U.S. Immigration and Customs Enforcement
Homeland Security Investigations
Financial Narcotics and Special Operations Division
Trade Transparency Unit
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Washington, DC 20536

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The Trade Transparency Unit is responsible for coordinating the development and issuance of this DARTTS user guide. All recommended revisions to this training manual should be submitted to the TTU.

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Getting Started

FALCON DARTTS Overview

FALCON DARTTS (Data Analysis & Research for Trade Transparency System) is designed to support ICE investigations of trade-based money laundering, contraband smuggling, and trade fraud, financial crimes, and crimes with a financial nexus. FALCON DARTTS analyzes trade and financial data to identify statistically anomalous transactions that may warrant investigation for money laundering or other import-export crimes. These anomalies are then independently confirmed and further investigated by ICE investigators.

Logging On

If you are accessing from within the United States, login to the FALCON DARTTS application at:

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This application performs a Single Sign On (SSO), using your IRMNET credentials.

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NOTE: DARTTS is compatible with Mozilla Firefox, and Google Chrome internet browsers

Application Menu

FALCON DARTTS has three primary analytic applications: Analyze, Import, and Discrepancy Search, which can each be accessed at any time by clicking their respective icons.

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Analyze
- Run a search/query
- Drill down with filters
- Create custom data sets for analysis
- Analyze & view your data with Browse, Reports, Reading, Explore, and Group-by

Import
- Importer subpoenas, spreadsheets, or other xls or csv files (currently just for financial data)

Discrepancy
- Tool for analyzing discrepancies in trade reporting

Alerts
- Create and view alerts on certain parameters

Feedback/Help
- Opens an email to the FALCON DARTTS help desk

Account Info
- View and edit account settings
- Upload Term Lists for analysis and reference

Add Data Set

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Basics of Investigation Management

Investigations in FALCON DARTTS allow the user to create multiple lines of research and analysis by preserving the filters, queries, and charts created within a session. Think of each investigation as a separate project where the user wants to keep their work separate for the sake of organization (for example, comparing country-wide import/export data to search for large-scale trade discrepancies looks different than examining individual financial transactions for potential fraud). DARTTS investigations allow the user to create, branch, and organize their various projects while saving their filters and queries.

Investigation Menu

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Analyze Application

Search

DARTTS search allows users to conduct searches simultaneously against all of the included data sets and find individual line items or groups of items according to their query. To search, enter the Add Data Set screen and type your query the Search Bar. Press Enter to search.

Q My Search Terms   ✕

Searching in this search bar will query <u>all</u> collections, records, and columns in DARTTS. Everything. As a result, these searches will be more exhaustive but slightly slower.

Advanced Search

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Query

Enter text into the field you want to search. FALCON DARTTS search currently supports the following wildcard characters (characters that represent one or more other characters) and advanced search syntax, which allow the user to conduct more powerful text based searches. They are especially useful when trying to account for typos or other small differences in names, places, or numbers.

Symbol	Description	Example
" "	Quotation marks search for text exactly as it appears between the quotation marks.	"John Smith"
AND	Search for text that must contain multiple words.	John AND Smith Iraq AND Syria
NOT	Search for text that contains one word but not the other.	John NOT Smith
OR	Search for text that contains at	John OR Smith

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Within the query tab, there are 5 fields to search against:
1. Identifiers searches for matches by identification property. For example, this field will match against ITN #, VIN, Declaration number, exporter ID, and importer ID.
2. Person/Entity Name searches for matches by person or entity name. This field matches against any name field to include Agent POC name, consignee name, export POC name, transporter name, exporter name, and importer name.
3. Locations searches for matches by location fields. Matches against Ports of entry/departure, countries of origin, and addresses.
4. Phones searches for matches by phone numbers.
5. Search All Categories searches all.

Viewing Search Results

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After running a search, the results panel will display the number of record matches and number of collections.

Below that, each collection with a match is listed, along with the number of matching records in that collection. In the image to the right, for example, searching 'ABC' shows 8 results in the Ecuador Exports collection, and 6 in the FinCEN RMSB collection.

Click on a collection to view the results. Below, the 'Fincen BSAR' collection is clicked.

Viewing FinCEN BSAR search results in the Browse View:

Click on a collection to expand the results. DARTTS will display the total number of matches in the collection and then show which fields the search term appears in, and with how many records.

The data from the collection you click will appear in the 'Browse' view in the center of the screen.

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In the example, the FinCEN BSAR collection was clicked. There are 13,261 matching records across the whole BSAR collection. 667 of those records contain the search term 'ABC' in the Filing Institution – Name field; 1158 contain 'ABC' in the Subject – Full Name field; 5 contain 'ABC' in the Filing Institution Full Address field; etc.

Reading View

The Reading View is a great way to read through Search Results, especially those with long text like SARs. Access the Reading View by click on the 'Reading' tab at the top of the page. The Reading tab also highlights each occurrence of the search term in the results.

To access, click on a category of results (e.g. BSAR), and then possibly choose a field name (e.g. Filing Institution Full Address). This will bring those results up in Browse view. You can then click on the Reading pane to open the reading view.

Search terms will be highlighted in both the list of records in the middle column, as well as the full record in the right column.

