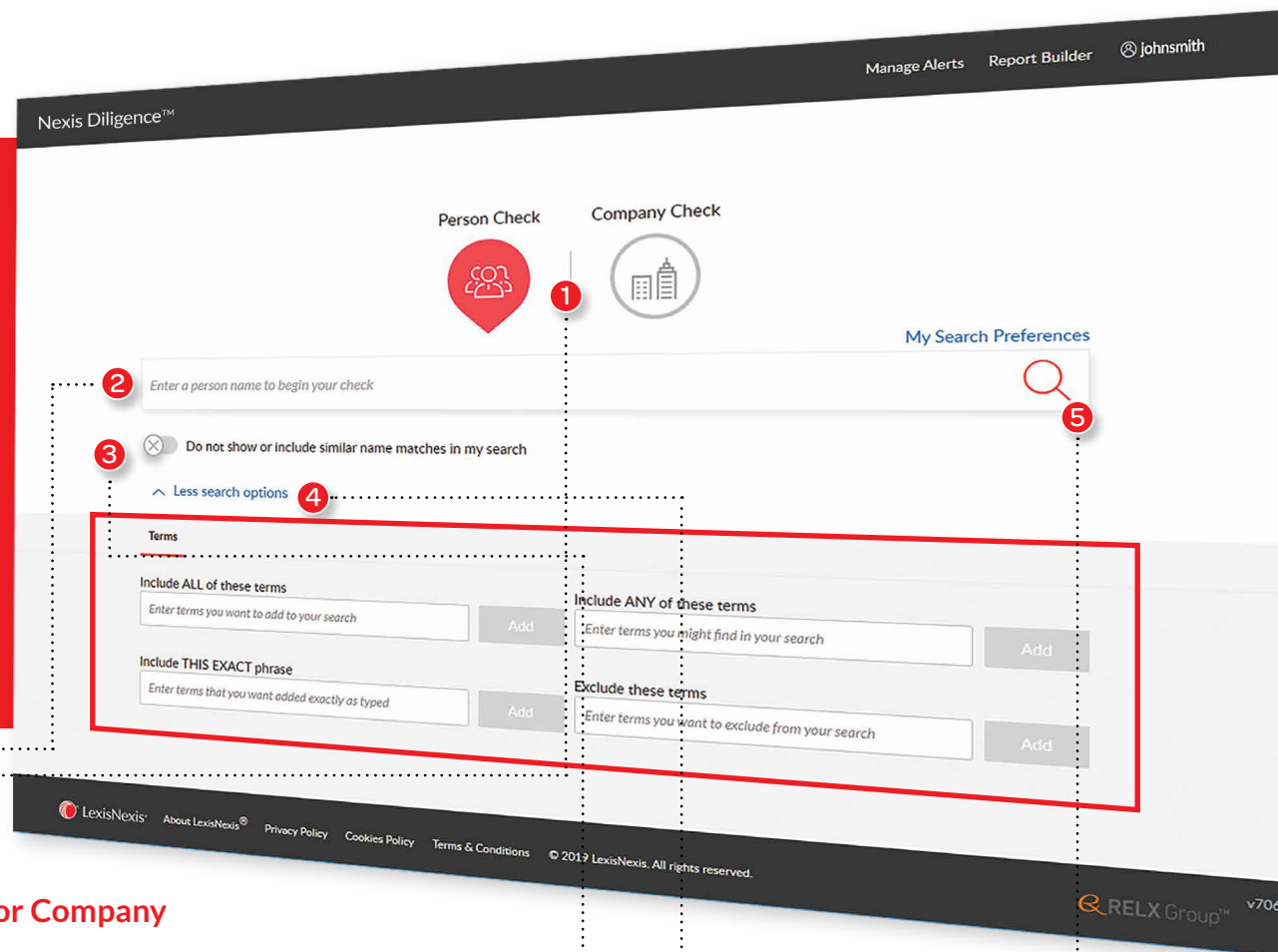


Nexis Diligence™ Quick Start Tips

Introducing Nexis Diligence™—a platform for trust that makes good profit possible.

Featuring an intuitive interface connected to a comprehensive content universe, Nexis Diligence enables you to quickly conduct in-depth due diligence investigations.

Ready to get started? Use this guide for quick tips on performing Person or Company checks, reviewing results and using the Report Builder.



Perform Due Diligence Research on a Person or Company

- 1 Choose the type of search you want to perform, either **Person Check** or **Company Check**.
- 2 Enter the name of the entity you want to search. If you know additional information, such as an address or company/director name, also enter it in this field.
Note: You can also use this search box to search for other types of information, like a brand name, hot topic, or keyword.
- 3 When searching for a person, toggle this option to view other names that are closely related to the name you entered. From the list that appears, clear those you don't want included in the search. (If you prefer an exact match, switch this option to 'off'.)
- 4 Click **More search/less search options** to fine-tune your search query with additional terms or phrases you want included or excluded.
- 5 Click **Search** to view your results.

View Your Results

When you first complete your search, a **Snapshot** of your results appears. The numbers in the pods indicate how many results were found for each category.

- 1 Click a category to view the full results list.
- 2 Select **Hide Snapshot View** to automatically go to the first category with results the next time you search.
- 3 Click **Download Full Report** to download all of the results or documents your search found. You can also drill down to specific results within each category pod.

