Restricted Party Screening with Amber Road
The “dashboard”

The only tab you will use is the Partner tab.
Your first search is always a PARTNER SEARCH (to see if it’s already in the database)
To perform the broadest search, be sure “Contains” is chosen from the drop down next to Partner Name.
No results indicates that the individual or entity is not already in our partner database. Proceed to “New Partner”
The system auto assigns a Partner ID. You complete the remaining fields.

Create one partner for the entity and another partner for each individual you are screening.

Select appropriate partner type (not auto create)
Clean RPS screen
Click “view report”
Email the report to yourself for your records.
Should your RPS return a “potential match”, perform your due diligence. If you determine the result is a false positive, override the “status” by clicking the flag and adding a note before clicking “save”.

![Screening Results](image-url)
For Partners already in the Partner Database, simply click on the hyperlink to view the report and re-screen as necessary.
Screened date will tell you the last time this party was screened. A re-screen is recommended. Simply click “Screen”
Should you have questions regarding Restricted Party Screening with Amber Road, please contact the Office of Export Controls by email ECHelp@pitt.edu or one of us directly.

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