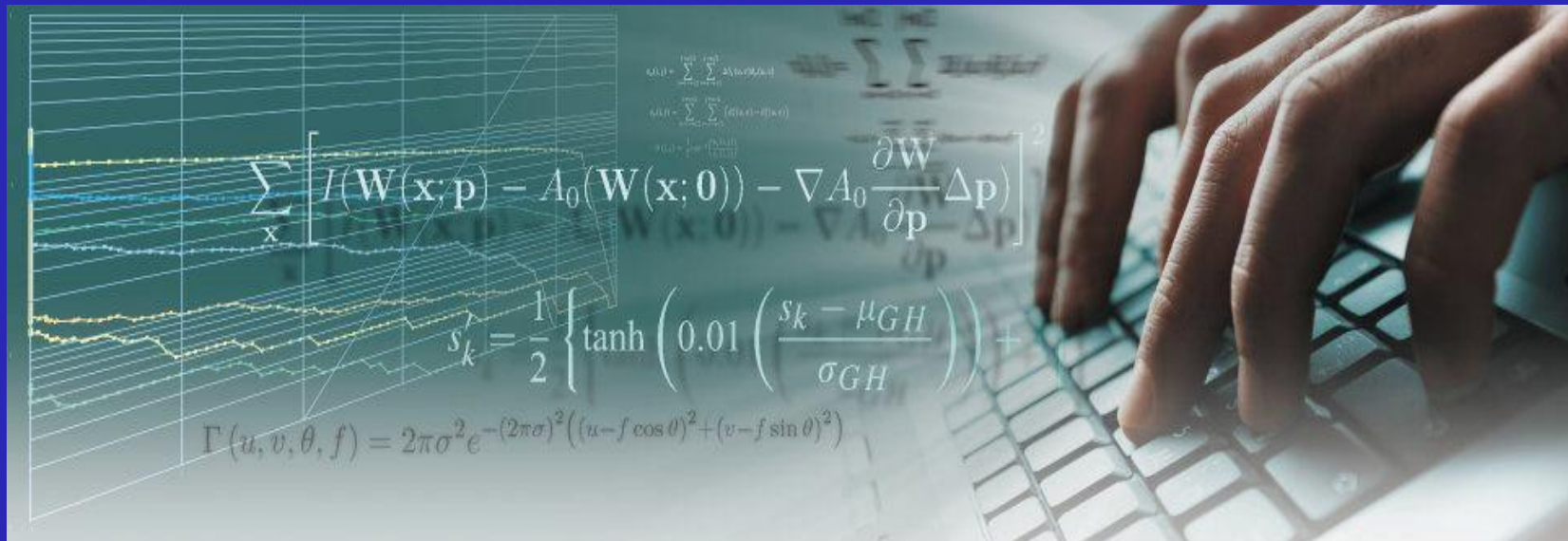




SYSTEM DOCUMENTATION FOR RAPID SANCTION SCREENING SOLUTION by Rapid Automations Limited

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1. Introduction

Rapid Screen is a sanctions screening tool designed to check names against multiple international sanctions lists. It enables organizations to quickly determine whether an individual, entity, or party appears on any restricted lists. This ensures compliance with regulatory requirements and supports risk management.

Key features include:

- Manual/Single and Bulk/Batch searches
- Real-time match status results
- Approval requests for unclear matches (false matches).
- Notifications for approval reviews
- Search history tracking
- Visibility of data sources from multiple countries and organizations used for screening entities against.

2. System Requirements

To ensure optimal use of Rapid Screen, the following requirements must be met:

- Device: Desktop, laptop, or tablet
- Operating System: Windows 10, macOS 10.15 or higher
- Browser: Microsoft Edge, Chrome, or Firefox (latest versions recommended)
- Internet: Stable connection required for search and approval requests.

3. Getting Started

Follow these steps to begin using Rapid Screen:

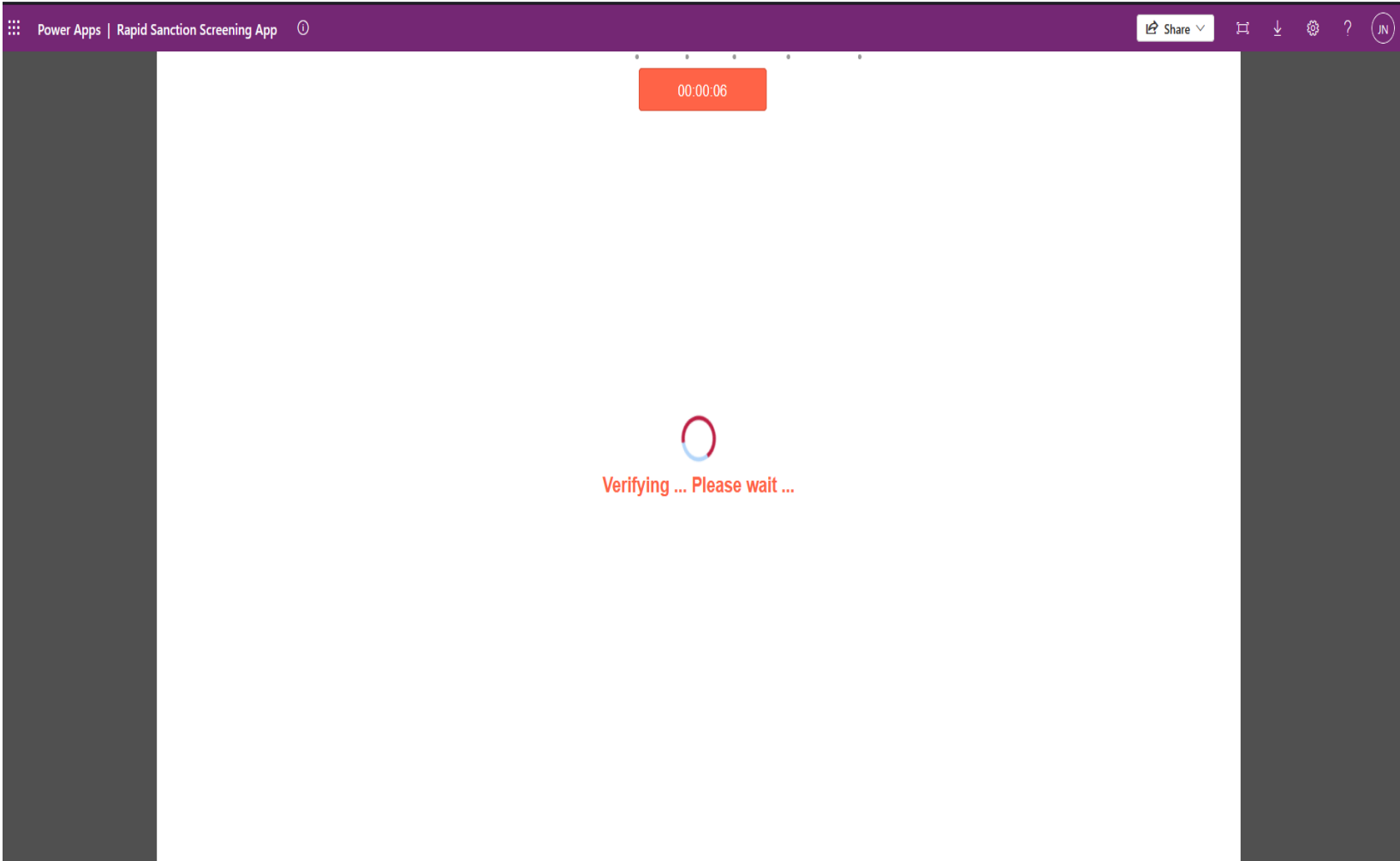
1. Open your preferred browser and navigate to your preferred environment for importing the solution to.
2. Head to Solutions and start the import process, leave the environment variables empty and proceed to import.
3. After import is complete play the app, it will start on a loading screen while your organization is verified if it had already downloaded the app before or it's the first time.

If there was a previous download you will be navigated to Home Screen otherwise the Set Up screen.

4. At the set up screen you will be required to provide a SharePoint site url for where you search history and admin list will be created.