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Add Data Set

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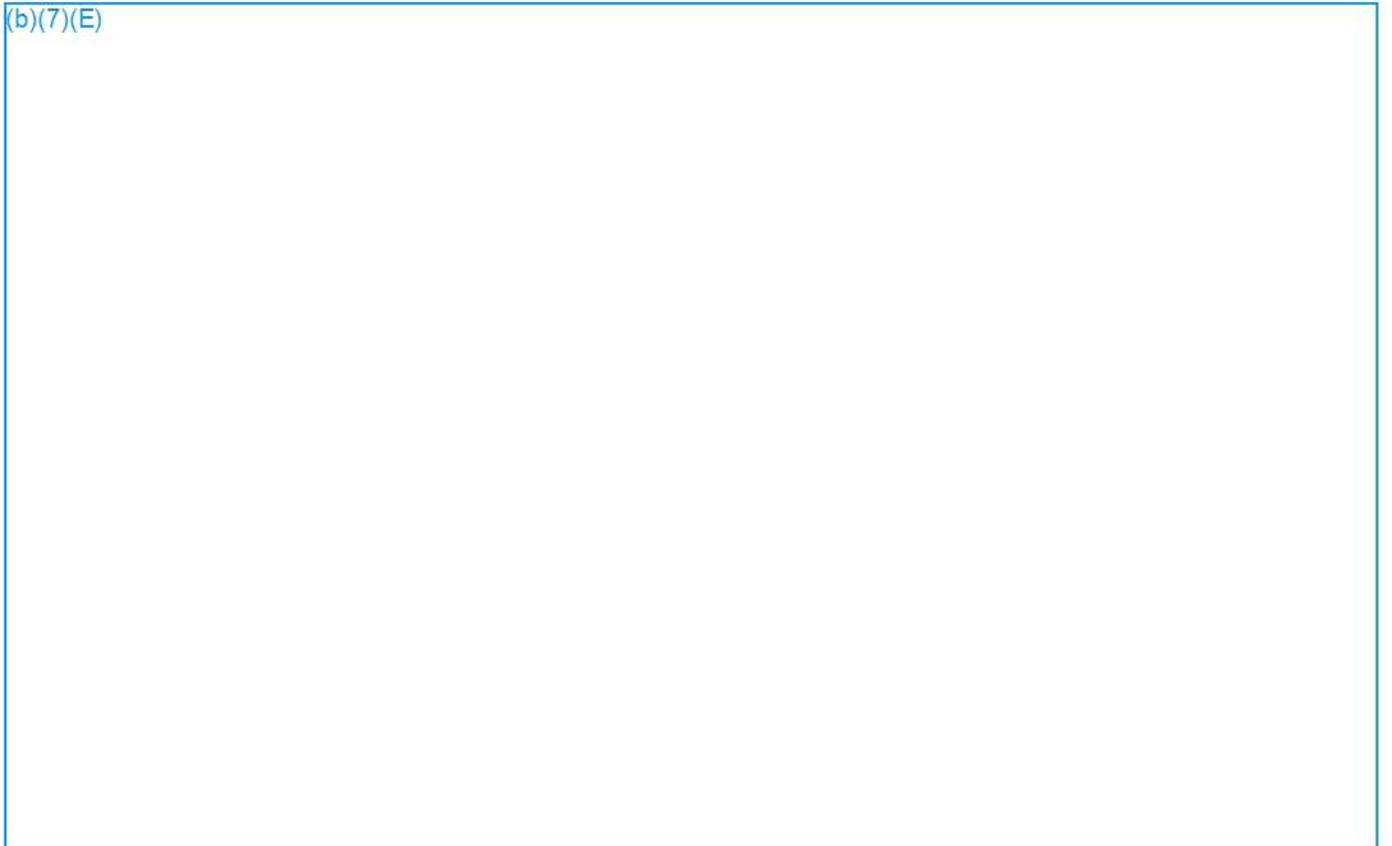
Duplicating a data set

Duplicating a data set will create a new copy of a data set that can be further edited independently of the original data set. To duplicate a data set, hover over the data set you wish to duplicate and click the gear icon. In the menu that appears, click 'Duplicate Data Set.'

Creating a Data Set from Search Results

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Filters

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Filter Actions

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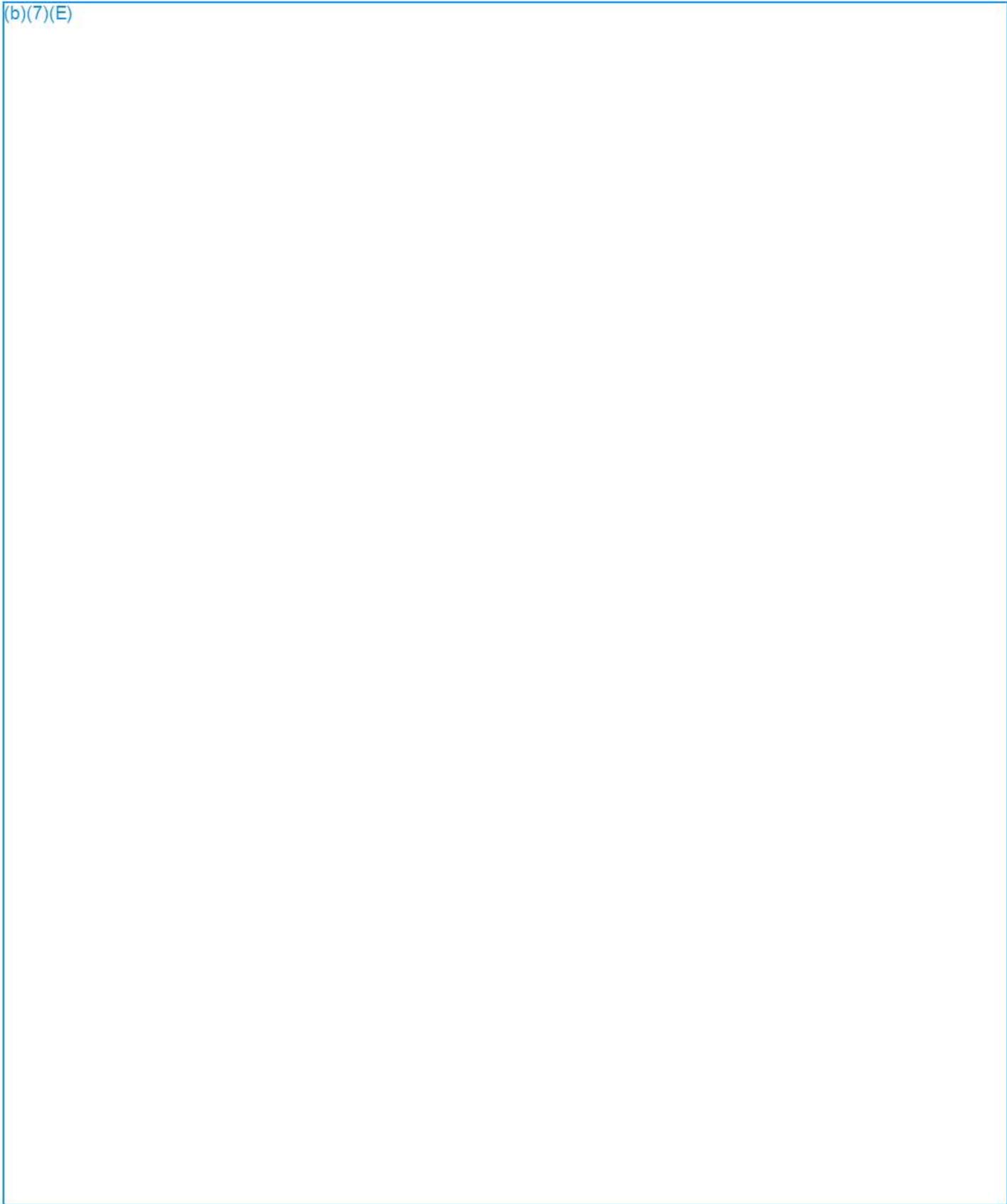
Click the expand icon (three bars in the upper left) to expand the right side panel.

