

Question: How do I update SDN lists? (in the US)

How do I update government sanctions target list? (UK)

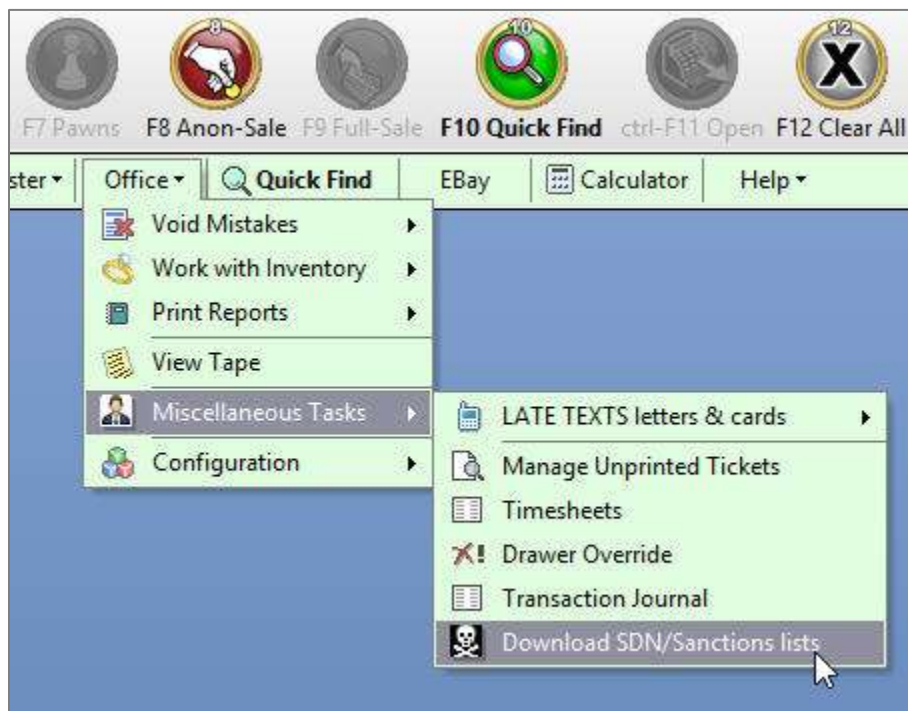
Answer: The Specially Designated Nationals (SDN) list in the US and the Sanctions list in the UK are government generated lists of people who are not allowed to conduct financial business in the US (or UK). If any of these people enter your shop and try to do business you must refuse them, and record their attempt.

These lists are updated and changed often by the government, and it is your responsibility to ensure that Dazzle has an up-to-date list to work with. What Dazzle does is – it checks every new and every repeat customer against that list to make sure the customer is someone with whom you may do business. This check is fully automatic. If a possible match is found you will be alerted by a popup screen. You can print out that screen for your records. Note; it is only a possible match, meaning – the name is the same. Most likely it is someone who just happens to have the same name as a name on the list, and you can determine this by looking at other details such as date of birth, ID no., etc.

To make sure your lists are up to date you should run the update routine about once per week. The rest of this article describes how to do that...

UPDATING THE LISTS WITH DAZZLE

- Click OFFICE → MISCELLANEOUS TASKS → DOWNLOAD SDN/SANCTIONS LISTS



- When you see the Download screen, enter the URL of the government website where the SDN or Sanctions downloads are available. If you don't know this URL, just click the "Default Site" button and Dazzle will plug in an address for you.
- Click "Next" to continue.

Download SDN and Sanctions Files

Download latest data.
"Not Allowed" Customer Lists.

Enter Website URL from which to download data,
or choose default site by clicking DEFAULT SITE button.
Then click NEXT.