5. After the Search History list and Admin list have been successfully created, there will be a button for adding the first admin to the admin list, the current user will be the one added as admin in the list.
6. At this point you can refresh the aapp(optional).
7. Now your organization will be in record and every time any user opens the app they will be taken straight to Home age and not setup.
8. Allow necessary permissions (OneDrive and SharePoint) when prompted.
9. Users will land on the Manual/Single Search screen by default after solution has been adopted.

Below are the screenshots for the processes in order.



Power Apps | Rapid Sanction Screening App ⓘ

Share ▾

⌵

⚙

?

JN

App Configurationjnyongesa@rapidautomations.co.ke

Enter Sharepoint Site URL

Paste Site Url here i.e https://contoso.sharepoint.com/sites/rapidsolutions/SitePages/CollabHome.aspx

Please paste your site URL to continue

Power Apps | Rapid Sanction Screening App

Share

⌵

⌵

⌵

⌵

JN

App Configuration

jnyongesa@rapidautomations.co.ke

Enter Sharepoint Site URL

https://rapid73.sharepoint.com/sites/UAT/_layouts/15/viewlsts.aspx?view=14

Continue

Power Apps | Rapid Sanction Screening App

Share

App Configuration

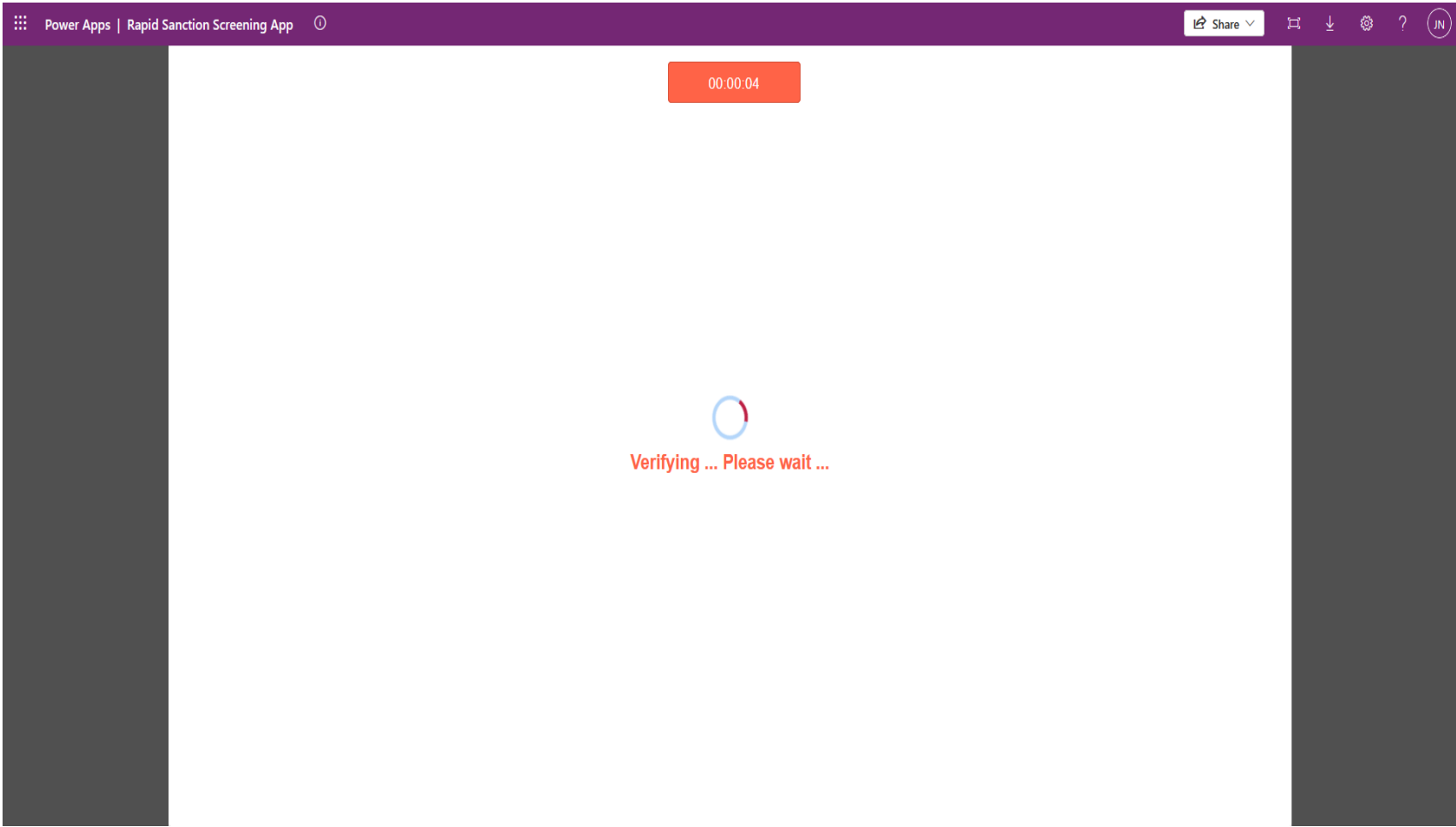
Enter Sharepoint Site URL

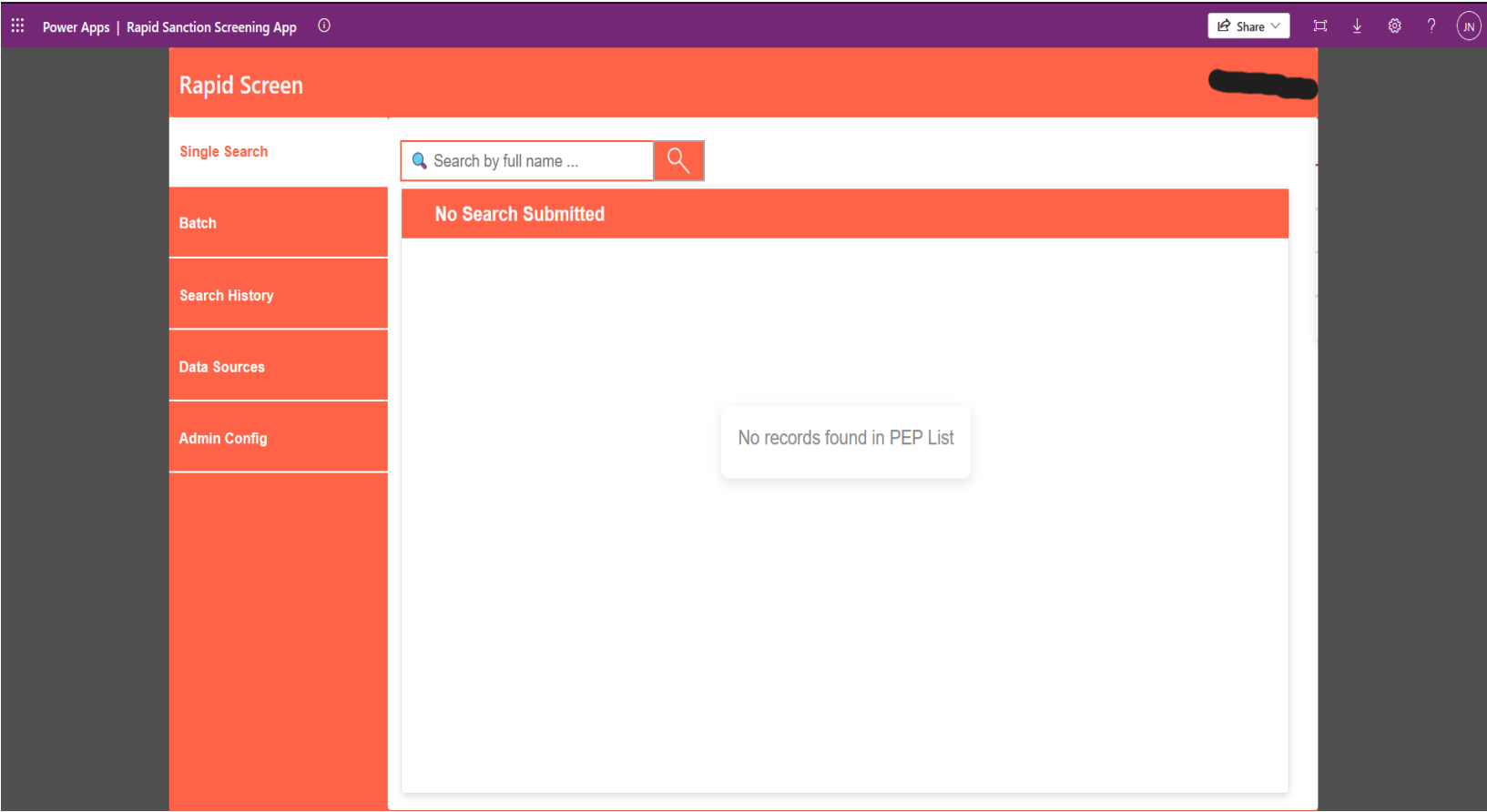
Paste Site Url here i.e <https://contoso.sharepoint.com/sites/rapidsolutions/SitePages/CollabHome.aspx>