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Column Stats

Column Stats allows you to see high-level stats on a particular column or field. To view the stats, select a column in the drop-down. The Column Stats tab will display a value distribution, as well as information on the max, min, average, sum, and number of unique values

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Browse Application

The Browse application allows analysts to quickly sort, filter, and group their collection data using any of the data's properties.   Multiple collections can be opened simultaneously and are represented by tabs at the bottom of the interface.

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Choosing & Customizing Columns

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DARTTS allows your to customize what columns you see in the Browse view, and in what order. A new feature also allows you to save custom groups of columns that you can apply at any time. Open the Column Chooser with the 'Columns' button.

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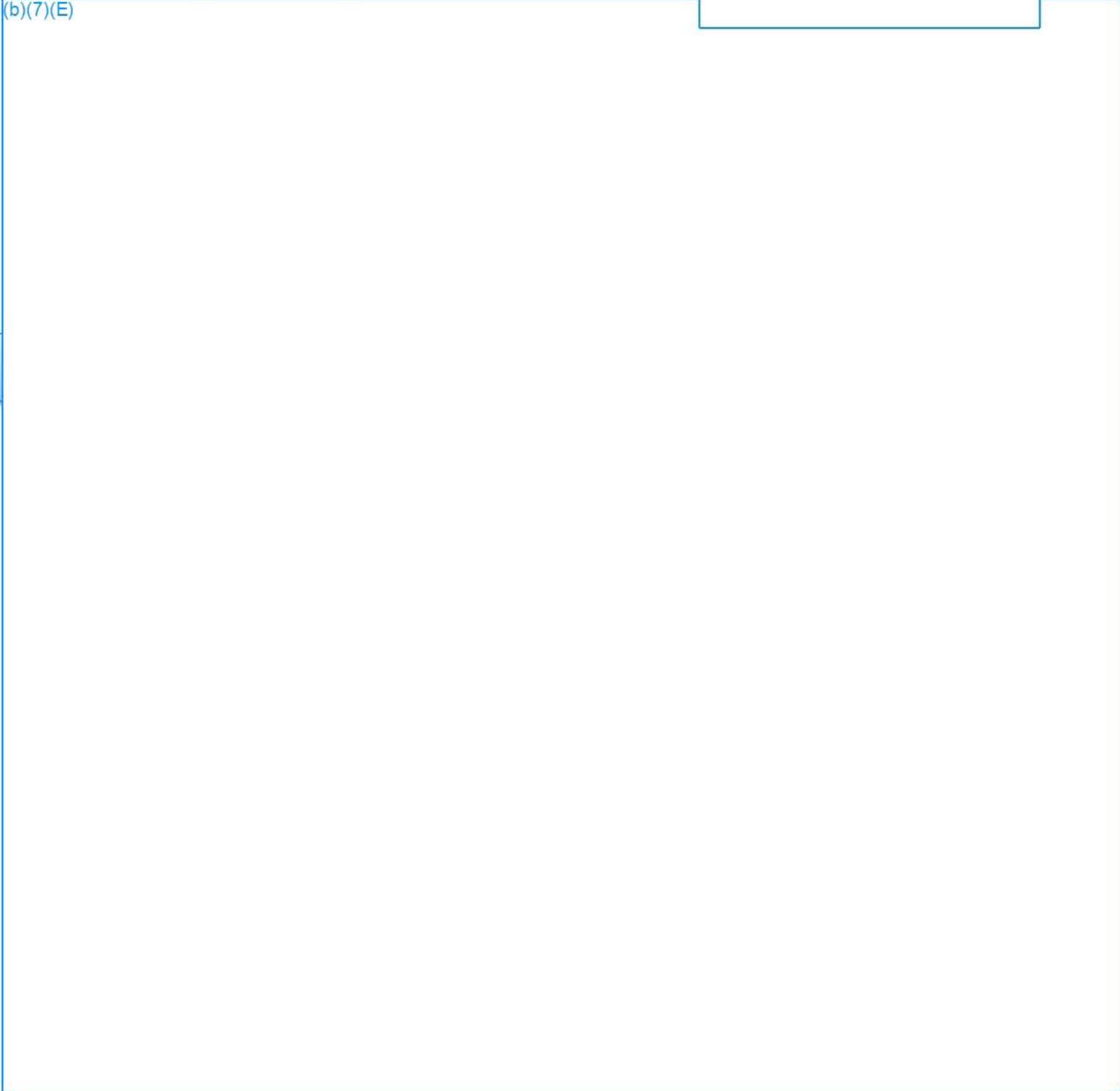
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Selecting Rows

Left click a row to select it. Once selected, a row will turn blue. Left-clicking a selected row will unselect it.

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Drill Down on Rows

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The above image shows the result of drilling down on the 3 rows in the previous images. Notice that the data set displays a new filter from the drill down. To undo this drill down, simply delete the new Line Item ID filter .

Group-By: Aggregating Data

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Below is the result of grouping-by Destination Country, which shows the exports grouped by the country where they were shipped to. The default columns are calculations about the total number of results (exports) per country, along with the sum, average, min, and max value of exports to each country. Also note that the above data is being sorted by Sum Value (the black sorting arrow is next to Sum Value and is pointed down).

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The gray bar above the columns indicates which column is currently grouped-by. To leave the group-by and return to basic line-item view, click the 'X' at the very right of the gray bar. Or, you can also click group-by to group by another field.

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The screen would then look like this:

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And there would be a new Country of Destination filter on the data set:

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One could then conduct other Group By's and drill-downs, until reaching a desired set of filters.

To go back to the normal line-item view, click the 'X' at the far right of the dark gray bar.

