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# Placing Orders

## Data Entry Order

# Multiple Ways to Place an Order

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- **Data Entry Order**: Client places order online
- **QuickApp**: Client emails secure link to applicant to complete information/forms online
- **Batch Order**: To screen multiple people at once (annual screenings, MVRs, etc.)
- **XML Order**: Integration with ATS

# Data Entry Order

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Enter Username and Password

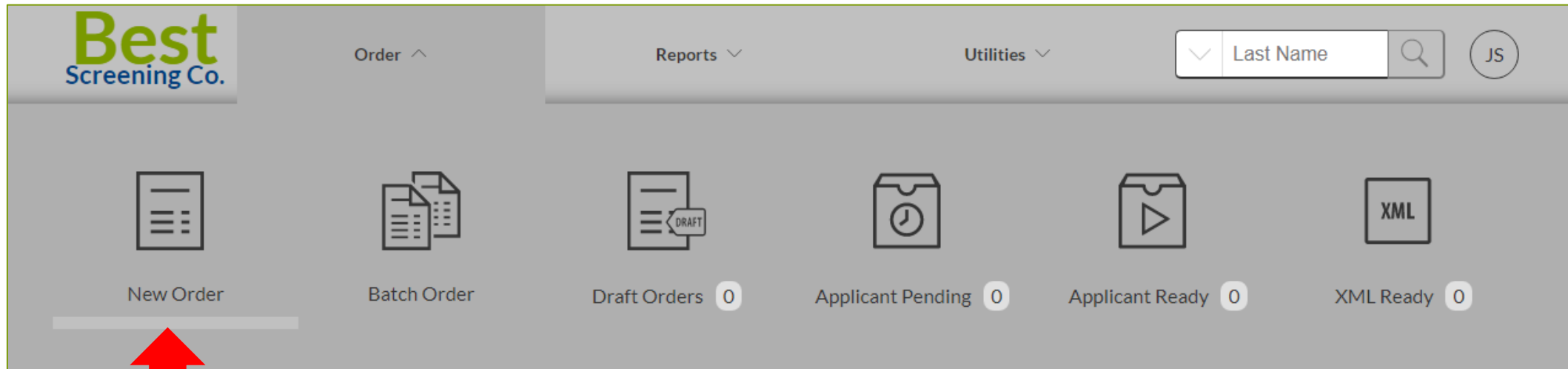


<b>Username:</b>	<a href="#">Forgot Username?</a>
<input type="text"/>	
<b>Password:</b>	<a href="#">Forgot Password?</a>
<input type="password"/>	
<input type="button" value="Login"/>	

**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.

# Data Entry Order

On top toolbar, mouse over 'Order' and click on 'New Order'.



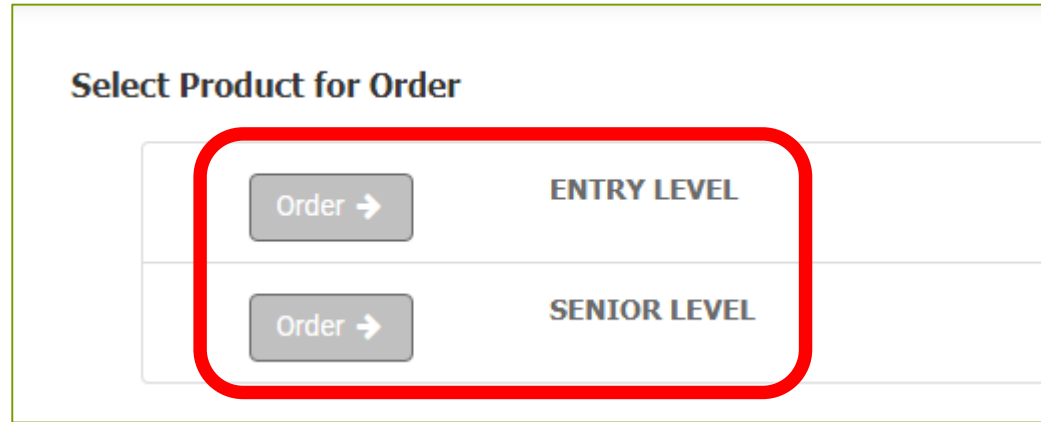
# Data Entry Order

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If you have multiple packages configured, choose the appropriate package.

Select Product for Order

Order →	ENTRY LEVEL
Order →	SENIOR LEVEL



# Data Entry Order

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On the next screen, select the appropriate searches. Depending on your account configuration, default searches may be pre-checked for you.

### Select Searches for Order

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**Identity Development**

**Person Search**  
 SSN Trace

**Investigative**

County Criminal Records Search  
 Statewide Criminal Records Search

At the bottom of the screen, click  to continue.

# Data Entry Order

Next, enter the applicant's information. Fields marked with an \* are required.

Any data entered in the 'Reference' field will be displayed on your invoice.

Reference:	Position/Title:	Proposed Salary:	Job Location:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/> ▾		
<b>Applicant Info</b>					
Please provide the applicant's <b>legal name</b> as shown on a driver's license or other government issued identification.					
* Last Name:	* First Name:	Middle Name:	Generation:	* SSN:	* DOB:
<input type="text" value="KLEEN"/>	<input type="text" value="JOE"/>	<input type="text"/>	<input type="text" value="-"/> ▾	<input type="text" value="111-22-3333"/>	<input type="text" value="JAN 1, 1970"/>
Phone Number:	E-mail Address:	Driver License No.:	DL State:	Sex:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/> ▾	<input type="text" value="-"/> ▾	
<input type="text" value="+ Former Name/Alias"/>					

# Data Entry Order

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After all required information has been entered, you will see the Order Summary screen (see next slide). On this screen you may:

- Edit applicant information
- Upload the applicant's signed authorization form (optional)
- Enter any notes or special instructions in the 'Order Entry Notes' field
- Check a box if the applicant has requested a copy of their report (all authorization forms are required to have this option for CA, MN, or OK applicants)
- Save the order as a Draft if you are not ready to submit yet
- Cancel or Complete the order



Applicant:  **To edit information**

**JOE KLEEN**  
(111-22-3333, 01/01/1970)

Current Address: 

**132 MAIN STREET**  
**PROSPER, TX 75078**

Search Summary for Entry Level

Report Summary

KLEEN, JOE

Person Search

Person Search - SSN Trace

County Criminal Records Search

Criminal Database Search

Authorization: None Attached

Select authorization file to attach to Order:

**Upload File**

Browse...

— or —

Drag File

Drop Zone

Order Entry Notes

**For notes or special instructions**

Consumer has requested a copy of their report; please send it to them.

**To provide applicant with copy of report**

Save Draft

Cancel

Complete Order →

# Data Entry Order

After submitting the order, you will be immediately directed to the Results screen where the pending report will be displayed.

At this point you may log out, or click on 'Order' on the top toolbar to place another order. When results are complete, you will be notified via email.

**Report Results - #1203 - KLEEN, JOE** **ABC Company**  
Jane Smith

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

**Order Details** ▾ Pending

**Applicant Information** ▾

**Search Results** [+ Add to Order](#)

Search	Status	
<b>Report Summary</b>		
KLEEN, JOE	Pending	<a href="#">e</a>
<b>Person Search</b>		
SSN Trace (111-22-3333)	Pending	<a href="#">e</a>