Please paste your site URL to continue

Success

Create Admin





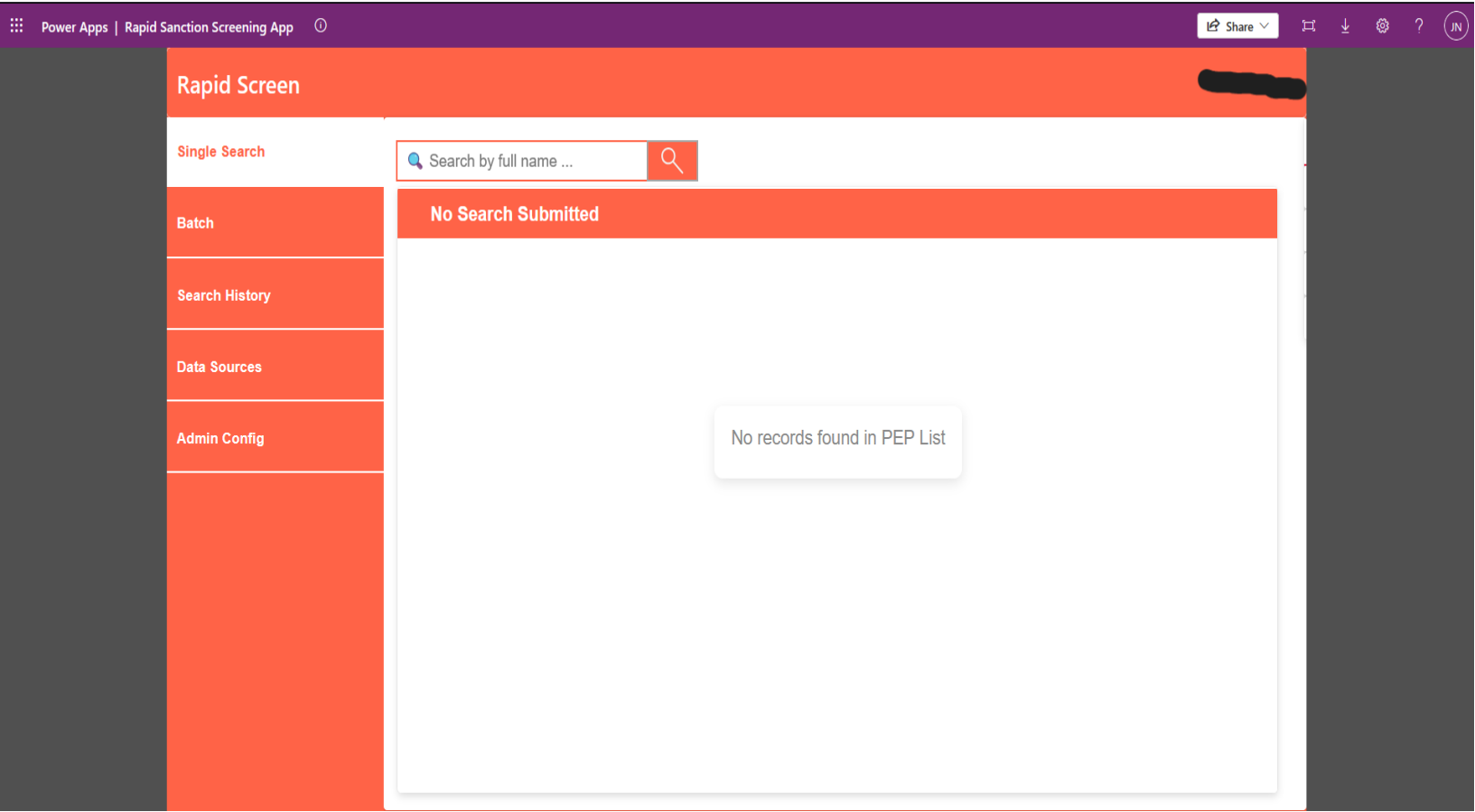
4. Screen 1: Manual/Single Search

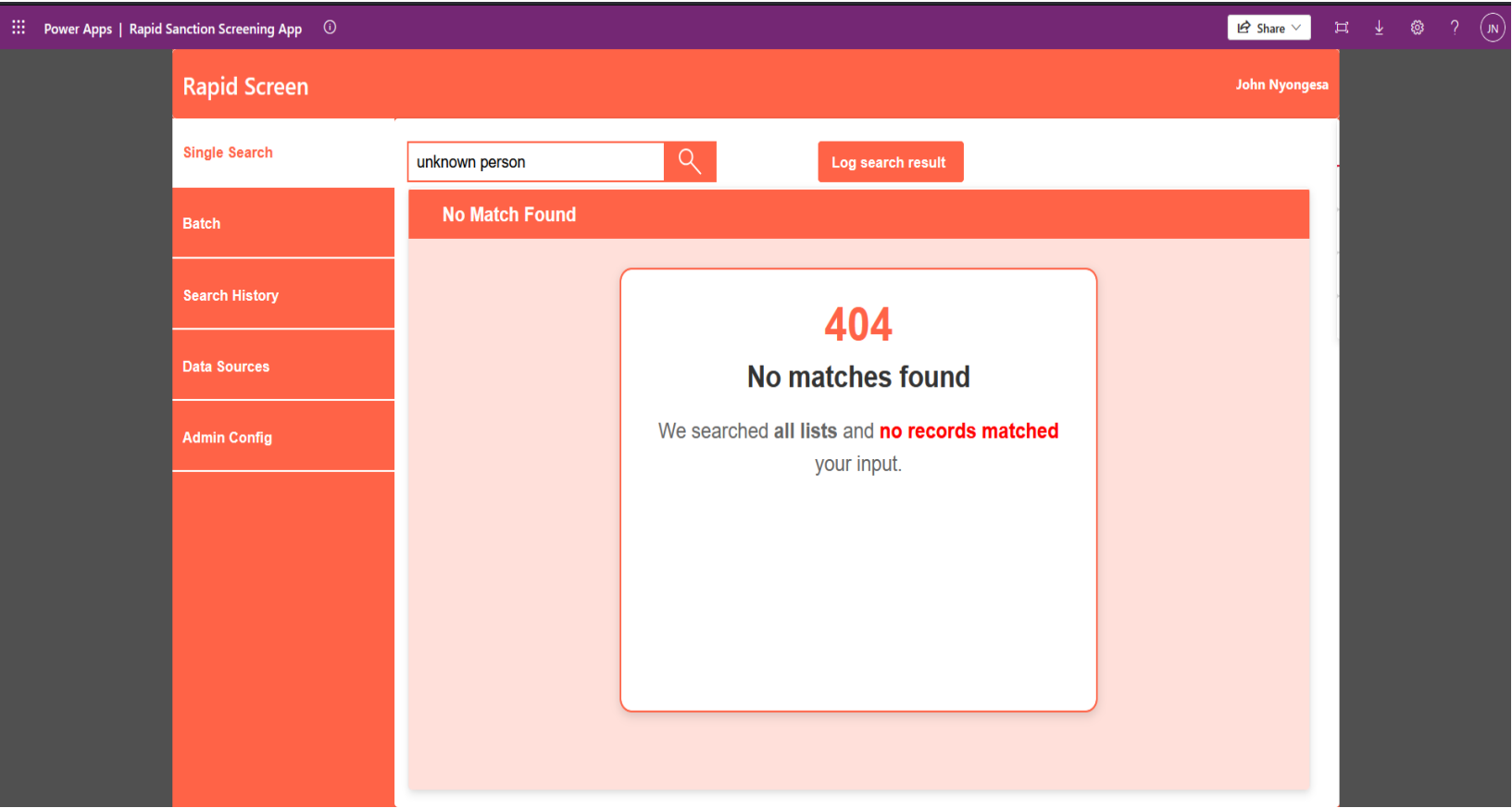
The **Manual/Single Search** screen enables users to screen an individual name, entity, or party against Politically Exposed Persons (PEP) and sanctions lists.