Term Lists

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Filtering Against Term Lists

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The resulting filter will limit the results to those which have an exact match list on the chosen field to one or more members of the chosen term list.

This yields the same result as manually entering the list from your .CSV into a DARTTS filter with the "is any of" option. Creating Term Lists for exact-match searches you'll commonly conduct can help save time.

Exporting Data

To export the Browse findings into a table, click the green "Export Table" button in the lower right corner of DARTTS. A window will appear with several options:

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- Include query path – Checking this box will include in the exported file the filter steps taken in DARTTS to generate the results.
- CSV – Export the data into a Comma-Separated Values (.csv) file
- Excel – Export the data into a MS Excel (.xlsx) file
- FinCEN Summary Report – Creates a Microsoft Word document for FinCEN objects (SARs, CMIRs, 8300s, etc.), with formatting similar to what appears in the FinCEN portal.

NOTE: You can highlight specific rows for export by left-clicking and selecting the rows you would like; or if you would like to export all rows, make sure no rows are selected and perform a standard export. The current default export size limit is 1000 rows.

Exporting to FALCON

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Steps for Exporting to FALCON from the Web

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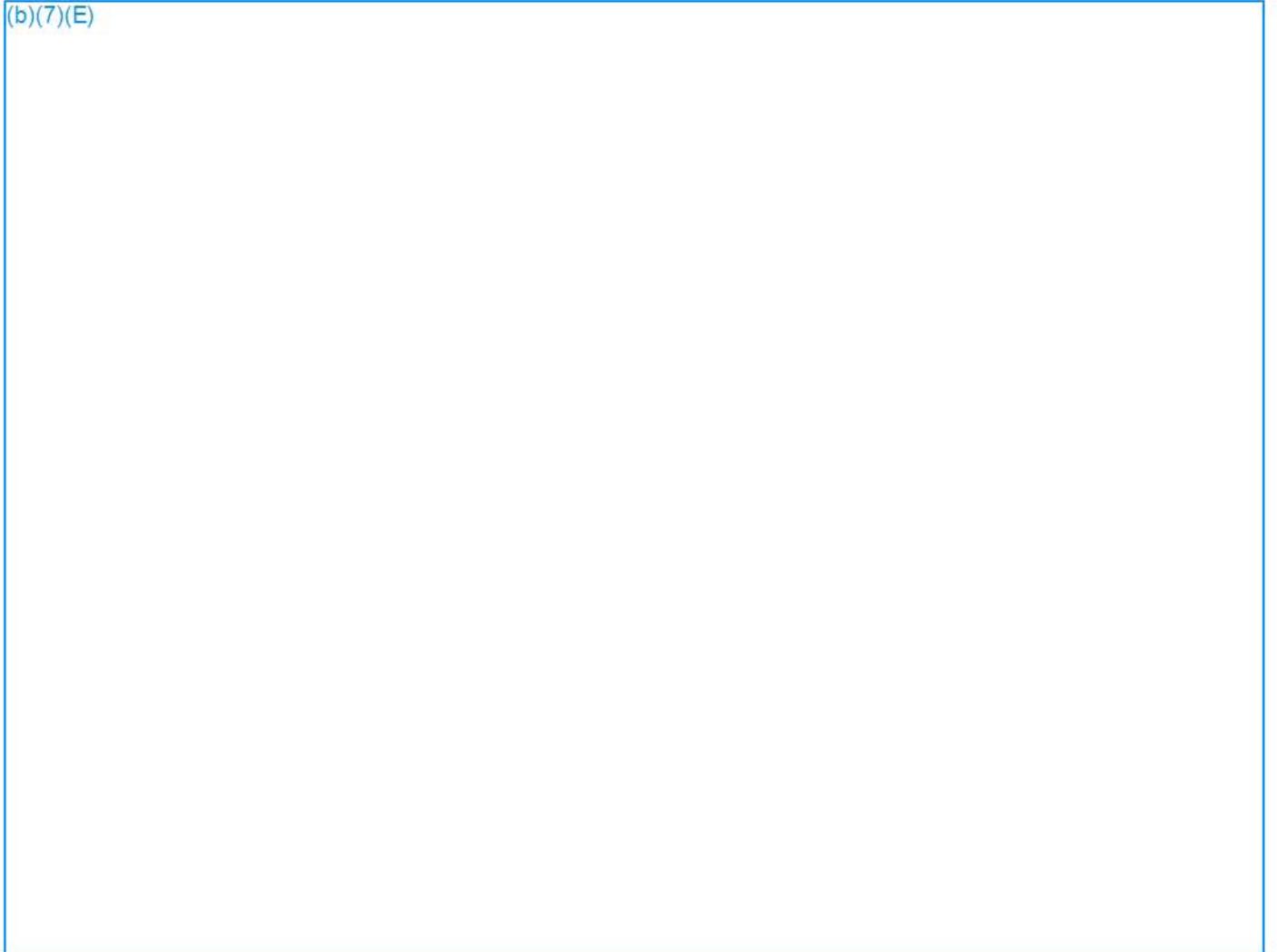
Alerts Application

DARTTS allows you to create alerts from data sets, so that any time new data enters the system that matches a data set's filters, you will receive a notification in DARTTS.

Creating an alert

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Alert Options

1. Renaming Alerts: Just like with data sets, click on the pen icon next to the alert's name to re-name the alert.
2. Editing Alerts: Just like with data sets, click on an alert's filters to modify the filters.
3. Saving Alerts results as a new data set: click the 'Send Results' icon in the top right corner of the alert. This will create a new data set in the Browse view with the data contained in the alert.
4. Deleting Alerts: Click the 'X' icon in top right of an alert.

Getting Notified of Alerts

If any new data appears in any of your alerts, a green circle will appear next to the Alert Application icon. Inside the application, any alerts with new data will have a green bar above the alert.
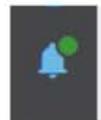
To mark new alerts as 'Read,' click the check mark in the green bar above the alert.

Reports

The Reports application visually displays the data from a data set in Browse application. *NOTE*: the Chart will update as the contents of the data set are updated.

To open the Reports application, click on the '**Reports'** tab at the top of the Analysis application. If nothing appears, make sure at least one data set on the left is selected.

Time Chart

Time Chart is a powerful tool to explore and manipulate quantitative charts from one or more data sets. Once you select a data set and open it in Time Chart, it will be presented as a time series along with flexible options to modify the view of the data, to change the operations of the plot values and to group by different characteristics of the data.

