the Scan button should look like once the changes are saved.



This is how the Related Lists should look like once the changes are saved.



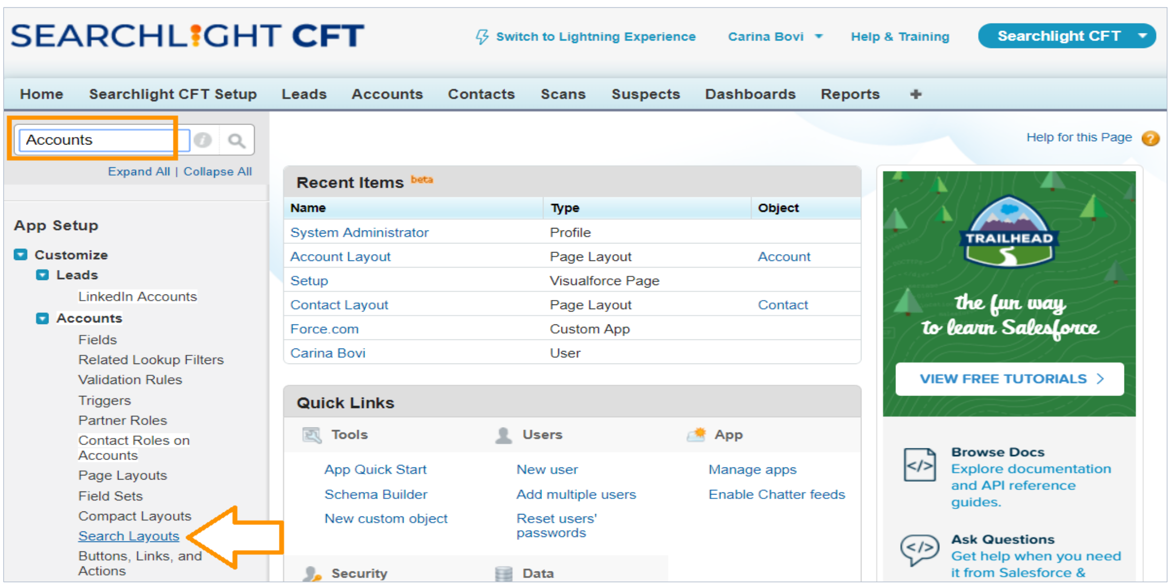
Suspects New Suspect Suspects Help

Action	Suspect Number	Match %	Source Record	Suspect Names	Source List	Created Date	Scan	Status
Edit | Del	SUS-00000000	100.00	14TH MOTORIZED RIFLE BATTALION	PRIZRAK BRIGADE	UKT	25/04/2019	SCAN-000000	New
Edit | Del	SUS-00000001	100.00	14TH MOTORIZED RIFLE BATTALION	PRIZRAK BRIGADE	UKT	25/04/2019	SCAN-000001	New

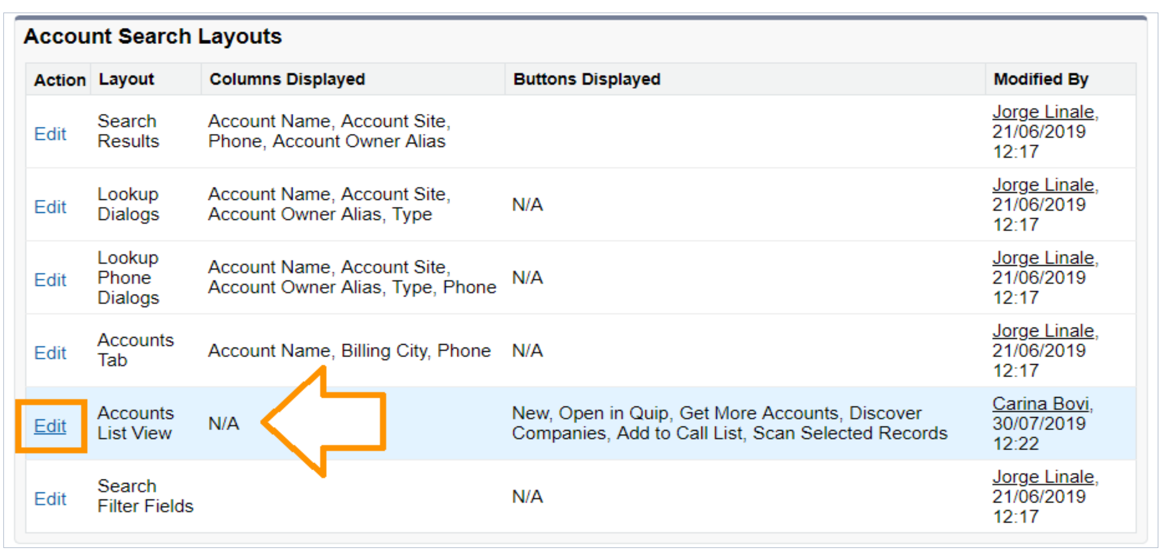
Scans New Scan Scans Help

Action	Scan	Source	Clearance	Scan Date
Edit | Del	SCAN-000000	14TH MOTORIZED RIFLE BATTALION	!	25/04/2019 14:52
Edit | Del	SCAN-000001	14TH MOTORIZED RIFLE BATTALION	!	25/04/2019 14:52