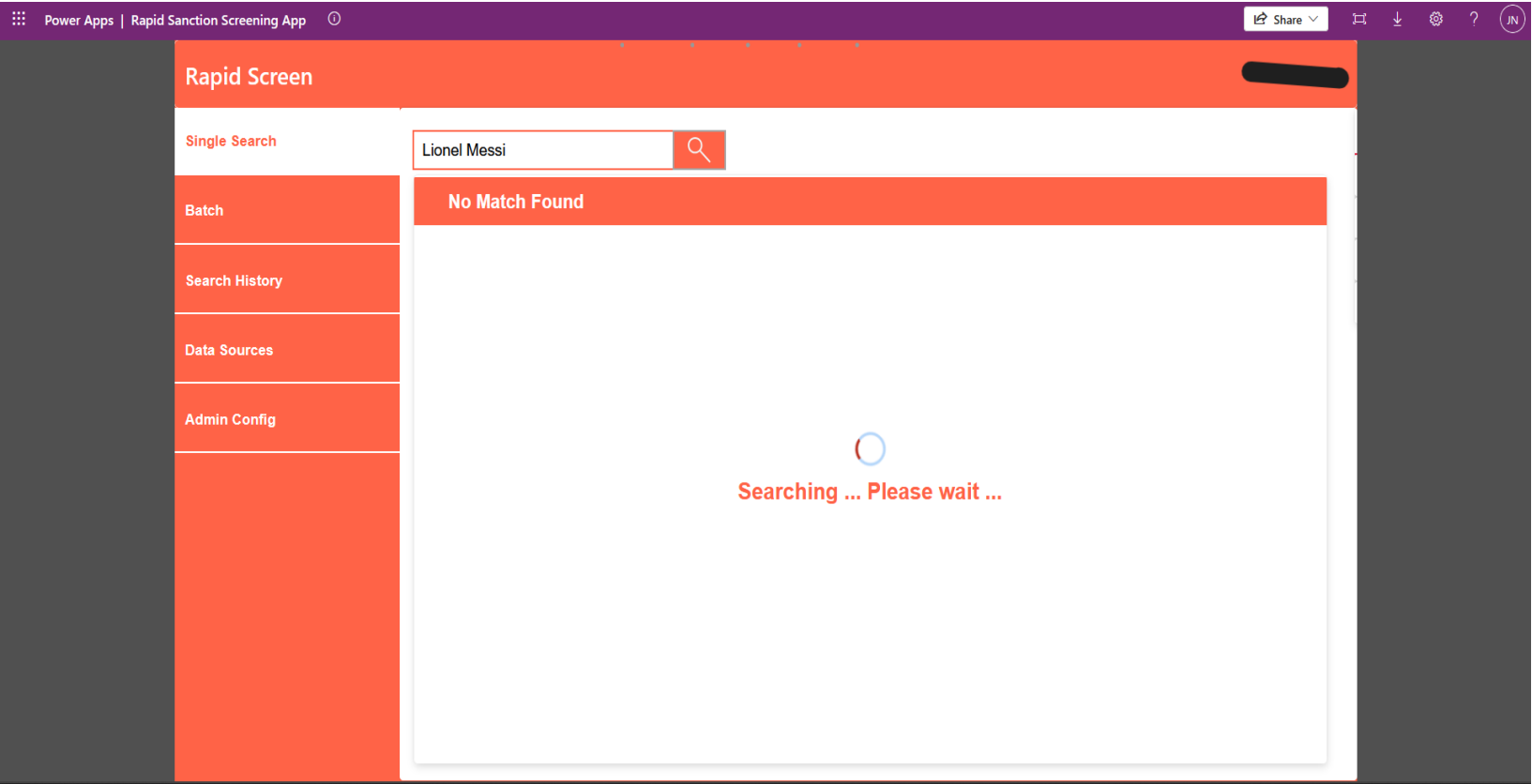
Steps:

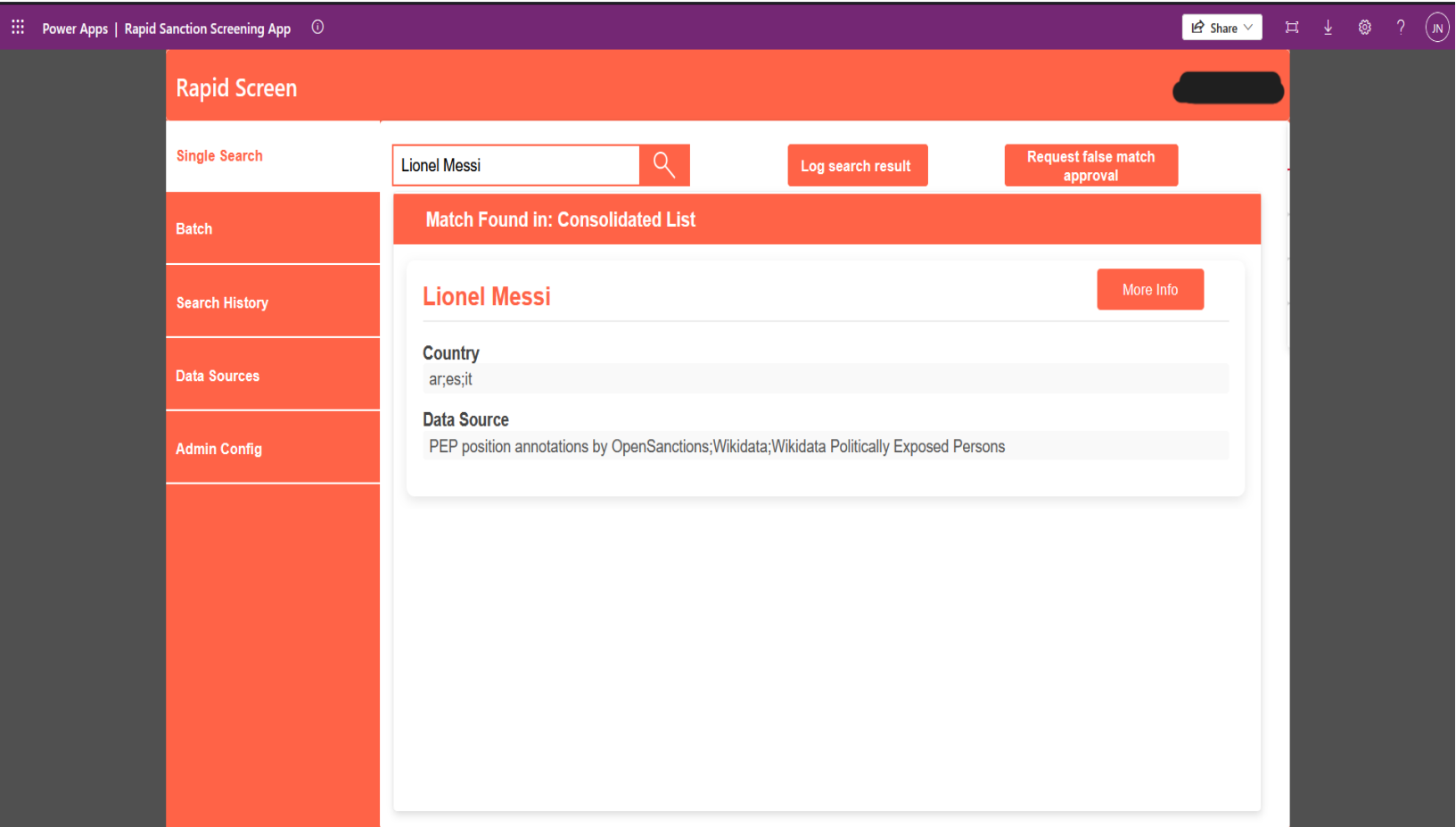
1. **Enter a name** – Type the full name in the search box. (Both fuzzy matching and reversed order (permutations) are supported, e.g., “John Doe” = “Doe John”). After clicking the search icon, the application will automatically execute the filtering process and return all potential matches.
2. **Initiate the search** – Click the **Search** (*magnifying lens*) icon to begin the screening process.
3. **Review results** – If no matches are identified, a **404 card** will appear to notify you. At this stage, you may log the search result.
4. **Handle unclear matches** – If the results are inconclusive, select **Request a False Match Approval** and provide the necessary comments as to why it is so.
5. **Log confirmation** – Once a result has been logged, a confirmation message will appear above the search box. This message remains visible until the search is reset. Reset the search input after logging to do another search.
6. **View additional details** – To access more information about a match, click the **More Info** button.