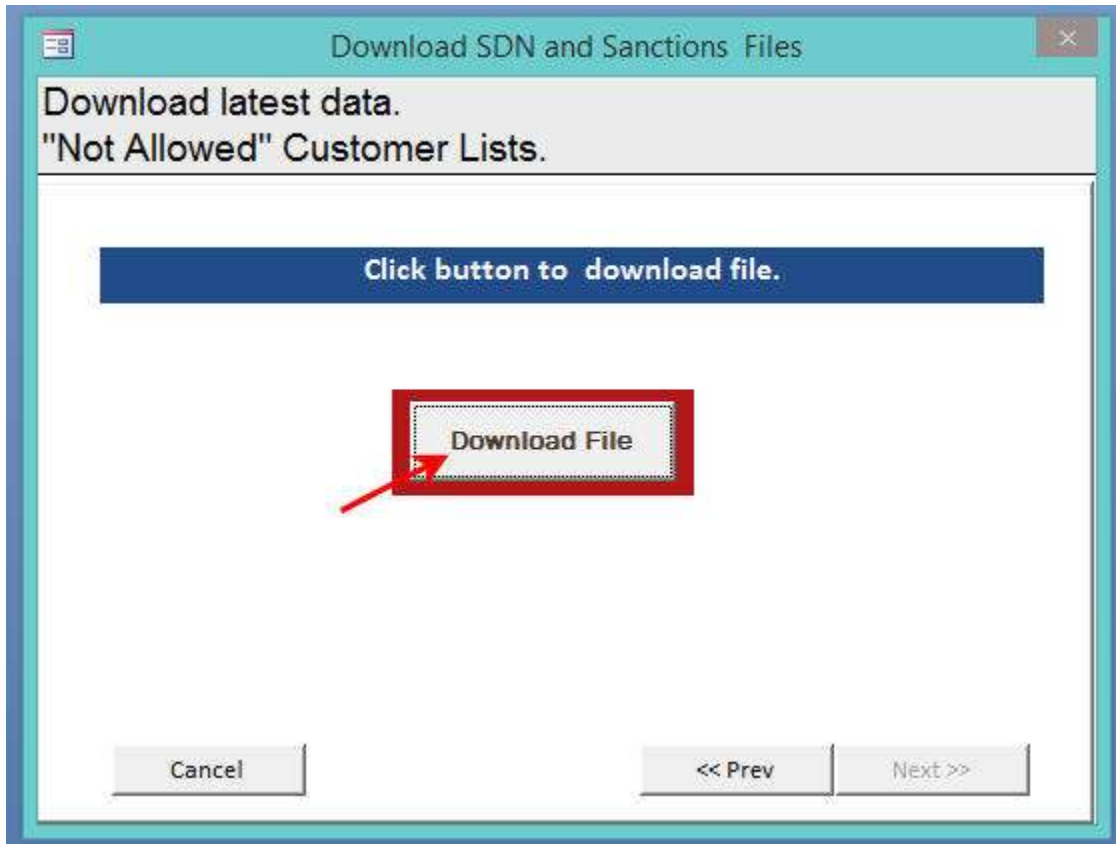
URL of Gov't SDN or Sanction File

- Confirm that you have a working internet connection by checking the box in the middle, then click "Next" to continue.

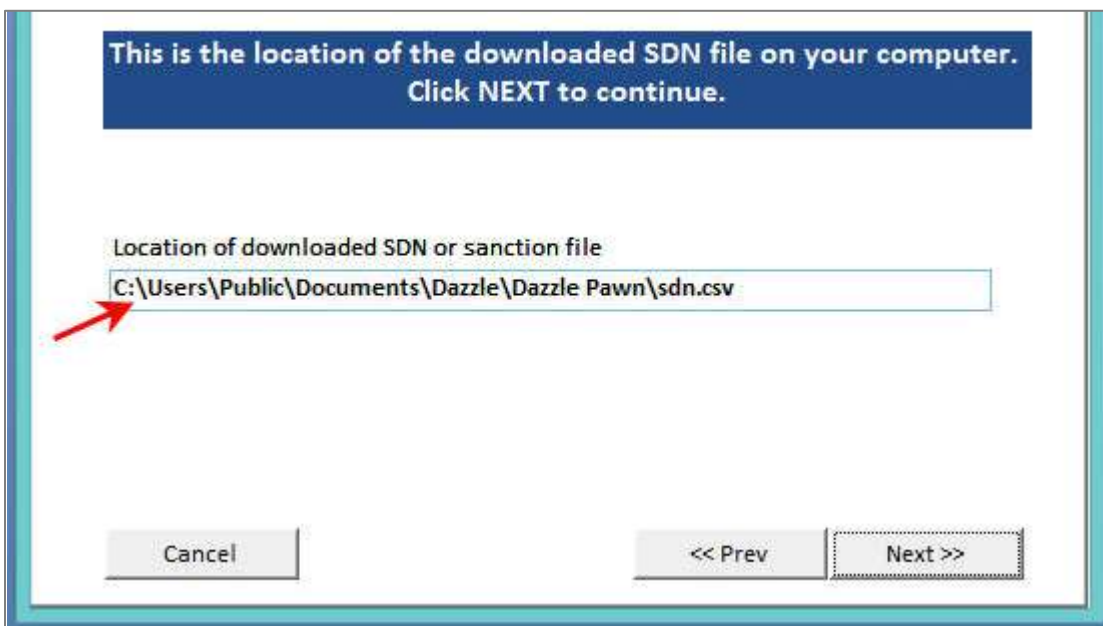
In the next step you will download from the internet.
You must have an internet connection to continue