8. To add the button to perform manual scans on multiple records, click on Search Layouts.



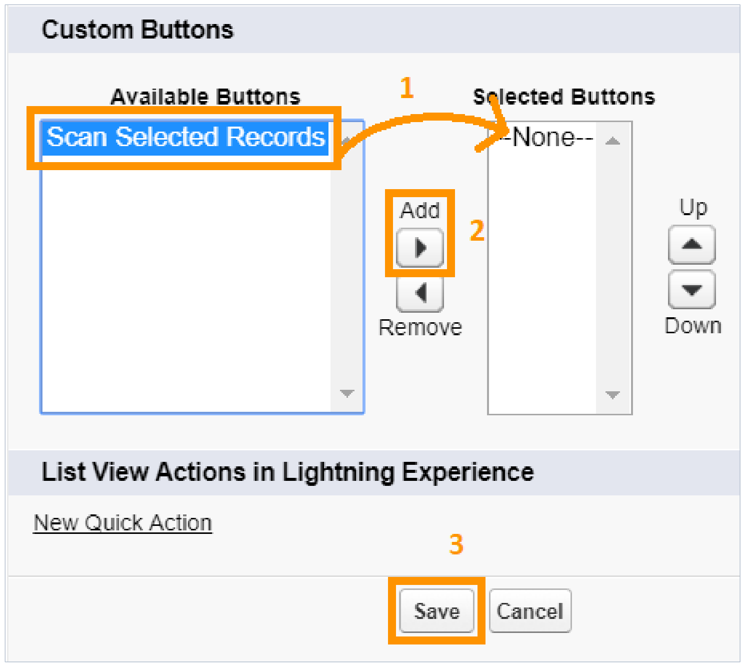
9. In the following page, click on the Edit button next to the Account List View item.



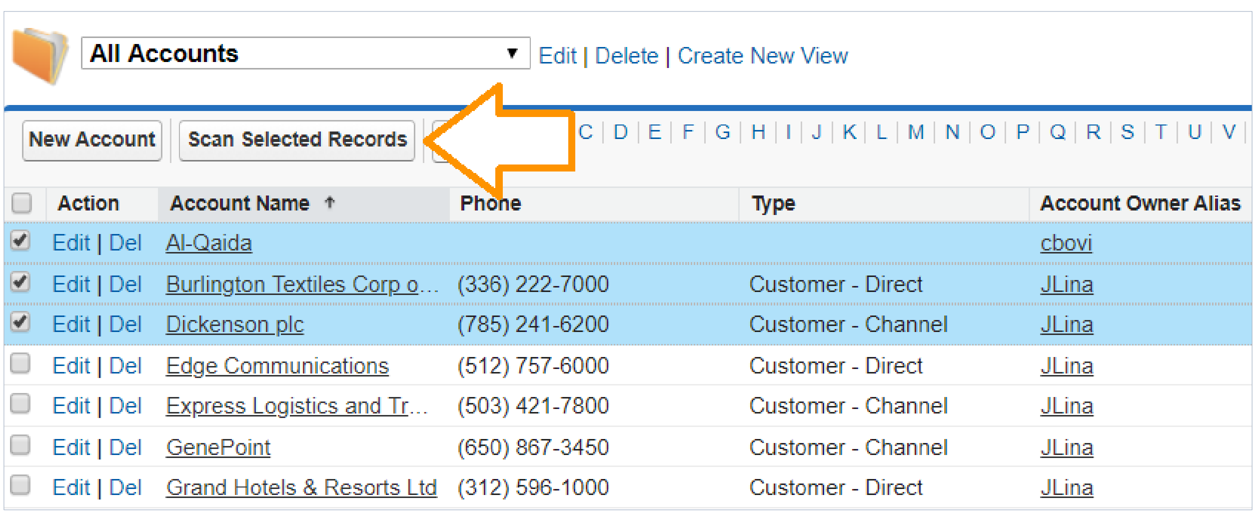
Account Search Layouts

Action	Layout	Columns Displayed	Buttons Displayed	Modified By
Edit	Search Results	Account Name, Account Site, Phone, Account Owner Alias		Jorge Linale, 21/06/2019 12:17
Edit	Lookup Dialogs	Account Name, Account Site, Account Owner Alias, Type	N/A	Jorge Linale, 21/06/2019 12:17
Edit	Lookup Phone Dialogs	Account Name, Account Site, Account Owner Alias, Type, Phone	N/A	Jorge Linale, 21/06/2019 12:17
Edit	Accounts Tab	Account Name, Billing City, Phone	N/A	Jorge Linale, 21/06/2019 12:17
Edit	Accounts List View	N/A	New, Open in Quip, Get More Accounts, Discover Companies, Add to Call List, Scan Selected Records	Carina Bovi, 30/07/2019 12:22
Edit	Search Filter Fields		N/A	Jorge Linale, 21/06/2019 12:17

10. Move the Scan Selected Records button from the left list to the right one by selecting it (1) and clicking on the Add arrow (2), then click on Save (3) for the changes to be applied.