The following are images for the Single screen...









17

Rapid Screen

John Nyongesa

Single Search

Batch

Search History

Data Sources

Admin Controls

Request Approval

×

Enter your comments below to request a false match approval

Enter your comments here ...

Submit

Cancel

5. Screen 2: Batch/Bulk Search

The **Batch/Bulk Search** screen allows you to check multiple names or entities at once.

1. From the left-hand menu, select **Batch**.
2. In the multi-line search box, enter or paste multiple names (one name per line).

In this version, up to **3 names** can be processed at a time.

For enhanced functionality, premium features, or customizations, please contact us: **Rapid Automations**.

3. Results for each name will appear in the gallery to the right of the input box.

If no matches are found, an informative card will be displayed.

4. When submitting a **false match approval request**, you are required to provide comments before the request can be sent.

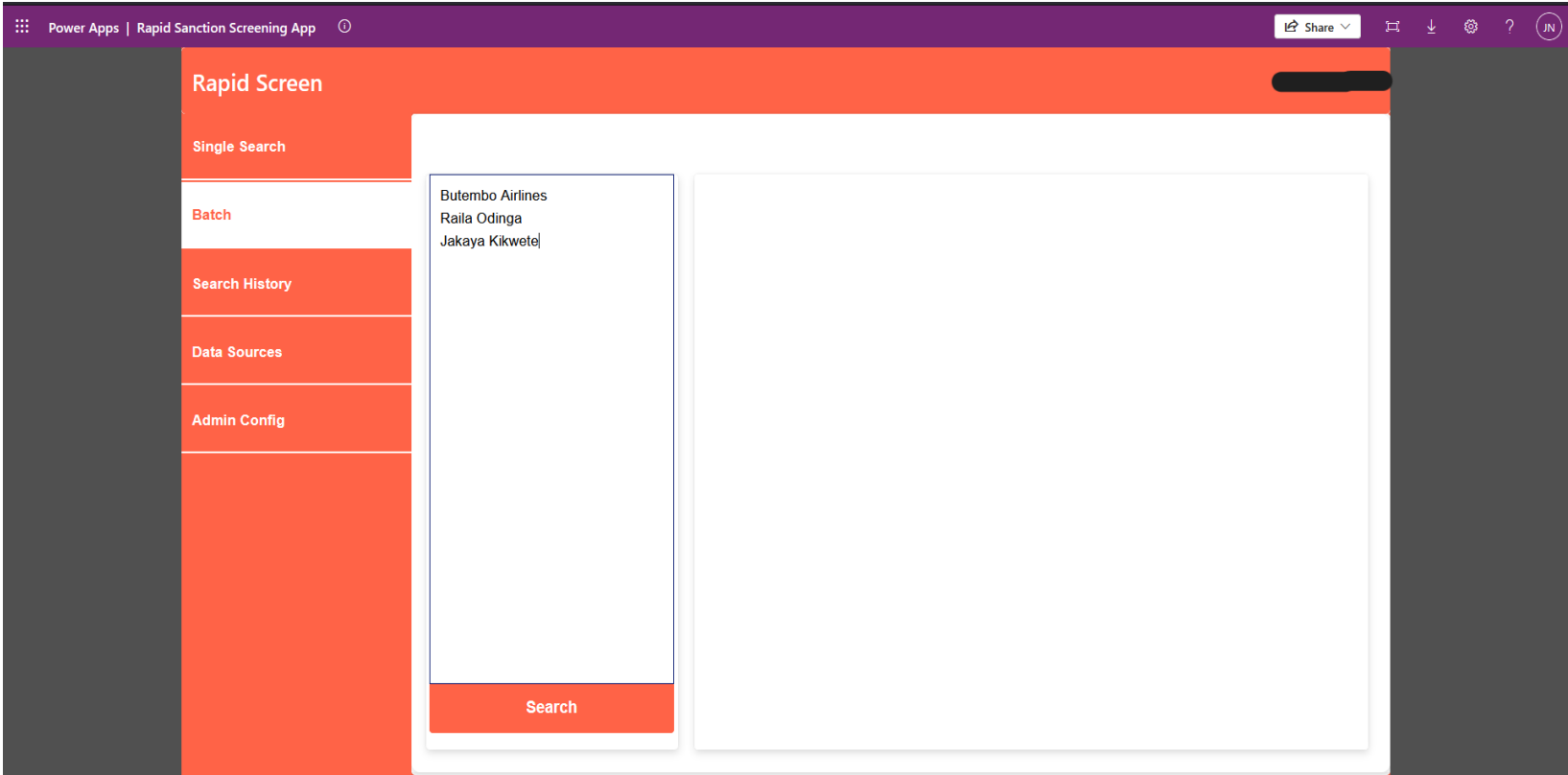
5. After logging a result or submitting a false match approval, you may see a warning about a “blank value.” This can be safely ignored, as your search will still be logged correctly.

You can confirm this by checking **Search History**, where the logged entry (with date and time) will be displayed.

A notification card will also confirm that your search has been logged. Reset the input to do another search.

6. Notifications on this screen function the same way as on **Screen 1**. Review your results carefully, and then either **log the result** or **submit a false match approval** as needed.

Below are the images for the screen...







Rapid Screen

John Nyongesa

Single Search

Batch

Search History

Data Sources

Admin Controls

Request Approval

×

Enter your comments below to request a false match approval

Enter your comments here ...

Submit

Cancel

⌵ LogSearchHistoryHttp.Run failed: The function 'Run' has an invalid value for parameter 'text' - a blank value was passed to it where it was not expected. Please make sure that a valid argument is passed to the function.

Rapid Screen

Single Search

Batch

Search History

Data Sources

Admin Config

Butembo Airlines

Raila Odinga

Jakaya Kikwete

Reset

Request a false match approval

Search Logged

Your search has been logged.

Logged on: Friday, September 19, 2025 11:39:56 PM

24

Document Classification: Rapid Confidential



⌵ LogSearchHistoryHttp.Run failed: The function 'Run' has an invalid value for parameter 'text' - a blank value was passed to it where it was not expected. Please make sure that a valid argument is passed to the function.

Rapid Screen

Single Search

Batch

Search History

Data Sources

Admin Config

Butembo Airlines
Raila Odinga
Jakaya Kikwete

Reset

Request a false match approval

Search Logged

Your search has been logged.

Logged on: Friday, September 19, 2025 11:39:56 PM

6. Screen 3: Search History

The **Search History** screen gives you a clear overview of all past searches, along with their approval status and related details.

Features include:

1. **Filter by Status** – View all records, or filter specifically for *Pending*, *Approved*, or *Rejected and or My records* searches.
2. **Personal vs. All Records** – Choose to see only your own search history (including yours).
3. **Sorted by Date** – showing newest records to oldest.
4. **Detailed View** – Each record shows its approval status and additional information.
5. **Admin Tools** – For administrators, an **Approval** button appears on each record, allowing quick access to the approval pane to approve or reject submissions.

