

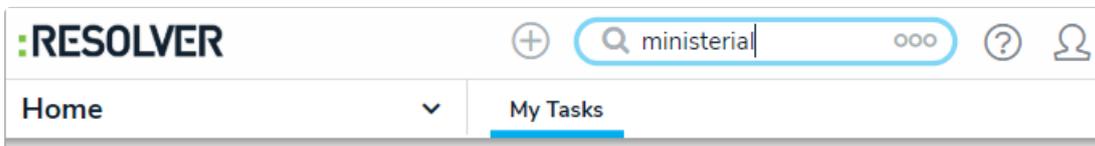
Search Compliance Management

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The following explains how to search for objects in Compliance Management. When using the search function, note that an object refers to any record created in your organization, whereas an object type is the category of data collected. For example, *Req-4 Ministerial directives* is an object with the object type *Requirement*. For more information on objects and object types, see the [Commonly Confused Terms](#) article.

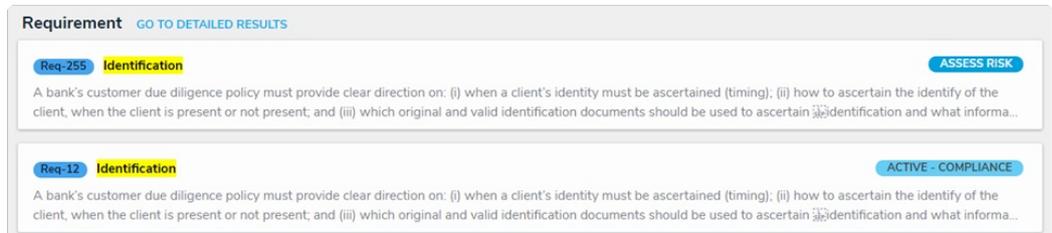
To search Compliance Management by keyword:

1. Click the search text field in the nav bar, enter the name of an object, then press **Enter** on your keyboard.



Entering keywords in the search bar.

2. Review the search results, which are organized by object name. The results also display the objects' current workflow state.
3. To view an individual object, click the area below the object's unique ID and name.
4. To apply search filters:
 - a. Click **Go to Detailed Results** near the top of the search results for each object type.



Click Go to Detailed Results for filtering options.

- b. Use the filters in the **Filters** section to the left of the page to narrow down which objects are displayed. The following filters are available on this page for every object type:
 - **By Name;**
 - **By Assessment Type;**
 - **By Dimension** (assessment context, such as Business Unit);
 - **By Description;**
 - **By Unique ID;** and
 - **By State.**
- c. Apply additional filters as needed. These additional filters are based on any plain text, select list, and multi-select fields added to the object type:

- If you're adding a select list or multi-select list filter, choose one or more options from the dropdown menu.
- If you're adding a plain text filter, enter one or more keywords into the text box. All special characters, except the @ and ! symbols, will be ignored.

Explore **Search Results**

Current Search Parameters: Object Types: Requirement; Keywords: identification
[Back to Grouped Results](#)

Filters

By Name

By Assessment Type

By Dimension

By Description

Req-255 Identification **ASSESS RISK**
 A bank's customer due diligence policy must provide clear direction on: (i) when a client's identity must be ascertained (timing); (ii) how to ascertain the identify of the client, when the client is present or not prese...

Req-12 Identification **ACTIVE - COMPLIANCE**
 A bank's customer due diligence policy must provide clear direction on: (i) when a client's identity must be ascertained (timing); (ii) how to ascertain the identify of the client, when the client is present or not prese...

Req-18 Pre-existing clients **ACTIVE - COMPLIANCE**
 A bank that entered into a relationship with a client prior to the AML/TF requirements coming into force in 2002, or having purchased products that the PCMLTFR exempt from client identification requirements, s...

Req-13 Identification exceptions **ACTIVE - COMPLIANCE**
 The PCMLTFR exempts a bank from the identification requirements in respect of

Clicking [Go to Detailed Results](#) to view filter options to narrow down which objects are displayed in the results.

- Click an object to view it. The form that is used to display an object found in the search results will be based on your user group. If you are in multiple user groups, the form shown may be unexpected. Contact your Administrator for assistance.
- To return to the previous page, click **Back to Grouped Results**.