This is how the Scan Selected Records button should look like once the changes are saved.



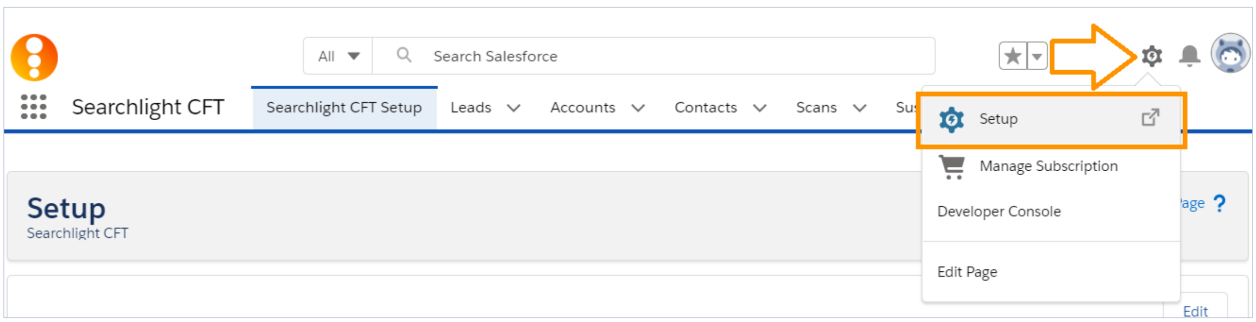
4.iv. Enable Path for Suspect Examinations

Salesforce Lightning

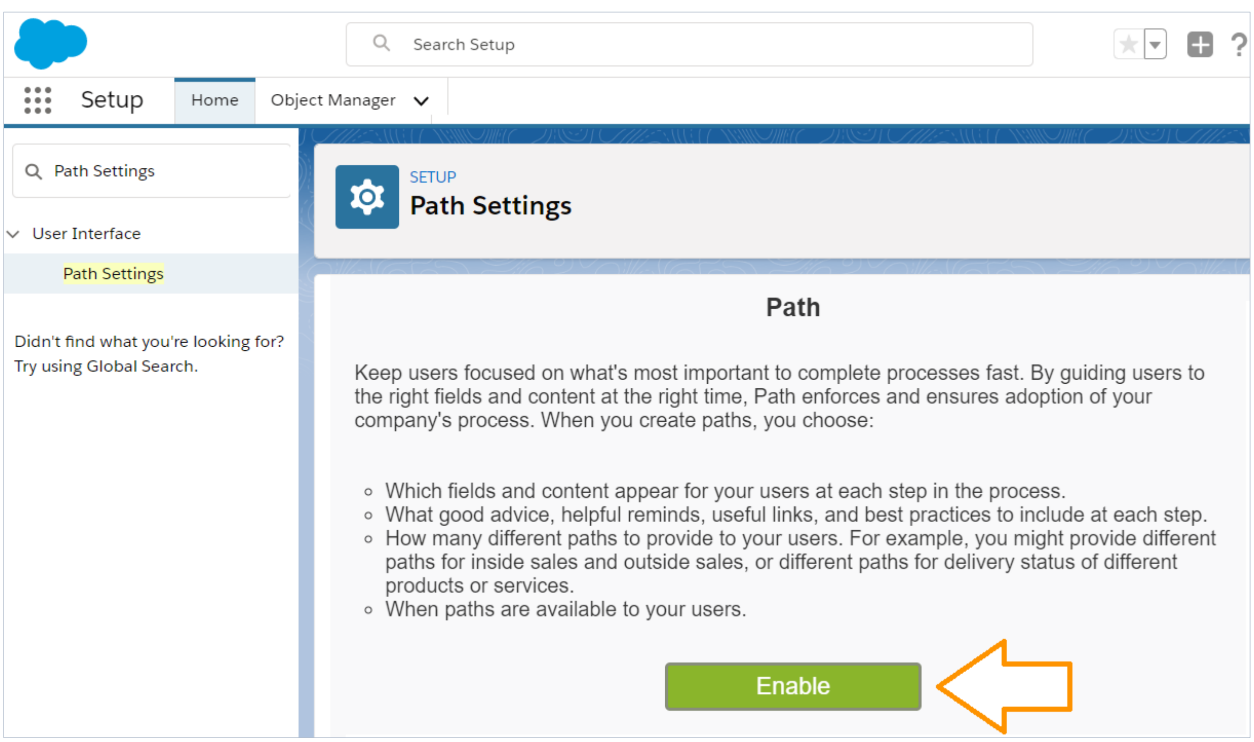
Path guides the users along the different status in a process. Searchlight CFT includes this functionality in the Suspect Examinations object. With Path you will be able to visualize the status of a record in a more graphic way and determine easily if any action remains to be taken.

