
Retrieving Results

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Enter Username and Password

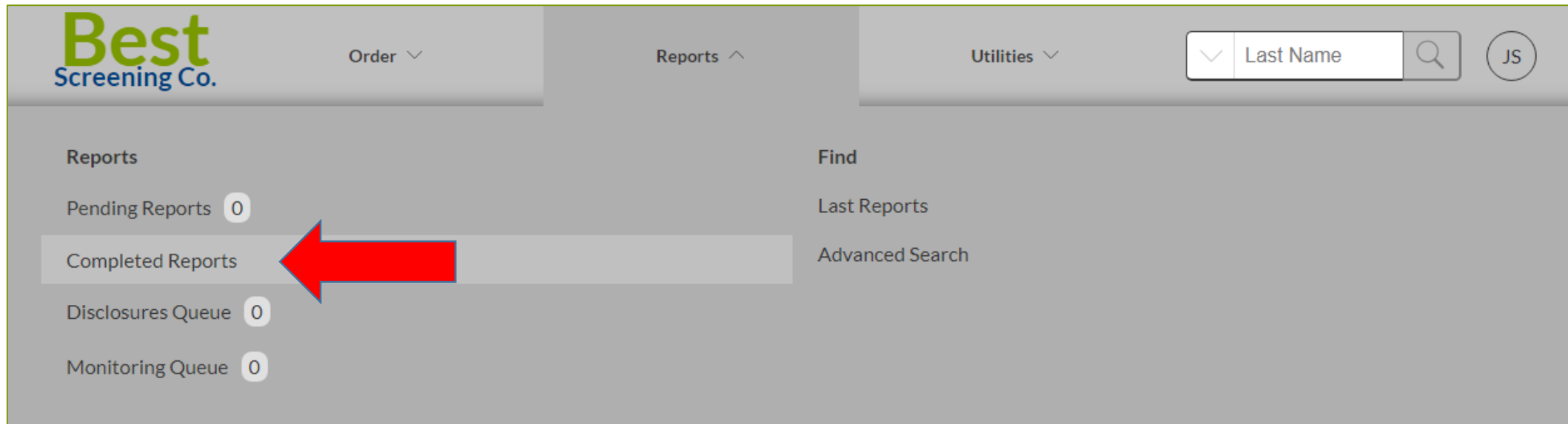


Username:	Forgot Username?
<input type="text"/>	
Password:	Forgot Password?
<input type="password"/>	
<input type="button" value="Login"/>	

NOTICE: The use of this system is restricted. Only authorized users may access this system. All Access to this system is logged and regularly monitored for computer security purposes. Any unauthorized access to this system is prohibited and is subject to criminal and civil penalties under Federal Laws including, but not limited to, the Computer Fraud and Abuse Act and the National Information Infrastructure Protection Act.

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On the top toolbar, mouse over 'Reports' and click 'Completed Reports'.



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Click on the applicant's name to view the report.

OR

You will also receive an email notification when a report is complete. Click on the link in the email to go directly to the completed report.

Completed Reports

[Print](#) [Export](#) [Hide Report\(s\)](#)

<input type="checkbox"/>	Name	SSN	File	Report To	Ordered By	Status	Ordered	Completed	Type	Flag
<input type="checkbox"/>	KLEEN, JOE	111-22-3333	1203 *	ABC Company (DEMO)	Jane Smith	Complete	2017-12-21	2017-12-27	Employment	
<input type="checkbox"/>	KLEEN, JOE	111-22-3333	1204 *	ABC Company (DEMO)	Jane Smith	Complete	2017-12-21	2017-12-21	Employment	

[Refresh](#) Items per page: Showing 1 to 2 of 2 reports.

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If you would like to print or save a copy of the results on your computer, click on 'Print' and choose either a printer or PDF generator. You are not required to print a copy; however, be aware that the system only holds reports for 5 years.

