# **Conflict Check**

Conflict checks are run by Agents and Lawyers to ensure that their commitment to a client's case will not be affected by the commitment the firm has towards some other person. Usually such conflict checks are run at the time when the client relationship is established.

Migration Manager's Conflict Check tool lets you search your firm's database for a person's name. The tool will search your Client list, Secondary Applicant's list, Sponsor's list and Contacts/Witnesses list and produce a report which can be saved on a matter as a record that you have performed a search.

To perform a Conflict Check:

### **1. Access Conflict Check**

From the Main Menu, select **Tools**, then **Conflict Check**.



#### 2. Search Name

Once the Conflict Check window appears, in the Search Name field, type the name or part of a name that you want to search.

Conflict Check - Search Clients	Applicants, Contacts and Re	latives recorded in Migration M	lanager	_ = ×
Search Name: Jones				Search
Wildcard character is % for xai	, abc% finds "ABCdef", 9	%def finds "abcDEF, %def% frin	nds "abcDEFghi", %def%jkl%	finds "abcDEFghiJKLmno"
	Drag a c	column here to group by this col	lumn.	
Matter ID	Matter type	Person Name/ Business Na	Role	File Open Date

# 3. Click Search

Click the **Search** button to commence the search of the database.

Search Name:	lones				Search
Wildcard characte	er is <mark>%</mark> for exa	mple abc% finds "ABCdef", 9	%def finds "abcDEF, %def% frinds "a	abcDEFghi", %def%j%	unds "abcDEFghiJKLmno"
		Drag a c	column here to group by this column		
Matte	er ID	Matter type	Person Name/ Business Man	Role	File Open Date

# 4. Review Results

The search results will now appear. Note that a person's role in the matter which has returned a result will be displayed in the Role column.

Se Wi	arch Name: Jones	mnle abr% finds "ABCdef" %	.def finds "abcDEF_%def% fri	ods "abcDEEnbi" %def%ik	Search
		Dray a co	viannihere to group by this co	ionina	
Τ	Matter ID	Matter type	Person Name/ Business Na	Role	File Open Date
F	LEM0001	Visa Application 186 - Emp	Jane Jones	Contact	29/10/2014 12:00:00 AM
J	ONE0001		Bob Jones	Primary Applicant	28/11/2014 12:00:00 AM
S	ANT0001	189 - Skilled - Independent	Jim Jones	Other Role	23/11/2014 12:00:00 AM
				1	

# 5. Save the Results

To save the search results to the relevant matter, click either the Excel or the PDF '**Save to Matter**' buttons

Sear Wild	rch Name: Jones	example abc% finds "ABCdef", %	def finds "abcDEF, %def% fri	nds "abcDEFghi", %def%jkl%	finds "abcDEFghiJKLmno
		Drag a co	olumn here to group by this co	ilumn.	
	Matter ID	Matter type	Person Name/ Business Na	Role	File Open Date
FLE	EM0001	Visa Application 186 - Emp	Jane Jones	Contact	29/10/2014 12:00:00 AM
JO	NE0001		Bob Jones	Primary Applicant	28/11/2014 12:00:00 AM
SA	NT0001	189 - Skilled - Independent	Jim Jones	Other Role	23/11/2014 12:00:00 AM

You will then need to find and select the Matter that you want to save the results to.

Select Ma	atter	×
Matter	FLEMRO.16.0002 (Fleming, Robert James)	•
	Cancel	Select

The results will be saved in to the *Documents* tab of the selected Matter in the Misc folder.