To modify Page Layouts, you need to have the necessary Salesforce permissions

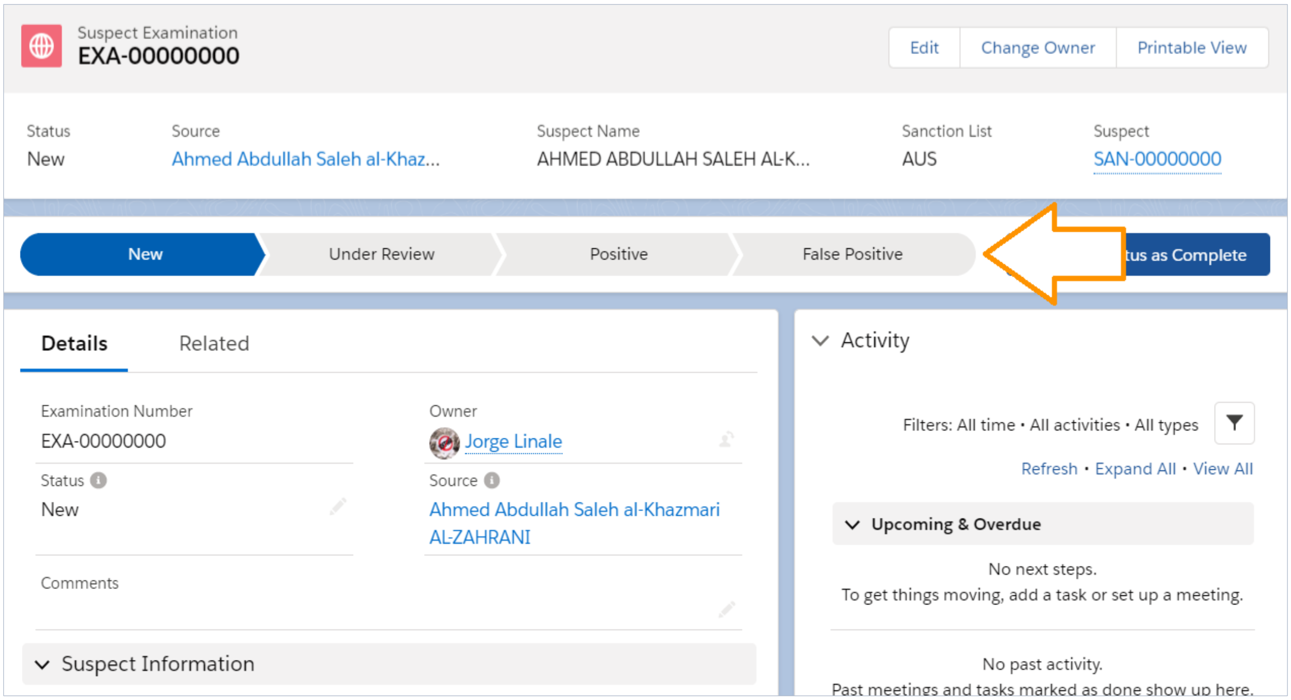
1. Click on the gear icon in the top right corner of the page and go to Setup, as shown in the screenshot below.



2. Type Path Settings in the search bar and click on the result shown under User Interface; then click on Enable.



This is how the Path should look like once it is enabled.