Nexis Diligence™ John Brooks Persons

Home > Snapshot

Results for: John Brooks

1048 Last year

0 Last year

8896 Last year

2 Last year

16 Last year

Download Full Report

Hide Snapshot View

© 2019 LexisNexis. All rights reserved. RELX Group v708

Nexis Diligence™ John Brooks Persons

Home > Snapshot > Negative News

Results for Person check on: John Brooks (1048)

FILTERS

Negative News Source: Newsday (N... Date Range: Last year

Proximity of Negative Terms: Within the...

Categories

- Negative News 1048
- News 3411
- Company Sources 8896
- Sanctions & Watchlists 2
- Politically Exposed Persons 7
- Biographical References & Directories 837
- Legal Sources 16

1048 Results

0 SELECTED

1. Arrest report for 2-24-19

The Commercial Dispatch (Columbus, Mississippi) | 445 words

...AREA Arrest report for 2-24-19...

...was charged with conspiracy to commit a...

...with possession of stolen property. * Robbion...

...transfer of a stolen firearm. * Frank...

charged with attempted assault... firearm discharge

© 2019 LexisNexis. All rights reserved. RELX Group v708

- 4 Once you click a category, your results for that category appear.
- 5 Use the options on the left side to change categories or apply additional filters.
- 6 Use the delivery icons to share your results with others. You can download, print, or email them.
- 7 Choose the top checkbox to add all results or select individual checkboxes to add specific results to your report.
- 8 Click a document title to view the full document.

Work with Report Builder

- 1 Once you've selected and added documents to your report, click the **Report Builder** link at the top of the web page.
- 2 The report name uses your search term as its title. (You can change this by clicking the title and making your updates.)
- 3 Arrange the order of articles in the report by using the **Move** icon to drag each item to a new location.
- 4 Use **Delete** to remove documents from a report, and use **Add Note** to annotate a document you've added to the report.
- 5 When the report is ready, click **Download Report**.

Nexis Diligence™ John Brooks Persons Search Manage Alerts Report Builder Johnsmith

Home > Report Builder

Report Builder

Documents expire 30 days after they are retrieved by your search. Dismiss

Report Title Last Updated

John Brooks Mar 04, 2019 11:54 Mar 04, 2019 Download Report Delete Reorder Report

Negative News

Document Title	Expiry Date	
1 Arrest report for 2-24-19 The Commercial Dispatch (Columbus, Mississippi) February 24, 2019 Sunday	Apr 03, 2019	Delete Add Note
2 Washington: Nine people indicted for firearms crimes Impact News Service July 16, 2018 Monday	Apr 03, 2019	Delete Add Note
3 SENATE MAJORITY PROTECTS NEW YORKERS FROM "REVENGE PORN" States News Service February 28, 2019 Thursday	Apr 03, 2019	Delete Add Note
4 Senator Brooks: 'New York fails child victims' Bellmore Herald (NY) 19 March 2018	Apr 03, 2019	Delete Add Note

Change Settings

You can customize how you use Nexis Diligence in User Preferences.

- 1 Under **General Settings**, you can choose your sources and define your default search date ranges. You can also choose whether to view a snapshot of your results or just go directly to your individualized results lists.
- 2 Under **Person Check** and **Company Check**, you can choose any negative terms you want Nexis Diligence to include by default with any search you perform. You can also add any other terms you want included in your search. For Person checks, choose whether to search similarly spelled names.
- 3 Under **Report Builder**, you can use the “move” icons to rearrange the default order of section headings in the report.

Note: When viewing the search home page, you can click the **My Search Preferences** link to change your preferences on a search by search basis.

Nexis Diligence™ John Brooks Persons Manage Alerts Report Builder Johnsmith

Home > Preferences

Preferences

1 General Settings

2 Person Check

3 Report Builder

General Settings

Default Search Settings

Sources Included in Your Checks

Choose the sources to include in your company and person checks and reports

<input checked="" type="checkbox"/> Negative News	<input checked="" type="checkbox"/> News	<input checked="" type="checkbox"/> Company Sources
<input checked="" type="checkbox"/> Credit Reports	<input checked="" type="checkbox"/> Sanctions Watchlists	<input checked="" type="checkbox"/> Politically Exposed Persons
<input checked="" type="checkbox"/> Biographical References & Directories	<input checked="" type="checkbox"/> Legal Sources	

News Searches

Choose a default date range for your negative news searches

Last year

Choose your default proximity setting for the number of words between your search terms and negative keywords.

Within the same document

Company Source Searches

Choose a default date range for your company sources searches

Last year

Legal Source Searches

Choose a default date range for your legal sources searches

Additional Resources

To get help while using the product, choose the Help option from the [Username] drop-down list.

For questions that can't be answered in the Help, use one of the following options:

Germany

Phone: 0211 / 417435-40
Email: kundenservice@lexisnexis.com

France

Phone: +33 (0)1 71 72 48 50
Email: client.bis@lexisnexis.fr

Netherlands, Belgium, & Luxembourg

Tel.: +31 20 485 3456
Email: Servicedesk@lexisnexis.nl

United Kingdom

Phone: +44 (0)186 584 4752
Email: customersupport@lexisnexis.co.uk

United States

Phone: 1-800-227-4908
User Site: www.lexisnexis.com/bis-user-information/lexisdiligence