Chart Overview

The Time Chart is a time-series chart, with time plotted on the horizontal axis. The vertical axis can be configured on the right side panel, where other aspects of the chart can be changed as well, including the graph type, the operation on the data, and the time interval.

You can zoom in and out of the graph by scrolling in and out with your mouse, and you can pan right and left by holding down the right-click and moving the mouse right or left.

Graph Style
Under the Graph Style section on the right sidebar, three different options are available.
- Line Chart will present the time series as a connected line between all available data points,
- Bar Chart will present those same points as unconnected and with solid vertical bars beneath each point
- Scatter Plot will present the time series as unconnected points.

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Controls

The Controls section of the right sidebar allows you to modify the time grouping, aggregation method, and display quantity of the chart.

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The first drop-down menu in the Controls section allows you to set the time grouping of the chart to either daily, monthly, or yearly. This changes the "bucketing" of the raw data on the horizontal axis of the chart. For example, changing the time grouping to Monthly will collect all transactions within each month into single points on the chart. This enables you to choose the time scale which best suits your analysis.

The second drop-down menu in the Plot Values section allows you to set the aggregation method used to determine the values plotted on the vertical axis of the chart.

- **Average** plots the average (mean) of all transactions occurring at each time grouping.
- **Sum** plots the sum of all transactions occurring at each time grouping.
- **Min** plots the value of the smallest transaction occurring within each time grouping.
- **Max** plots the value of the largest transaction occurring within each time grouping.

- **Count** plots a count of the number of transactions occurring within each time grouping.

The Value Column section allows you to set the **value quantity** used for the above average, sum, minimum, or maximum displayed on the chart. The choices available will correspond with the different quantitative fields available for the data set you've selected.

Group By

The Group By section of the right sidebar provides the option to break up the charted data into different plots by partitioning the transactions into groups based on their characteristic for a field of your choice. This can enable you to dive more deeply into cross-sections of the data.

By default, Group By is set to "(None)", but you can select any available field in the data set to perform a Group By.

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For example, select Plot Values of Monthly and Count, then set Group By to Country of Origin. This builds a chart of the number of imports into the US occurring from each originating country. Notice that the legend for the different values of the Group By field is added to the top-right corner of the chart. We see that the two most common countries of origin by sum of goods for US imports in 2016 were China and Mexico.

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Adding Multiple Data Sets to the Multi-Chart

Multiple Data Sets from the same collection can be displayed on the Multi-Chart at the same time. To do this:

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Exporting Charts

As of the writing of this document, there is no built-in function to export charts from DARTTS V2. However, you can easily achieve the same result by utilizing the Snipping Tool, available on all ICE computers.

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Account Summary

The Account Summary chart is only available on data sets from the MSB or Bank Transactions collections, and provide an overview of all transactions to or from a particular entity.

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Choosing a Target

To choose an entity to focus on the Account Summary, select an entity from the drop-down list at the top right corner.

Account View Components

In-and-out timeline: The first part of the view displays a timeline of all activity for the chosen entity.

Balance Over Time

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Summary of Senders/Receivers: This section shows a summary of senders and receivers for your current filter set.

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Discrepancy

The Discrepancy application allows users to quickly compare and analyze two sets of trade data side-by-side. To open the Discrepancy tab, click the **_Discrepancy_** icon on the toolbar.

⊞ Discrepancy

The discrepancy screen is divided into two sections: the left side of the screen prompts the user to define which data they would like DARTTS to conduct discrepancy analysis on, which then populates on the right.

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Discrepancy Options

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Countries (required)

The *Origin* country determines which export data discrepancy will analyze, while the *Destination* country sets the importing country. For example, if Mexico is defined as the *Origin* country and United States is defined as the *Destination* country, DARTTS will compare Mexican Exports with US Imports data set.

Date Filter

The user can define date filters to compare data across a specific range of dates or leave blank to search the entire range. ***Note:*** *It is* **highly**

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HTS Number (required)

This field allows the user to define whether to conduct discrepancy analysis against 4 or 6-digit HTS commodity codes (NOTE: 6-digit HTS comparisons will produce more specific results compared to 4-digit codes). In addition, the ***"Starts With"*** option allows the user to define specific HTS category codes against which to do discrepancy analysis on.

Highlight Thresholds

Thresholds for which results are highlighted can be defined by either difference in **Values, Quantities, Counts, Weights, or Normalized Quantities.** Thresholds can be specified on all of these categories in **total** (e.g. total value, total weight) and **percentage**. Highlighting presents a good way to quickly visually distinguish which results are **greater than** or **less than** specified thresholds.

Show Only Highlighted Rows

Checking this box at the top left of the Discrepancy Pane will return only the results which fall under the highlight thresholds filters.

Discrepancy Results

Once you've defined the discrepancy options, click the "GO" button to conduct the discrepancy analysis. The results will populate on the right side of the screen.

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Notice the highlighted rows in the results panel – these are the HTS codes that are greater than or less than the thresholds defined in the "Highlight Threshold" options. In the example above, any HTS 4 commodity category which had an aggregate value difference greater than $10,000,000 or 20% will be highlighted.

Building Discrepancy Data Sets

Once you've identified a result you would like to do further investigation on, select that row by left-clicking on it within the results panel. The row will be highlighted in blue and the **Save Selection as Data Sets** button will populate on the top right of the screen:

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Save Selection as Data Sets

This button will populate two data sets in the Browse application for further analysis and investigation.

After pressing "Save Selection as Data Sets" two corresponding data sets will populate in the Browse Application with filters that match the discrepancy options already defined:

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From here the analyst can further drill down and look at specific trade records and conduct any analysis available through the Browse application.

IMPORTING DATA INTO DARTTS

This module explains how to upload & import a new structured data (.xls, .xlsx, csv) file, apply automatic or custom modeling, and access imported data within DARTTS for further analysis.

Opening the Importer

1. Click on the importer button

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The Importer View

The main importer view consists of a list of data folders, a filter search bar, and a '+' button to create new data folders. To change between tile view and list, view, click the toggle button on the left side.

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Creating and Viewing Data Folders

Data Folders organize your imports files. You can create Data Folders and name them and organize them as you like. **Note**: Only you can see a Data Folder that you create and the files it contains.