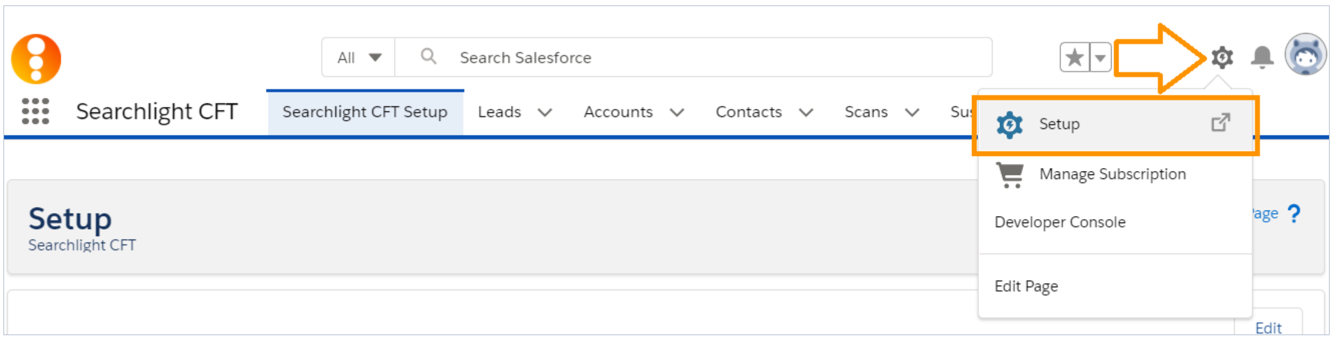


4.v. Remove vessels from US checks

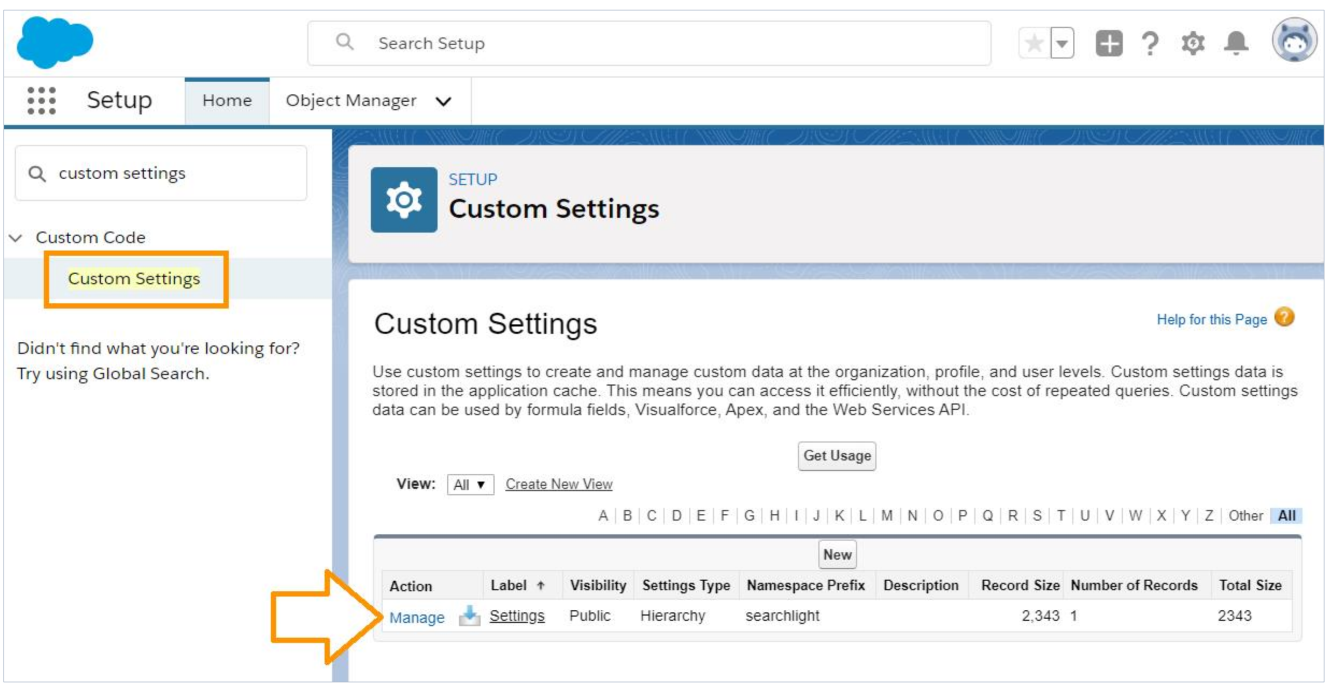
The Office of Foreign Assets Control (OFAC) includes in their watchlists vessels. By default, Searchlight CFT will include them in the scans when it is installed.

If you want to exclude them from your scans and results, follow the instructions below.

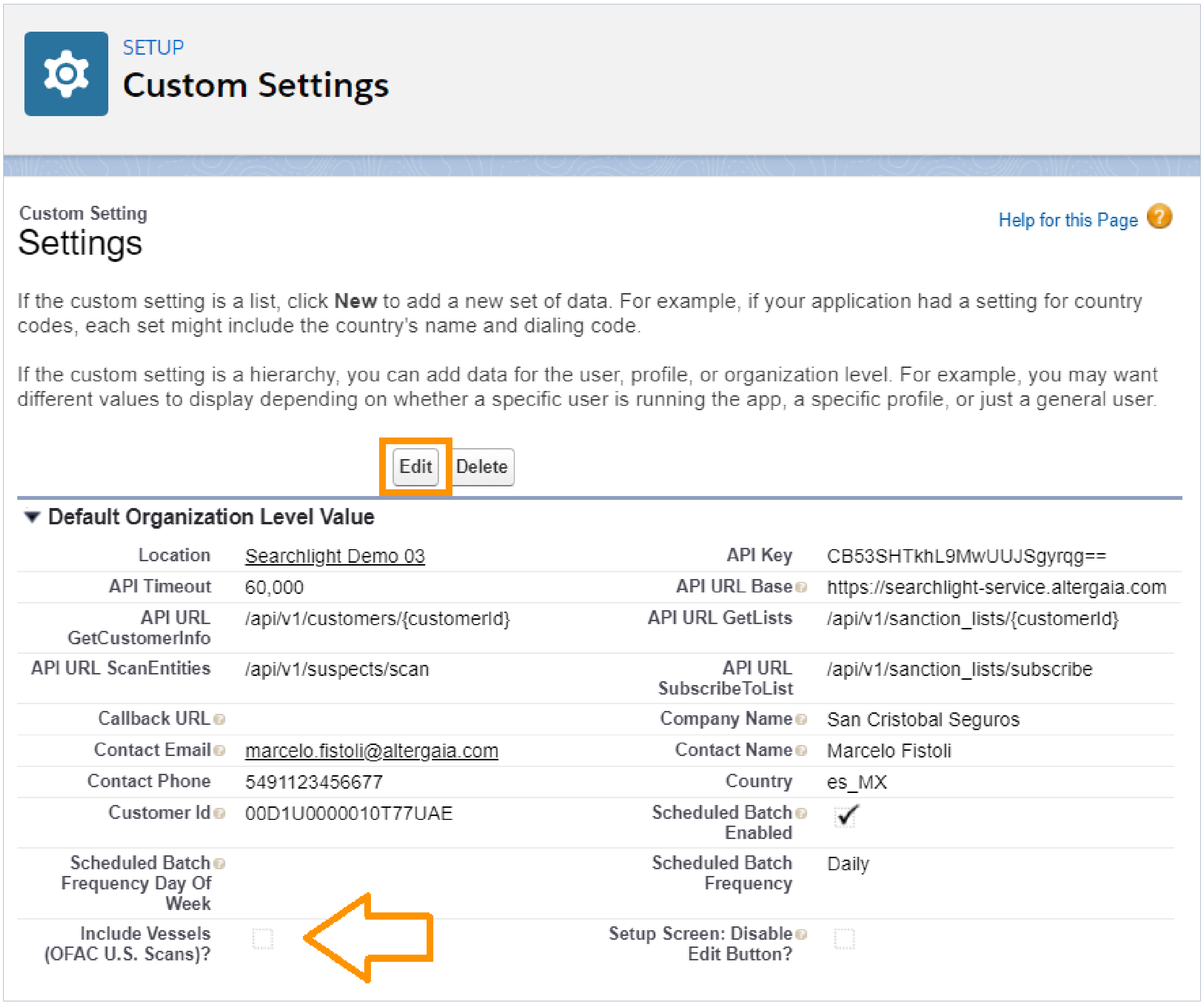
1. Click on the gear icon in the top right corner of the page and go to Setup, as shown in the screenshot below.