I have an internet connection

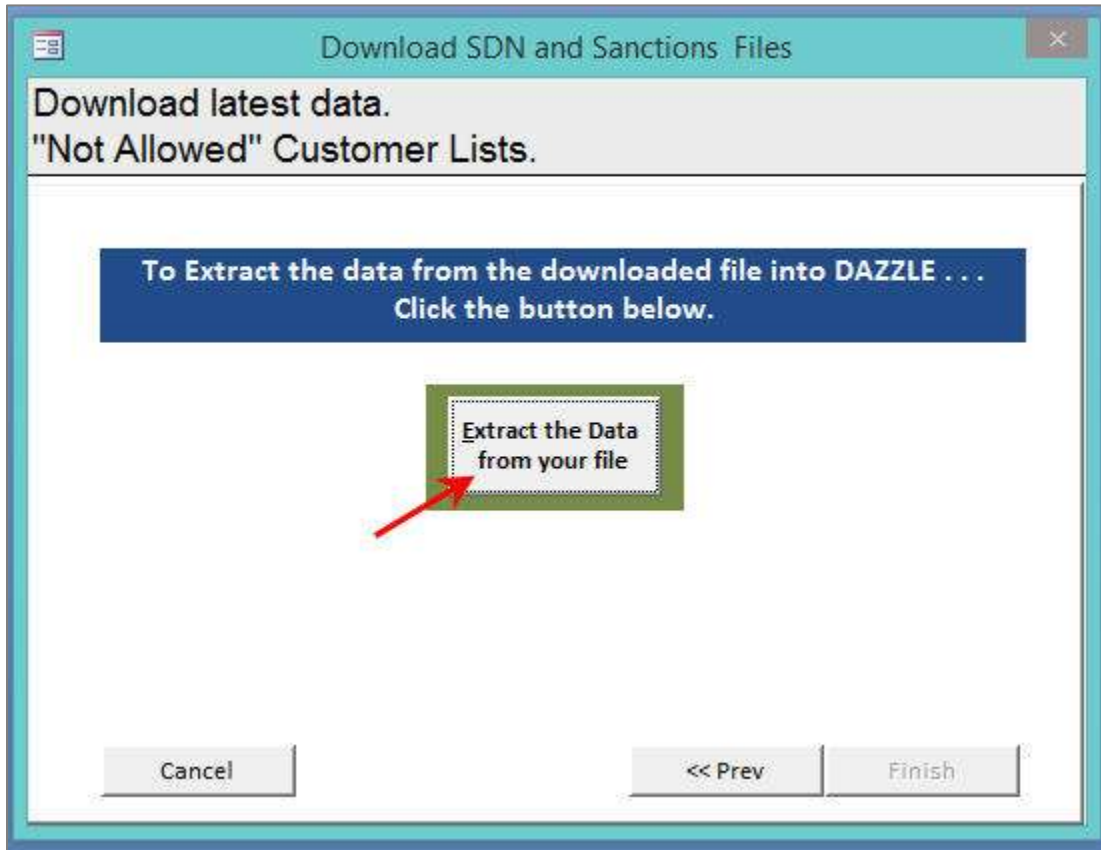
- Click the button labeled “Download File”. Your download will begin. In a few seconds you will see a message saying it is done.



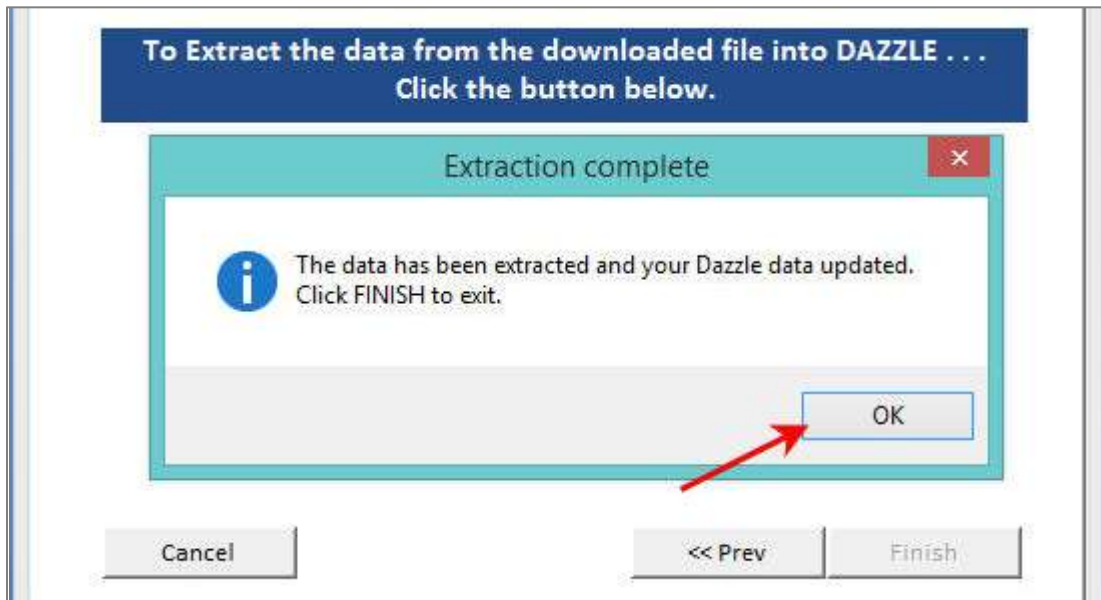
- Just for your information, Dazzle will tell you where it saved the file. Click “Next” to continue.



- Click the big button to extract the data from the downloaded file.



- A message will pop up when extraction is complete. Click OK, then click "Finish" to exit. That's all there is to it. You are now up to date.



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