To add a new Data Folder, press the '+' button on the right side of the view.

Each data folder icon will display:

- the **name** of the folder
- the **number of files** (top left)
- the date & time it was last updated
- a close button (x)

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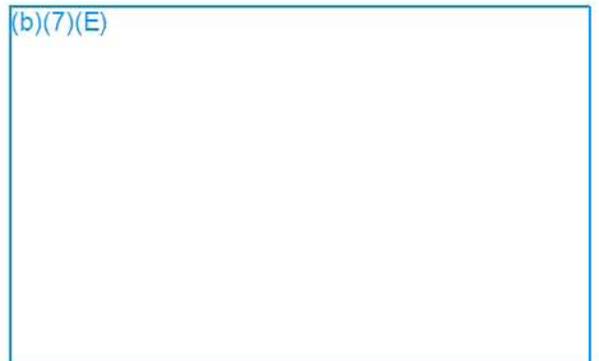
Inside a data folder, like a folder on your computer, you can have any number of sub-folders and files.

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Notice that the top bar shows your current path: Home > the "Misc. Western Union" folder. You can click the Home icon to return to the importer home page.

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Importing & Mapping Files

IMPORTANT: DO NOT UPLOAD GRAND JURY DATA INTO A DATA FOLDER THAT YOU CREATED. FILE A FALCON SUPPORT TICKET TO SET UP A SPECIAL GRAND JURY DATA FOLDER AND WORKSPACE PROJECT FOR YOUR TEAM.

Uploading Files

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Mapping & Importing

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4b. Mapping Data:

Next, you will need to map each column in your file to a field in DARTTS' data model.

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In this example, we mapped the 'Document Source' column to the 'Document Source' field in DARTTS. If the mapping is successfully, the column header will turn green, and we can continue to the next field.

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If you incorrectly map a column, you can click 'Undo' in the left of the top panel.

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Error Notifications

DARTTS can do basic validations on data format and will alert you if an improper mapping was made. In the example at right, 'Transaction ID' was incorrectly mapped to 'Date,' but DARTTS knows that a date should appear in a certain format (ex: Month/Day/Year).

DARTTS will attempt to provide an explanation ("Not a valid date") and will notify you how many rows were improperly mapped.

To help you identify which cells have bad mappings, you can click on the "480 invalid rows" which will filter the viewable rows to only those containing errors. Clicking that link again will include all rows.

Data cells with errors (appear in red) will be skipped on import, so please ensure that there are no mapping errors in your data before importing unless you are absolutely sure you don't want to import those cells.

5. Importing the data

Once you have completed mapping all of the relevant columns, click the blue 'Import' button at the top right.

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At any time, click the 'Cancel' or 'X' buttons to cancel the import process.

5a. Creating Custom Presets (saving manual mappings)

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6. Import Status

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7. Viewing just the data you imported

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If you want to view & analyze only the data you imported, click on the 'View in Table' button at the top of the Import home page. **Note:** at the time of this writing, this button is still under development.

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8. Unimporting Data

In DARTTS, data can be un-imported if it was imported incorrectly or needs to be removed from the system.

To un-import data, select a successfully imported file and select 'Unprocess' from the 'More Actions' menu.

After un-importing data, you can re-process (import) or re-map the data.
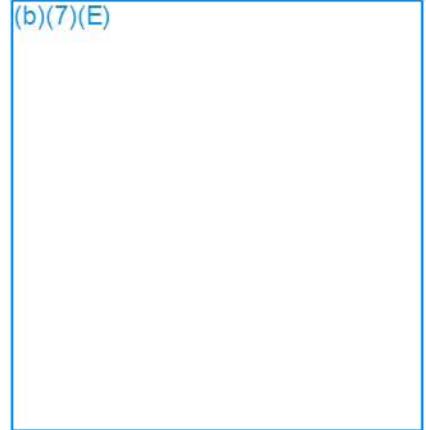
Modifying Data & Advanced Options

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Modifying Data

In the mapping view, the "Fields" view is selected by default. Click on the "Modify Data" button for advanced data modification options.

DARTTS Importer provides some basic functionality to modify data if it is incorrectly formatted in the file.

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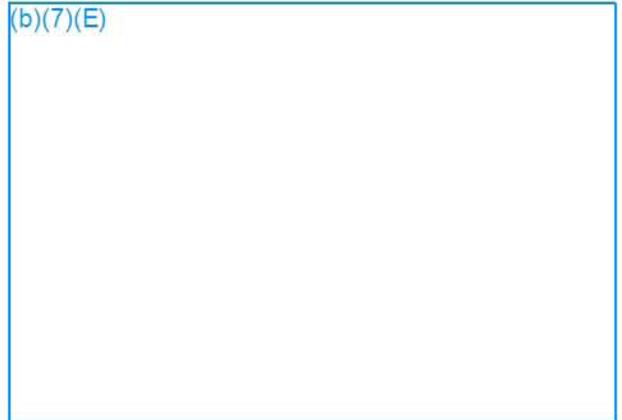
Example: Adding a column for a Case Number

For all subpoenaed data, you may want to include the relevant Case Number. Here's how to do that:

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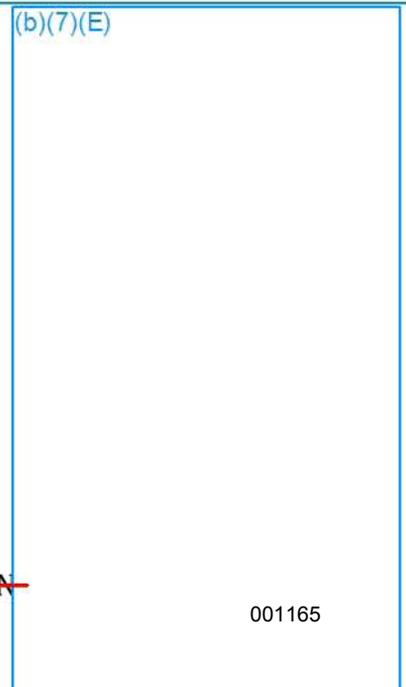
→ Map the new 'Case Number' column, which appears as the very last column, to the 'Case Number' field in the template using the dropdowns described above.

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Other Helpful Functions

- **Find & Replace:** Within a column, find and replace certain values.

- **Strip Characters:** Remove specific characters from a column, like removing "$" in front of monetary values.