2. Type Custom Settings in the search bar and click on the result shown under Custom Code; then click on Manage.



3. Click on Edit and untick the box next to the Include Vessels (OFAC US Scans)? Field if you want to exclude vessels from your scans.



4. Click on Save to save the changes.

4.vi. Scans Parameters setup

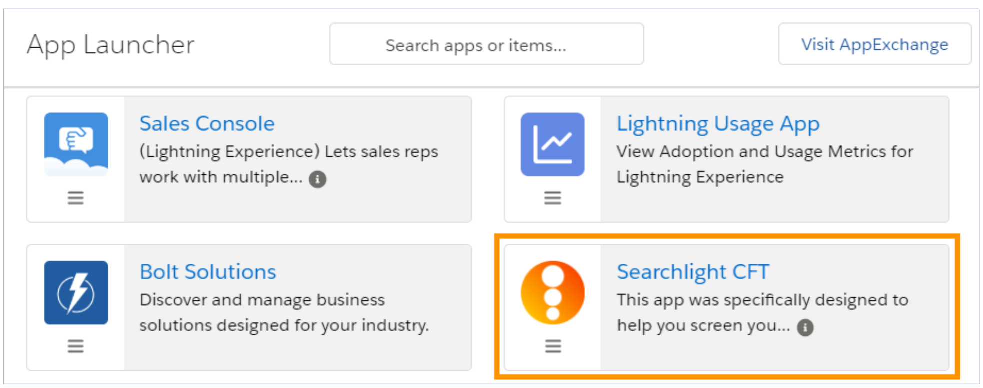
Once the Permission Sets have been assigned to the corresponding users and the Scan buttons and Related Lists have been added to the corresponding Page Layouts, the scan parameters need to be set up. This can be done from the Searchlight CFT Setup tab.

To set up the scan parameters you need to have the Searchlight CFT Admin Permission Set

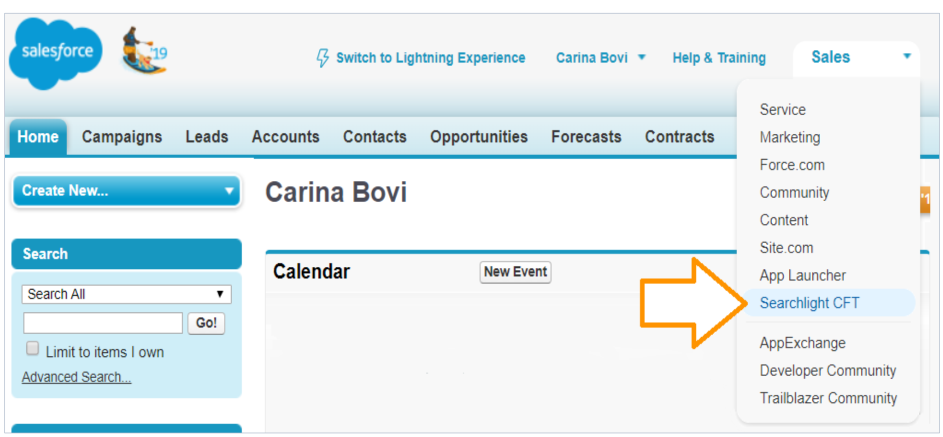
In the Searchlight CFT Setup tab you can view your account information, activate/deactivate objects and features and modify your scan parameters.