Steps:

1. Navigate to the **Search History** screen.
2. Use the **filter tab** to select the desired status.
3. You can choose whether to view *personal* or *all records or the other categories available*.

6. (Admins only) Select the **Approval** button on a record to approve or reject it.

Rapid Screen

John Nyongesa

Single Search

Batch

Search History

Data Sources

Admin Config

All Records

Approved

Rejected

Pending

My Records

Lionel Messi

New

Search Type:

Batch

Result:

Match Found

Approval Comments:

No Comment

Approver Comments:

none yet

Details:

Source: PEP Name: Lionel Messi Country: ar;es;it Born: 1987-06-24

Approval

Raila Odinga

New

Search Type:

Batch

Result:

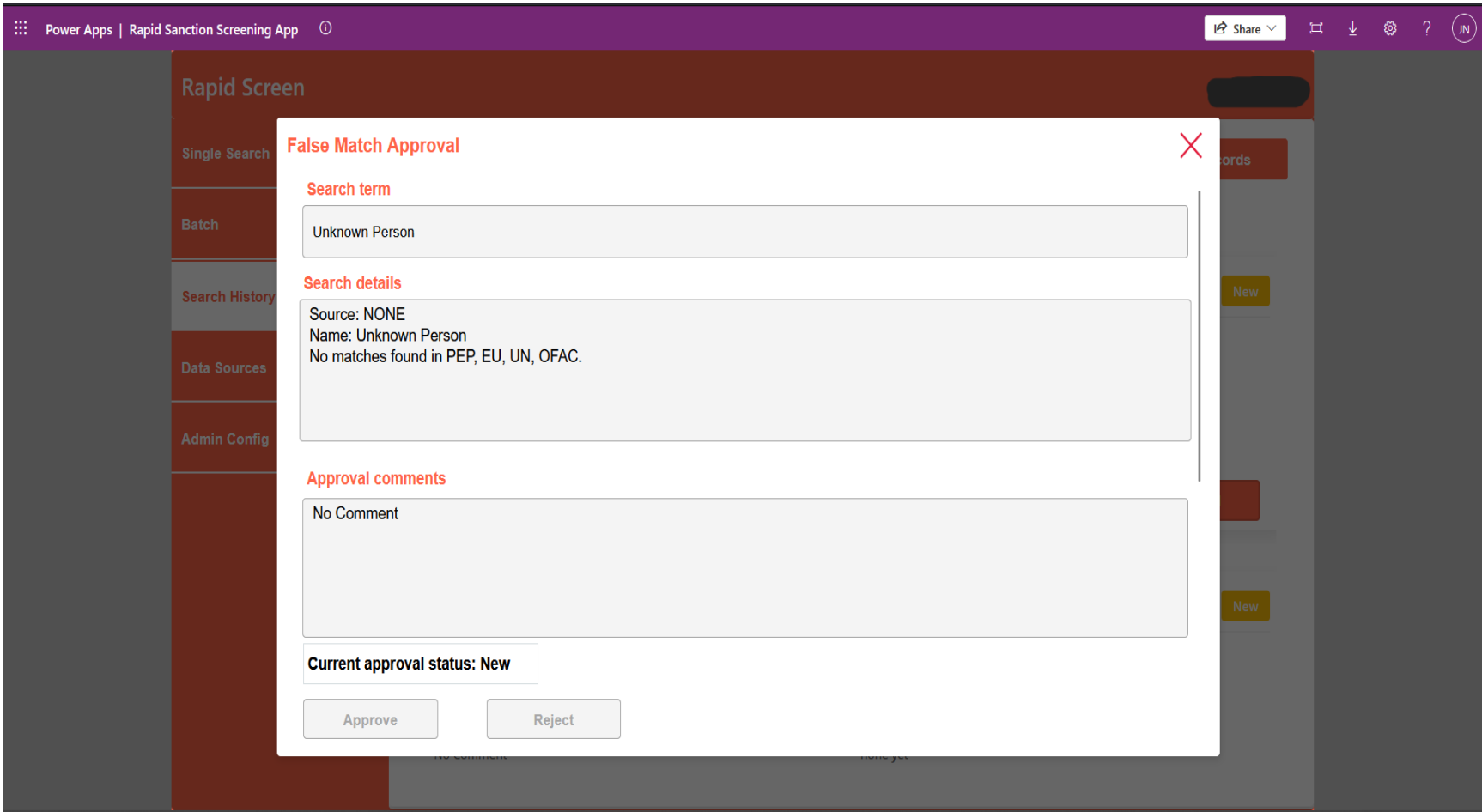
Match Found

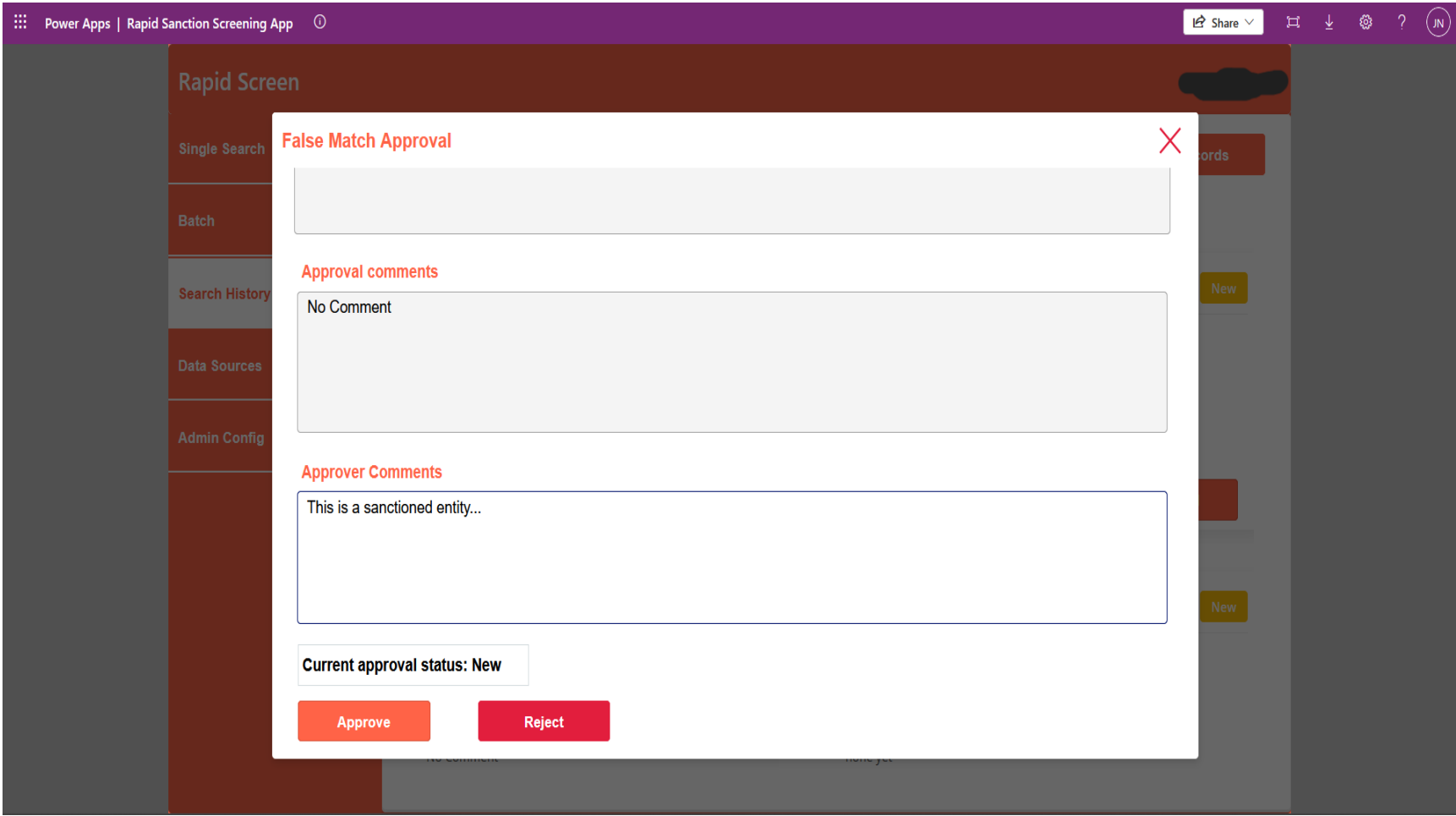
Approval Comments:

No Comment

Approver Comments:

none yet





7. Screen 4: Data Sources

The Data Sources screen lists all countries and organizations from which sanctions data has been compiled. Users can verify the comprehensiveness of screening coverage here.

