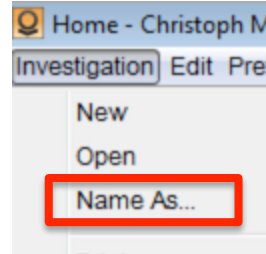# Create a FaceCard

**Start**
Name your investigation so you can find it later.

Use something like keyword/IR/CR/etc.



**Tip!** To find additional duplicate records of the subject, use Search Around → Person Records and resolve
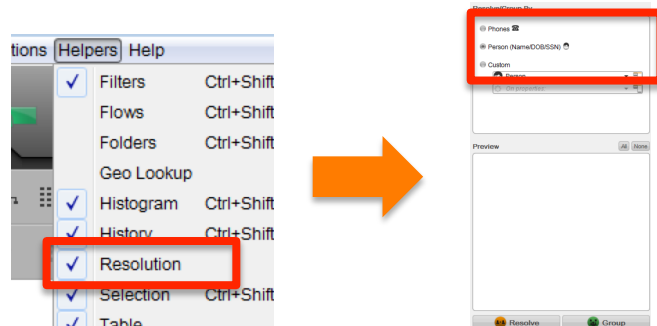
**1** In the applications bar, select the GRAPH



**4** Select the resolved record



Raymond _____

**2** Search for your subject's name and move all results to the GRAPH

**5** **Export FaceCard**

Reports → Using Template → **Export FaceCard**

Wait for MS Word to load the FaceCard

**3** Resolve the records:
1. Open the Resolution Helper
2. Resolve by Name/DOB/SSN (make sure all are selected!)
3. Resolve Custom: IR number



**6** Add notes, highlights, save for distribution, attach to email, etc.