1. To go to the Searchlight CFT Setup tab open the Searchlight CFT app.

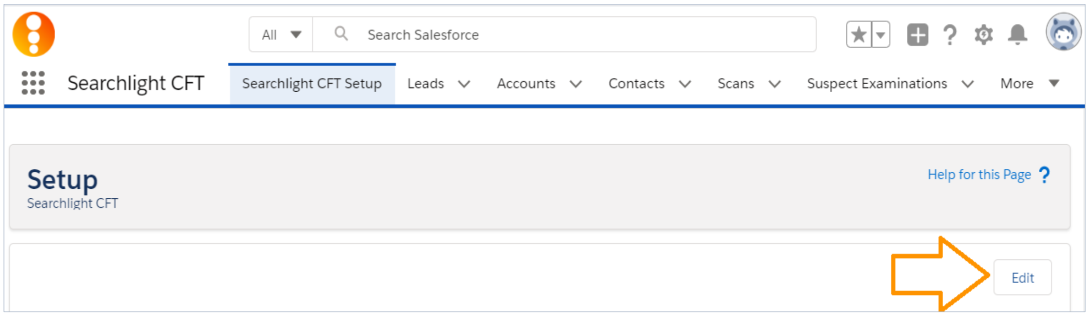
- If you are using Lightning Experience, click on the App Launcher icon and select Searchlight CFT.



- If you are using Salesforce Classic, click on the App list and select Searchlight CFT.



2. Click on the Edit button to set/edit the scan parameters.

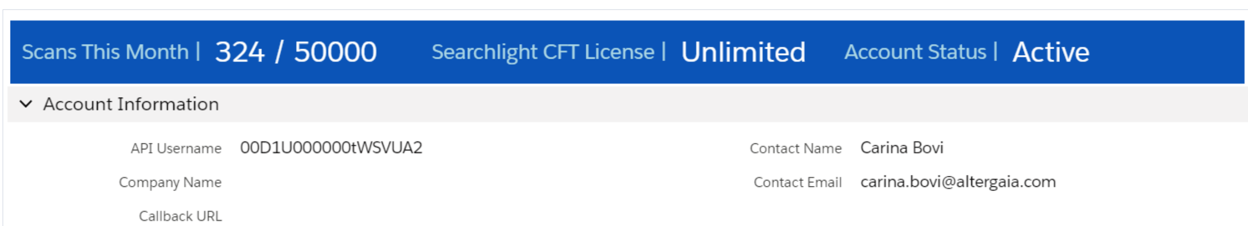


The Searchlight CFT Setup tab is divided in 4 sections:

- Account Information
- Available Objects to Scan
- Batch Settings
- Lists

Below you will find detailed information of each of these sections and what can be done in each of them.

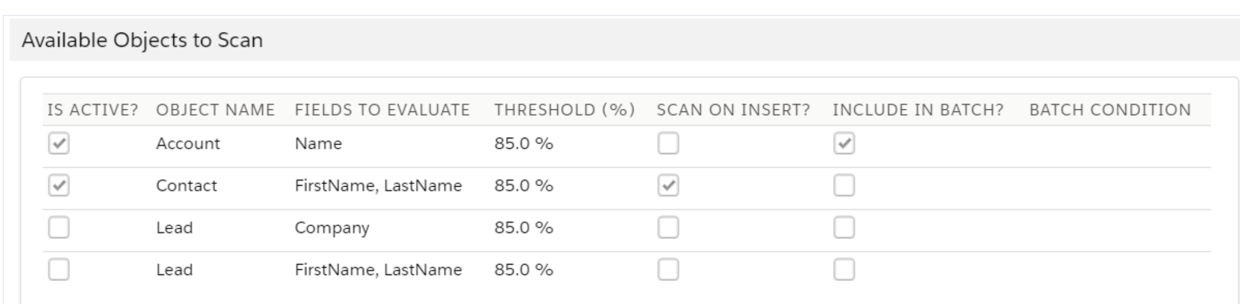
Account Information



In this section you will find your account information.
At the top of the page you can see the number of scans used and the number of scans left (The monthly scan limit depends on the license purchased), the type of license acquired and the status of your account.

Below that, you can find your company name, your contact name and contact email and the API Username, which represents your Salesforce Organization ID.

Available Objects to Scan



Available Objects to Scan

IS ACTIVE?	OBJECT NAME	FIELDS TO EVALUATE	THRESHOLD (%)	SCAN ON INSERT?	INCLUDE IN BATCH?	BATCH CONDITION
☑	Account	Name	85.0 %	☐	☑	
☑	Contact	FirstName, LastName	85.0 %	☑	☐	
☐	Lead	Company	85.0 %	☐	☐	
☐	Lead	FirstName, LastName	85.0 %	☐	☐	

In this section you can manage all the aspects related to the scans that will be performed. Each of the columns displayed represents a parameter that you can modify for your scans.

The available objects to scan are Accounts (Including Person Accounts if they are enabled in your organization), Contacts and Leads.

- **Is Active?:** This column shows the objects that are enabled for scans.
  In edit mode, click the boxes next to the objects to enable or disable them for your scans.

> *If you try to perform a scan on a record that has not been activated, an error message will be displayed*

- **Object name:** This column displays the objects available for scans (Accounts, Contacts and Leads).
- **Fields to evaluate:** This column displays the fields that will be considered in the scans.
  In edit mode you can modify the fields if necessary. Type in the name of the fields that needs to be evaluated as set in your records.
- **Threshold:** This column shows the hit rate threshold percentage used for your scans.
  In edit mode, it can be tuned to manage false positives according to your risk appetite. It can be moved from 70 to 100.