For this instance this screen in our context is blank.

Rapid Screen					Thu, Aug 28, 2025 07:06:54 PM Roboticsautomations					
Single Search		Title			Type		publisher		publisher_country	
Batch Search		ACF List of War Enablers			source		Anti-Corruption Foundation		Russia	
Search History		African Development Bank D...			source		African Development Bank G...		Global	
		Argentina Members of Parlia...			source		Honorable CÃ¡mara de Diput...		Argentina	
Data Sources		Argentina RePET Sanctions			source		Ministerio de Justicia		Argentina	
		Armenia Public Officials and ...			source		Hetq Online		Armenia	
		Asian Development Bank Sa...			source		Asian Development Bank		Global	
		Australia Listed Terrorist Org...			source		Department of Home Affairs		Australia	
		Australian Sanctions Consoli...			source		Department of Foreign Affair...		Australia	
		Counter-Terrorism (UNSC 13...			program		Department of Foreign Affair...		Australia	
		Democratic People's Republi...			program		Department of Foreign Affair...		Australia	
		Former Federal Republic Of ...			program		Department of Foreign Affair...		Australia	
		Iran Sanctions Regime			program		Department of Foreign Affair...		Australia	
		Libya Sanctions Regime			program		Department of Foreign Affair...		Australia	
		Myanmar Sanctions Regime			program		Department of Foreign Affair...		Australia	
		Russia Sanctions Regime			program		Department of Foreign Affair...		Australia	
		Serious Corruption Sanction...			program		Department of Foreign Affair...		Australia	
		Serious Violations Or Serious...			program		Department of Foreign Affair...		Australia	
		Classification of Sanctions...			program		Department of Foreign Affair...		Australia	

8. Screen 5: Admin Configuration

This screen allows you to add or remove administrators for the app.

Steps to Add an Admin:

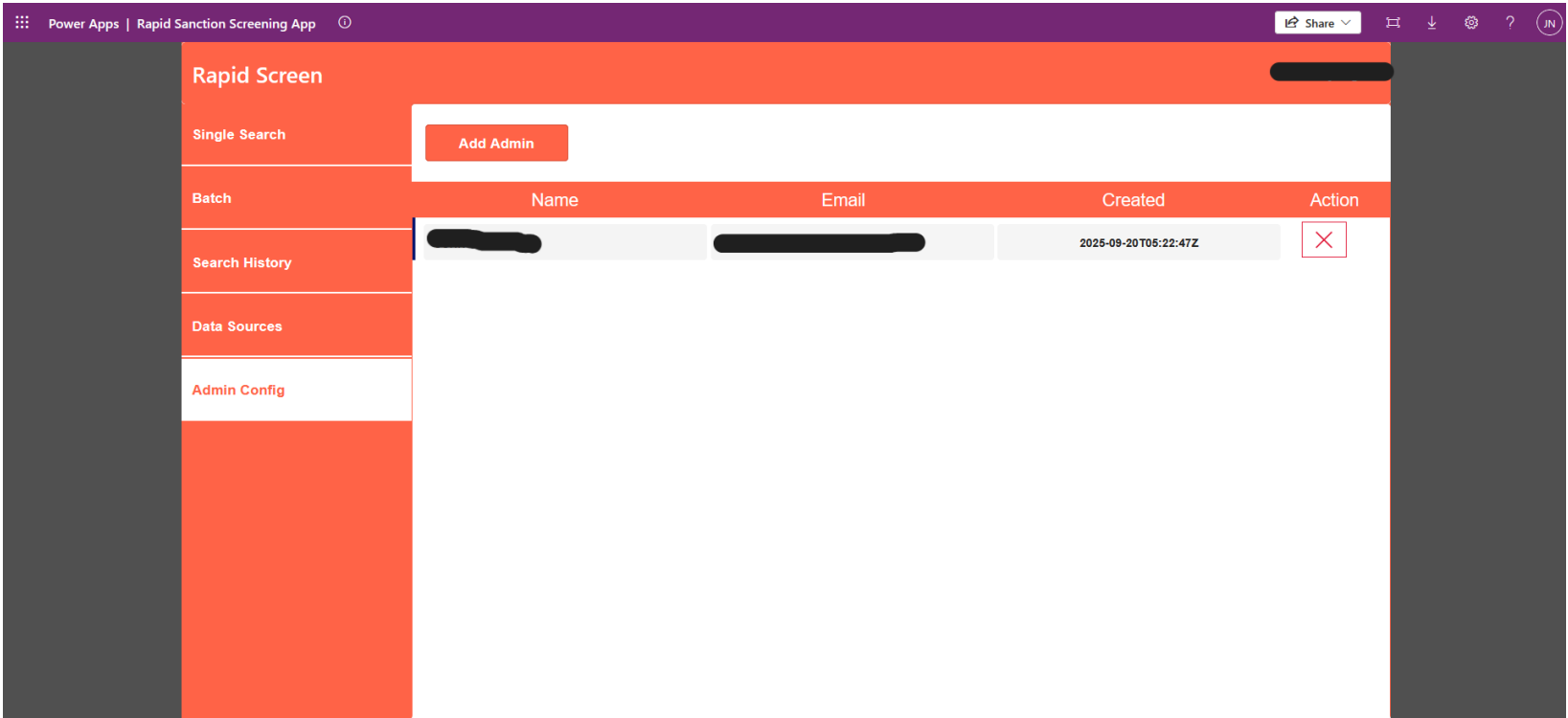
1. Navigate to **Admin Config**.
2. Click the **Add Admin** button.
3. In the pop-up window, enter the admin's **Name** and **Email**.
4. Click **Save** to confirm.

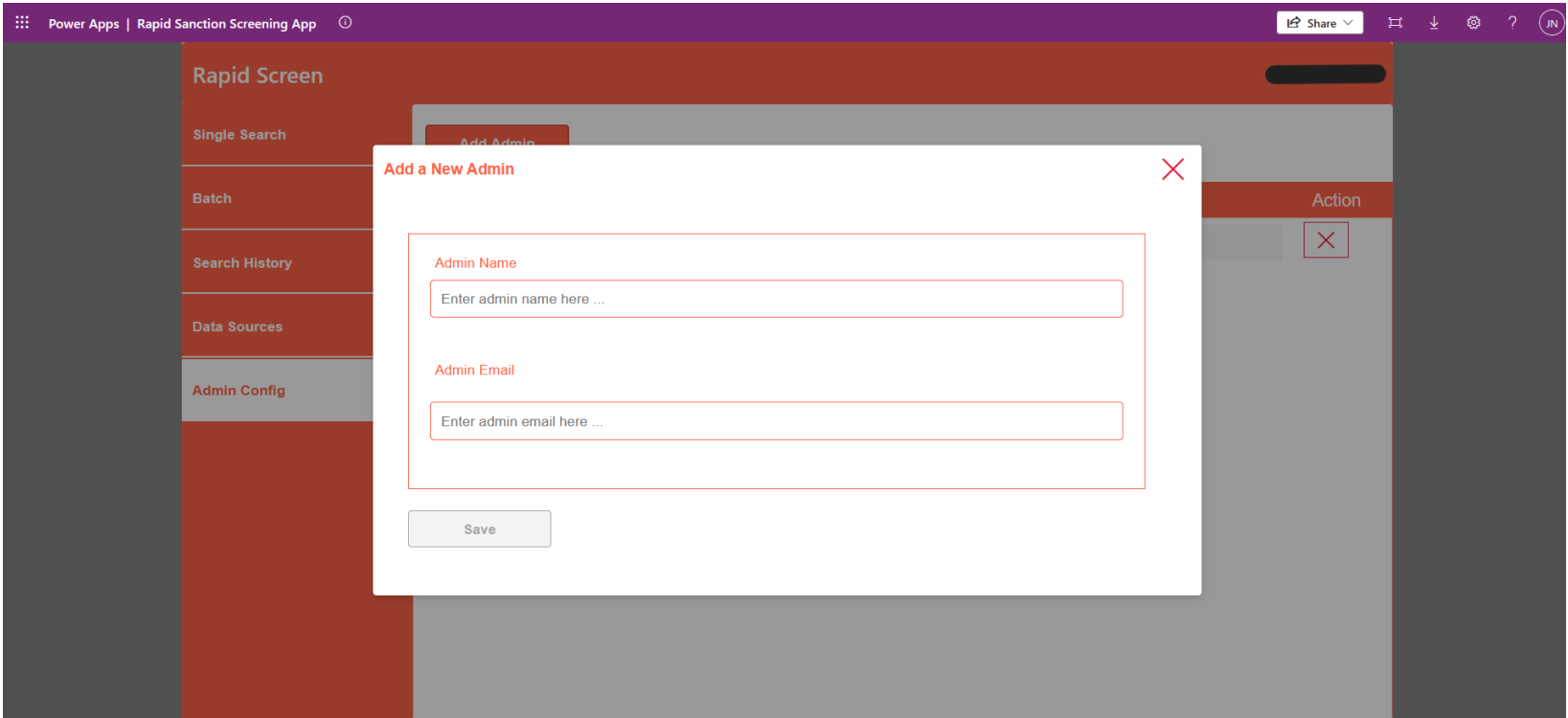
Steps to Remove an Admin:

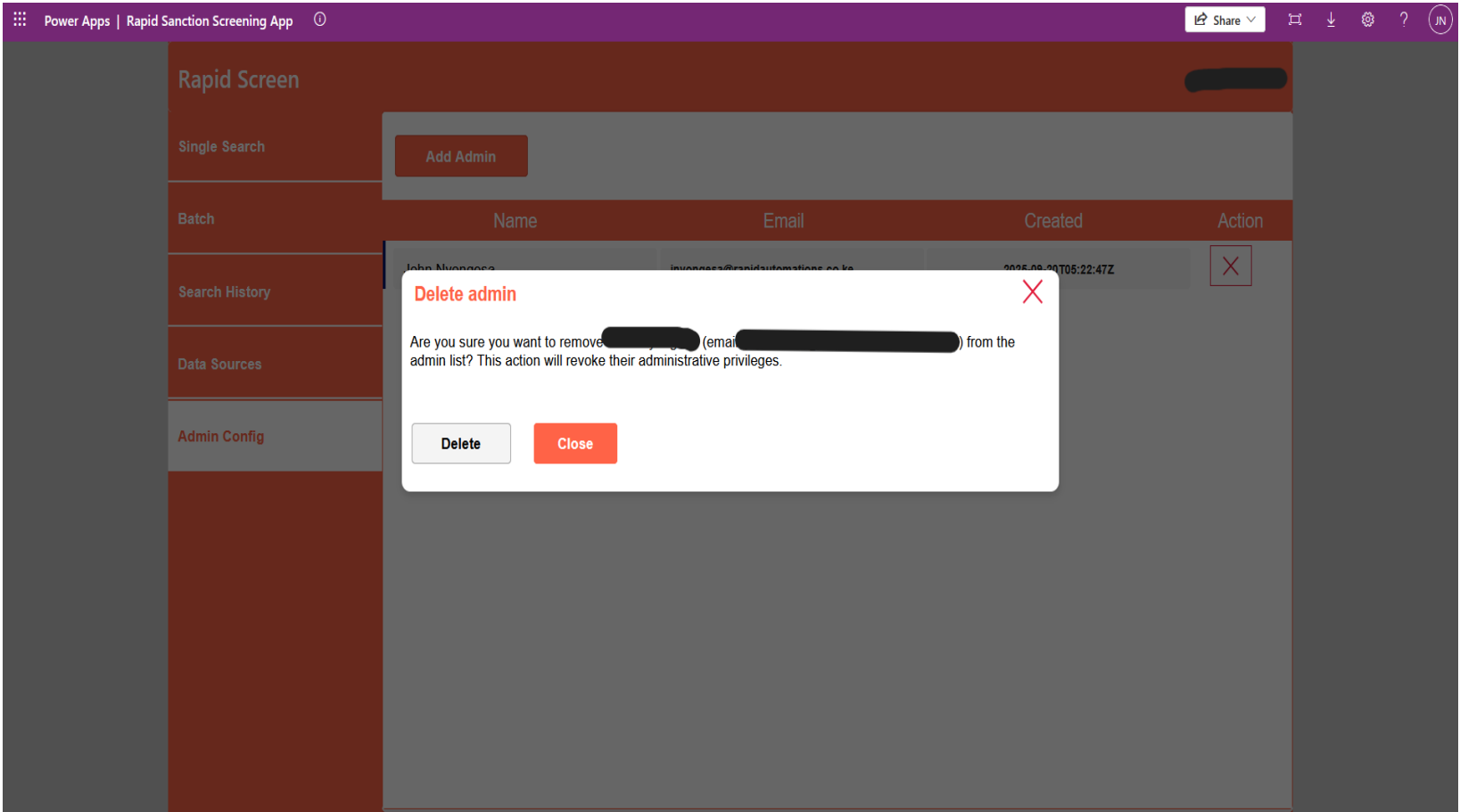
1. In the admin list, click the **X icon** next to the admin you want to remove.
2. A confirmation dialog will appear.
3. Click **Delete** to proceed.

⚠ Important: You cannot remove an admin if they are the only administrator. At least one admin must always remain for the app.

Below are images for the screen ...







Approval Requests and Notifications

When a user submit an approval request:

- The request must include **clear comments** to provide approvers with context.
- Approvers can take one of two actions: **Approve** or **Reject**.
- The outcome determines the type of notification sent to the requester.

a. Approver Actions

Approve

- The requester receives an **“Approved” email**.
- The email includes the approver’s comments, confirming the approval.

Reject

- The requester receives a **“Rejected” email**.
- The email includes the approver’s comments, explaining the rejection.

b. Email Content

Each notification email (approval or rejection) will contain:

- **Search Term Name** (the keyword or phrase being reviewed).
- **Search Details** (additional context or description of the request).
- **Approval Comments** (entered by the approver during the decision).

This ensures the requester has full visibility into the decision and its rationale.

 **Note** for the link in the notification request for the app won't work  , because when you install the solution in your environment the app will have a different link.

Below you will see the sample Approved and Reject emails and for notifying risk and compliance whenever a screening hits potential match ...

The solution can be customized in all its aspects i.e. Theme, functionality and much more ...

Approval Request Approved Summarize

 **JN**
To: 

  Reply  Reply all  Forward   ...

Fri 9/19/2025 6:52 PM

Dear John Nyongesa,

We are pleased to inform you that your request has been **approved**. Please find the details below:

Field	Details
Request	Micheal
Status	Approved
Approver Comments	Testing Approved email

Kind regards,

Risk & Compliance

 Reply  Forward

→ Forward

⚠ Match Alert – Sanction and PEP Screening App 📄 Summarize

JN 
To: 

  Reply  Reply all  Forward    

Dear Approver,

A potential **match** has been identified in the **Sanction and PEP Screening** process. Please review the details below:

Next Steps

Please initiate the due diligence process as per compliance protocols. If this is a false positive, ensure it is reviewed and documented accordingly.

[Open Screening Solution App](#)

This message was automatically generated by the Sanction and PEP Screening Solution App.

 Reply  Forward



 Matches Alert – Sanctions and PEP Screening App

 Summarize

JN



To: 

  Reply  Reply all  Forward   



Dear Approver,

Potential **matches** have been identified in the **Sanctions and PEP Screening** process. Please review the details below:

Next Steps

Please initiate the due diligence process as per compliance protocols. If this is a false positive, ensure it is reviewed and documented accordingly.

Open Screening Solution App

This message was automatically generated by the Sanction and PEP Screening Solution App.

 Reply

 Forward