

## **FREQUENTLY ASKED QUESTION**

## **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 <u>possible</u> 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...

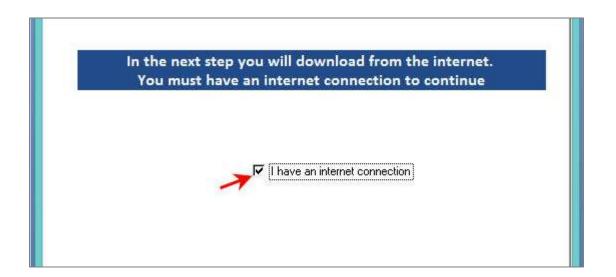
## UPDATING THE LISTS WITH DAZZLE

- F7 Pawns F8 Anon-Sale F9 Full-Sale F10 Quick Find ctrl-F11 Open F12 Clear All Office - Quick Find EBay Calculator ster 🕶 Help • Void Mistakes ۲ Work with Inventory . Print Reports . View Tape 2 Miscellaneous Tasks LATE TEXTS letters & cards ۲ 2 Configuration . A Manage Unprinted Tickets Timesheets X! Drawer Override Transaction Journal 9 Download SDN/Sanctions list
- 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.

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



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

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• Just for your information, Dazzle will tell you where it saved the file. Click "Next" to continue.

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• 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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