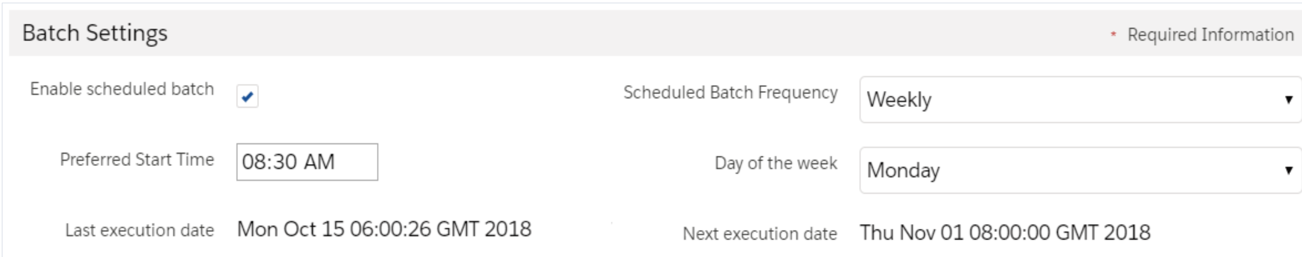
> *We highly recommend using 90% as a minimum threshold to prevent having excessive false positive results*

- **Scan on insert:** This column shows the objects that are active for automatic scans on creation of new records.
  In edit mode, click the boxes of the corresponding objects to enable or disable them.

> *Once a record is saved, the scan is performed automatically, and the results are displayed in the same page*

- **Include in batch:** This column shows the objects that are included in the scheduled batch scans.
  In edit mode, click the boxes of the corresponding objects to enable or disable them for scheduled batch scans.
- **Batch conditions:** This column displays the conditions that are set for batch scans.
  In edit mode, you can enter conditions for the batch scans in the format of SOQL “where” conditions.

Batch Settings



In this section you can manage all the aspects related to the scheduled batch scans. Click on the box next to Enable scheduled batch to activate the scheduled scans and set the parameters for them.

Each of the fields displayed in this section represent a parameter that you can modify for your scans.

- **Preferred start time:** Set the time you want your scheduled scans to run.
- **Scheduled batch frequency:** Select the frequency that you want the batch scans to run. Daily, weekly or monthly are the options available.
- **Day of the week:** If the frequency selected is weekly, you will be able to select the day of the week you want them to run.
- **Last execution date and Next execution date:** These fields show the last time a scheduled scan was run and the time the next one will run, correspondingly.

The batch scans parameters can be modified whenever necessary, but for them to be applied you need to first disable the scheduled batch scans and save the changes. Then enable them again and set the new desired parameters. Do not forget to save the changes after updating the parameters for them to be registered.

Lists

⌄ Lists

OWNED	LIST NAME	PUBLISHING ENTITY	REGION	SUSPECT QUANTITY	LAST UPDATED
☑	"[USD] Specially Designated Nationals And Blocked Persons List (SDN)"	Office of the Foreign Assets Control (OFAC), U.S. Department of the Treasury	United States	8100	Tue Jan 21 06:03:36 GMT 2020
☑	"[UKT] Consolidated List of Financial Sanctions Targets"	Office of Financial Sanctions Implementation, HM Treasury (HMT)	United Kingdom	2100	Tue Jan 21 06:05:26 GMT 2020
☑	"[EUC] Consolidated Sanctions List"	EU Service for foreign policy instruments (FPI)	European Union	2072	Tue Jan 21 06:06:20 GMT 2020
☑	"[USC] Consolidated Sanctions List"	Office of the Foreign Assets Control (OFAC), U.S. Department of the Treasury	United States	375	Tue Jan 21 06:05:34 GMT 2020
☑	"[UNC] Consolidated United Nations Security Council Sanctions List"	United Nations Security Council	United Nations	1009	Tue Jan 21 06:06:47 GMT 2020
☑	"[CAN] OSFI Anti-terrorism Financing"	Office of the Superintendent of Financial Institutions (OSFI), Government of Canada	Canada	3169	Wed Jul 24 05:03:21 GMT 2019
☑	"[AUS] Sanctions Consolidated Lists"	Department of Foreign Affairs and Trade, Australian Government	Australia	1807	Tue Jan 21 06:04:35 GMT 2020
☐	"[ARG] RePET: Registro Público de Personas y Entidades vinculadas al Terrorismo"	Ministerio de Justicia y Derechos Humanos, Presidencia de la Nación Argentina	Argentina	498	Tue Jan 21 06:06:31 GMT 2020

In this section you can select the lists you want to scan your records against.

Lists cannot be modified once selection is saved

Once the parameters have been selected, click Save at the bottom of the page for the changes to be validated and applied.

*Please refer to the **Searchlight CFT User Guide** for step by step instructions on how to use Searchlight CFT and to start take advantage of its capabilities.*

If you need assistance, please contact us at

support@altergaia.com

Please note that we estimate a response time of 24 hours.

Support hours: Monday to Friday - 9:00 to 18:00 UK time.

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Simplifying the fight against Financial Crime through automation