- **Combine columns**: If you click two columns by holding "Control" while you select both of them, you can combine the values of two columns in the same row to create a new column. For example, you can combine "First Name" and "Last Name" columns to create and map a "Full Name" column.

TIP: You can always click the 'Undo' button to undo any modification.

Other Advanced Options

At the top right, there are a few more helpful buttons.

- Filter View: filters which rows are currently visible

- Histogram: shows a histogram of values in each column

History: keeps track of each step you take so you can go back & recreate your work

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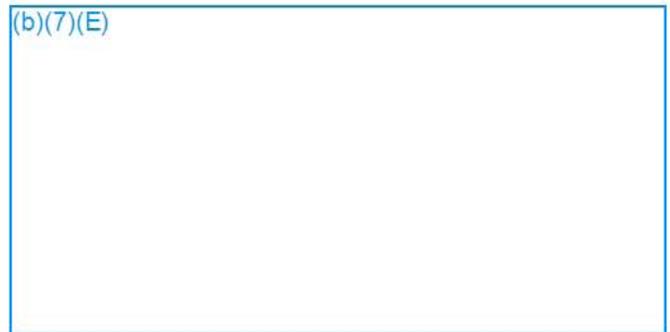
Viewing the Imported Data

Viewing the data as part of a collection

In our example, the Wire Transfers data will be added to the Bank Transactions collection. If we opened the Bank Transactions collection, we would see the whole set of Bank Transactions with the newest data included.

Figuring out the source of imported data

Each imported data set will contain a column called 'Imported By' that contains a unique identifier for where the imported data came from, including the IRMNet account, date, and file name. This column is <u>not</u> visible by default, so to view the column, add it via the 'Choose Columns' button.

Help and Support

For questions or issues about DARTTS, please contact the DARTTS TTU team at
(b)(7)(E) or the Falcon Help Desk at (b)(7)(E)

BSA Guidelines for Handling of FinCEN Data

As part of the user agreement for access and use of the DARTTS system, each user agrees to follow the BSA guidelines that outline the appropriate handling of FinCEN data in the DARTTS system. These guidelines apply to any data exported from the DARTTS system through the "Export to Table" or "Send to Falcon". Please refer to the reference document titled "BSA Redissemination Guidelines Nov 2007" for the complete guidelines associated with handling of BSA data located on the HSINet website at (b)(7)(E)

NEW FEATURES IN DARTTS v3

Search by Collection Categories

DARTTS v3 introduces the ability to perform global searches on a subset of collections. For example, to search just in the FinCEN collections, from the Add Data Set screen, click "FinCEN Reports" and then type your search into the search bar.

You can also click "Search 12 Data Sources" to open up Advanced Search and search within specified fields.

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Use a Term List to Perform a Global Search

DARTTS v3 allows you the ability to use a Term List to perform a global search. To do this, first open a new Advanced Search by clicking on the blue "Search # Data Sources" button from the Add Data Set screen. From there you can click the magnifying glass icon to open a menu of your current Term Lists, as well as a button to upload a new Term List.

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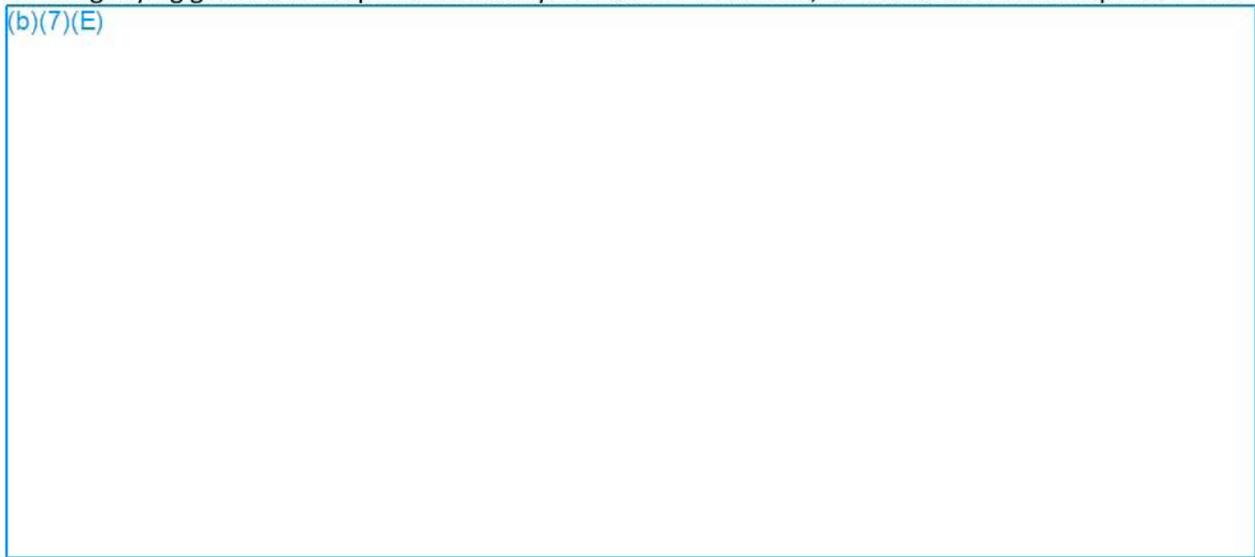
Launching DARTTS Application in FALCON Workspace & Exporting to FALCON

Beginning March 20, 2017, the FALCON DARTTS application will be available to launch as an embedded application inside the FALCON workspace. The web version of DARTTS will also remain available at (b)(7)(E)

Launching DARTTS in FALCON workspace

In the Applications Menu in the FALCON workspace, navigate to the "DARTTS" selection and select with your cursor.

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Once selected, a blue check mark should appear to the left of "DARTTS" in the Applications Menu. An icon for DARTTS should also appear in your Application bar in the workspace.

(b)(7)(E)

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After a few seconds, the DARTTS application will launch automatically inside the workspace. After navigating through the acknowledgment window and welcome message, the DARTTS Home page will appear.

Note: If you are separately logged into a DARTTS session in your web browser outside of the workspace, you will be prompted to end that session prior to logging in via the workspace.

(b)(7)(E)

For full details on DARTTS functionality, please refer to the DARTTS V2 Guide on the FALCON Landing Page.

