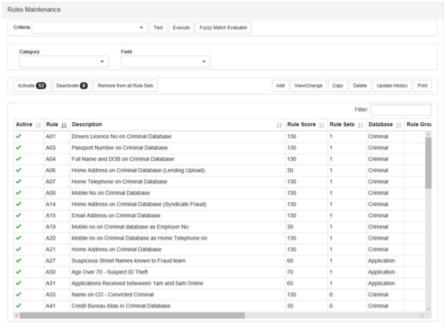
# Instinct - Rules Set-up

To set up a rule, the user can start from either the shortcut / Rules Icon appearing on the toolbar of the main window, or go to the Definitions menu and choose the same icon / Rules (Ctrl +R).



#### **Rules Maintenance Window**

The Rules Maintenance window is used to define all the database matching rules that will be used in the fraud check process. Each rule contains a flag to indicate whether or not the rule is active. This allows you to adjust your rules on a daily basis without the need to physically delete all the inactive rules.



#### **Rules Status**



Indicated Active Rules



Indicate inactive rules

### To flag a single rule as active or inactive

- 1. Place the cursor on the individual rule line.
- 2. Select either the Activate button or Deactivate button.

### To flag a block of rules as active or inactive

- 1. Place the cursor on the first rule line of the block.
- 2. Using the Shift key on the keyboard, place the cursor on the last rule line of the block.
- 3. Select either the Activate button or Deactivate button.

### To remove a rule from all rule sets

- 1. Place the cursor on the individual rule line.
- 2. Select the Remove From All Rule Sets button.

### To check the performance of a rule

- 1. Place the cursor on the individual rule line.
- 2. Select a criteria on which the rule is to be checked.
- 3. Select the Execute button.

The Execute feature will check the performance of the rule against the most recent 30 applications that met the selected criteria.

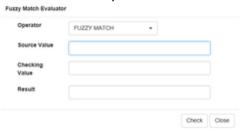
#### To check the results of a rule

- 1. Place the cursor on the individual rule line.
- 2. Select a criteria on which the rule is to be checked.
- 3. Select the Test button.

The Test feature will check the rule against the most recent applications that match the criteria. The number of applications depends on what the 'Maximum number of returned applications (Search)' is defined as in the System Parameters window.

### To access the fuzzy match percentage between 2 values

1. Select the Fuzzy Match Evaluator button. This will invoke the Fuzzy Match Evaluator window.



- 2. Select the Operator.
- 3. Enter the Source Value.
- 4. Enter the Checking Value.
- 5. Select the Check button. The Fuzzy Match Percentage will display in the Result field.

### To display the rules based on the selected category and field

- 1. Select a category from the Category combo box.
- 2. Select a field from the Field combo box.

### To add a new rule

1. Select the Add button.

### To view/change an existing rule

- 1. Place the cursor on the individual rule line.
- 2. Select the View/Change button OR
- 3. Double-click on the individual rule line.

### To copy an existing rule

- 1. Select a rule from the Rules list.
- 2. Select the Copy button.

- 3. Enter the value for the new rule definition into the To text box.
- 4. Select the OK button.



# To delete an existing rule

- 1. Place the cursor on the individual rule line.
- 2. Select the Delete button.

# To review the update history of a rule

- 1. Place the cursor on the individual rule line.
- 2. Select the Update History button.