

**SPONSORED PROGRAMS ADMINISTRATION**

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## University of Illinois at Urbana-Champaign Sponsored Programs Administration

### Descartes Visual Compliance Tips and Tricks Handout

1. When you use the “Multi-Party Search” feature and have more institutions to screen for an individual, you can click on “Search These Keywords Again,” and then delete those previous institutions that were searched.
2. When entering long names (especially for companies and institutions), try a “less is more” approach by omitting any location identifiers for institutions. For example, if you were to type in “Steel and Aerospace Company of Boston,” you can delete “of Boston.”
3. For individuals, you can also try a “less is more” approach by deleting any initials and middle names since these may not show up on government lists.
4. When screening an individual, try using the “Fuzzy” feature because it allows room for “error.” In other words, it will find closely related people, institutions, etc. based on variations in spelling.
5. Use the “GSA” option and enter the country to weed out unnecessary findings.
6. If you receive a “No Alerts Found” finding, you don’t need to share with Export Controls.