Exporting to FALCON using DARTTS Application in the FALCON Workspace

Similar to the DARTTS web application, DARTTS in the FALCON Workspace has the capability to export records to FALCON for further analysis, search, and discovery against data in the FALCON base realm. Users can bring individual or multiple records into FALCON from the DARTTS Browse application.

Steps for Exporting to FALCON

(b)(7)(E)

Note: A maximum of 1000 rows of data can be exported to FALCON at a time. Larger exports will take a longer time to process.

3. Click on "To Falcon" located at the upper right of the "BROWSE" panel.

(b)(7)(E)

4. During the export process, an "Exporting to Workspace" notification window will appear until the export is complete.

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5. When the export to the FALCON workspace is complete, the FALCON graph application will automatically open with the objects created from the exported DARTTS data.

Note: Depending on the dataset exported from DARTTS, there may be more objects created in FALCON than the number of rows originally selected in DARTTS. For example, for a single BSAR row selected in DARTTS, FALCON objects may include a BSAR Narrative object, multiple associated Person objects, multiple Account objects, multiple phone number objects, and multiple email accounts.

(b)(7)(E)

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6. With all objects exported from DARTTS selected, draw the links between objects by right clicking on your cursor and selecting Search Around > Linked Entities.

(b)(6);(b)(7)(E)
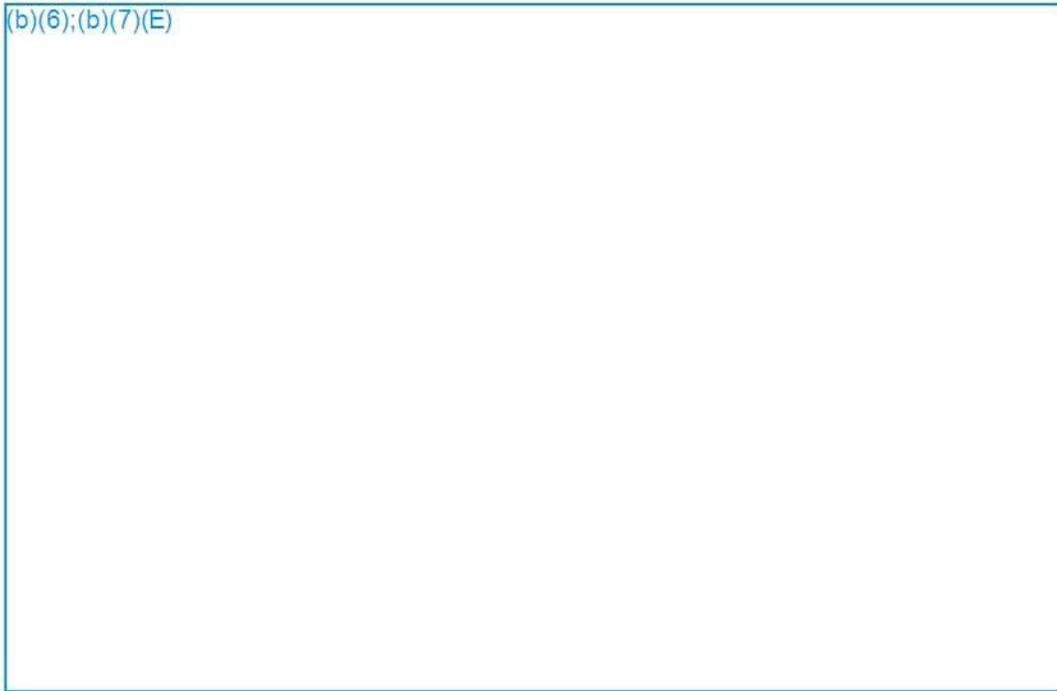
7. This will draw links between the objects created from the DARTTS records, e.g. linked Subjects to BSAR documents.

(b)(7)(E)

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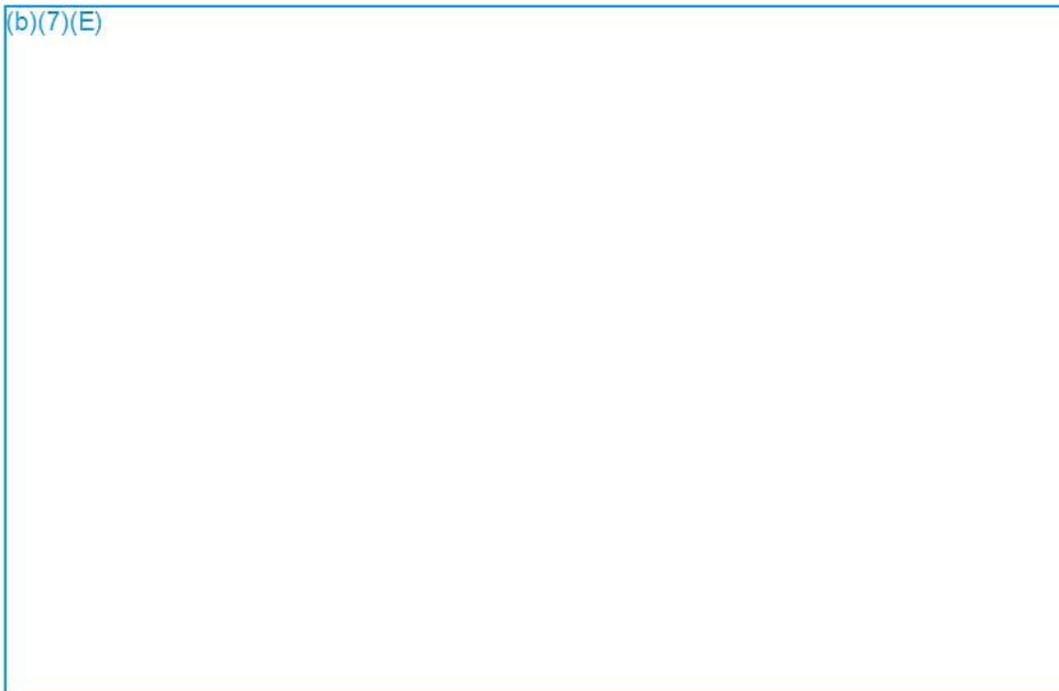
8. To re-organize the layout of the objects on the graph, select all of the objects once again (CTRL-A) and press "F5" on your keyboard (or by selecting the "automatically layout the graph nodes" button highlighted below).

(b)(7)(E)