Report Results - #1204 - KLEEN, JOE **ABC Company**
Jane Smith

[View](#) [Print](#) [+ Add to Order](#) [? Request Help](#) [New Order ▾](#)

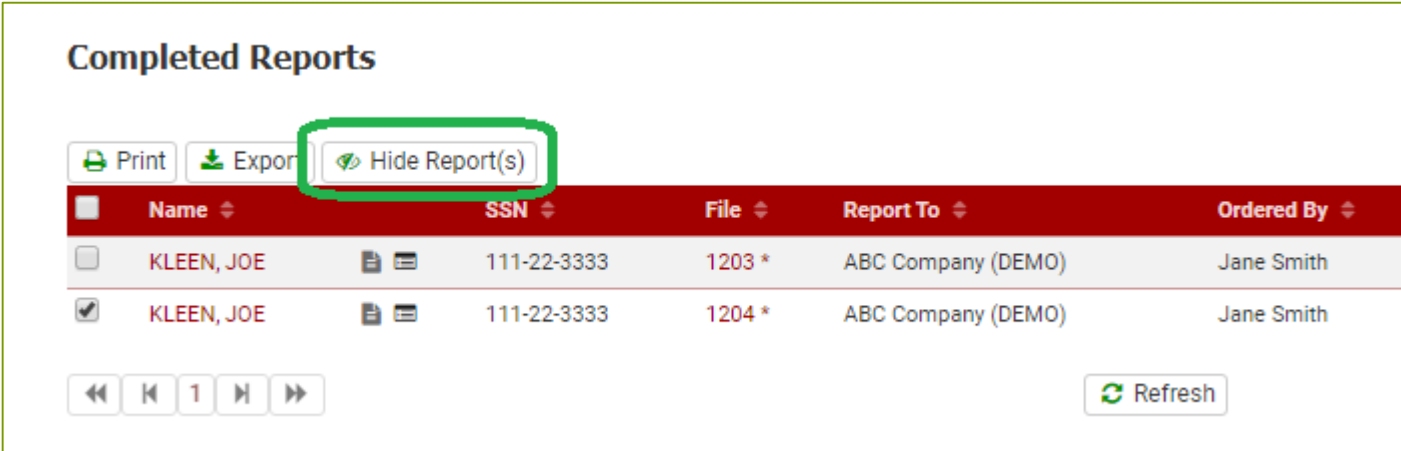
Order Details ↑

Status:	Complete	Requestor:	Jane Smith
Order Date:	12-21-2017 10:15 PM MST	Email:	
Report Date:	12-21-2017 10:34 PM MST	Phone:	(800) 555-1212
File Number:	1204 / -	Alt.Phone:	-
Report To:	ABC Company / ABC 123 Main Street Dallas, TX 75201	Fax:	-
		Product:	Entry Level

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After viewing or printing a report, you may elect to 'Hide' it by checking the box next to the name and choosing 'Hide Report'.

- This simply removes the report from the 'Completed Reports' screen
- The report is still accessible by using the 'Advanced Search' feature ('Reports' | 'Advanced Search')



The screenshot displays the 'Completed Reports' section of a software interface. At the top, there are three buttons: 'Print', 'Export', and 'Hide Report(s)'. The 'Hide Report(s)' button is highlighted with a green rectangular box. Below the buttons is a table with the following columns: 'Name', 'SSN', 'File', 'Report To', and 'Ordered By'. The table contains two rows of data for reports generated by 'Jane Smith' for 'ABC Company (DEMO)'. The first row is unselected, and the second row is selected, indicated by a checked checkbox in the 'Name' column.

<input type="checkbox"/>	Name	SSN	File	Report To	Ordered By
<input type="checkbox"/>	KLEEN, JOE	111-22-3333	1203 *	ABC Company (DEMO)	Jane Smith
<input checked="" type="checkbox"/>	KLEEN, JOE	111-22-3333	1204 *	ABC Company (DEMO)	Jane Smith

At the bottom of the interface, there are navigation controls including a 'Refresh' button and a set of arrows for navigating between pages (1 of 1).

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After reviewing results, **if you decide to take any adverse action against the applicant** (denial of employment, withdrawal of offer, denial of promotion, etc.) based in whole or in part on the background check results, **you are required by law to follow strict Adverse Action procedures.** Adverse Action notices are available on the results screen under 'Disclosures and Forms' (depending on your account configuration). If you have any questions at all about Adverse Action requirements, please contact us for assistance.

