
Placing Orders

QuickApp

Multiple Ways to Place an Order

- **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

QuickApp Order

QuickApp Features

- No need for paper forms
- Avoids data entry on client side
- Compliance: based on applicant input regarding residence and job location, the legally required federal, state, county, and/or city notices are displayed and acknowledged by the applicant
- All electronic authorizations completed by the applicant are stored and accessible by the client

NOTE: QuickApp should only be used for orders that include a background check (i.e. background check or background check + drug test), as it prompts the applicant to complete background check forms. When ordering a drug test ONLY, client should place a Data Entry order instead.

QuickApp Order

Enter Username and Password

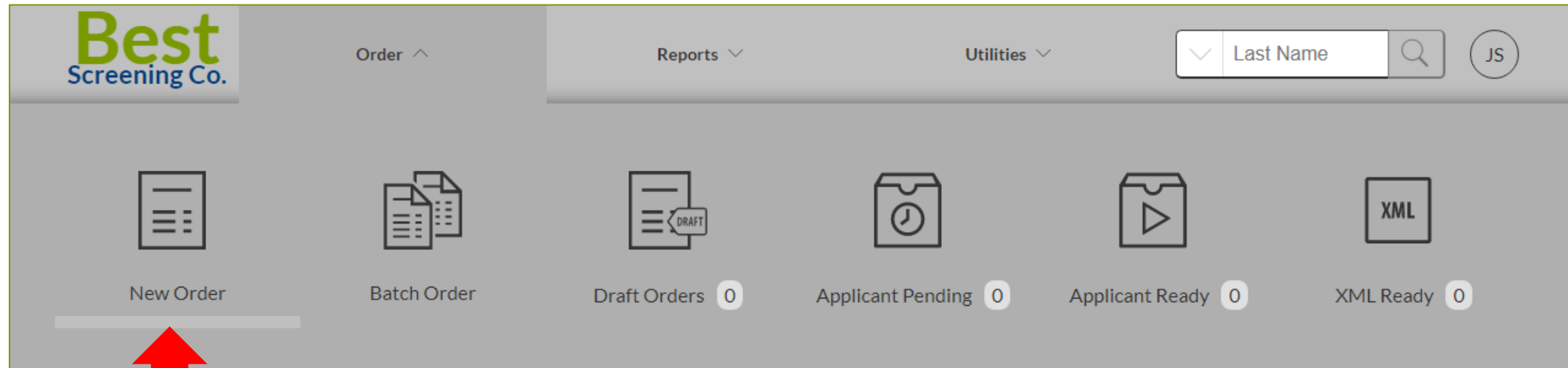


Username:	Forgot Username?
<input type="text"/>	
Password:	Forgot Password?
<input type="password"/>	
<input type="button" value="Login"/>	

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.

QuickApp Order

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



QuickApp Order

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

Select Product for Order

Order →	ENTRY LEVEL
Order →	SENIOR LEVEL

QuickApp Order

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

Identity Development

Person Search

SSN Trace

Investigative

County Criminal Records Search

Statewide Criminal Records Search

At the bottom of the screen, click  to continue.

QuickApp Order

Next, enter the applicant's name and e-mail address. Fields marked with an * are required.

- Any data entered in the 'Reference' field will be displayed on your invoice.
- Any notes entered in the 'Order Notes' field will be relayed to our office. The applicant will not see these notes.

Reference:	Position/Title:	Proposed Salary:	Job Location:
<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="button" value="v"/>
Applicant			
* Last Name	* First Name	Phone Number	
<input type="text" value="KLEEN"/>	<input type="text" value="JOE"/>	<input type="text"/>	
* To Applicant's E-mail Address		* From Sender's E-mail Address	
<input type="text" value="joe@joekleen.com"/>		<input type="text" value="info@resultslogin.com"/>	
Order Notes:			
<input type="text"/>			

QuickApp Order


Click 'Send' if you only need to send one QuickApp invitation.

Or, select 'Send and Next' to send another invitation using the same searches as the previous order.






QuickApp Order

After submitting the QuickApp order, you will be immediately directed to the 'Applicant Pending Reports' screen. This screen will display a list of all invitations that have been sent and are currently awaiting the applicant's completion. From this screen, you can:

- **Reset the expiration date.** The link expires by default after 14 days (contact us to change this). Until the applicant completes the information, the system will send them a reminder every 3 days.
- **Resend the invitation** if the applicant cannot locate it or did not receive it. Click  if you need to edit the email address before re-sending.
- **Delete the invitation** if the applicant is no longer interested.

Applicant Pending Reports

 Reset Expiration Date  Resend Invitation  Delete

<input type="checkbox"/>	Applicant ^	Detail	E-mail ↕	Client Name ↕	Requestor ^	Ordered ▾	Notified ↕	Sent
<input type="checkbox"/>	KLEEN, JOE		 joe@joekleen.com	ABC Company	Jane Smith	2017-12-21	2017-12-21	1


◀◀ 1 ▶▶ Items per page: 15 ▾ Showing 1 to 1 of 1 applicants.

QuickApp Order

Also, immediately after submitting the order, the applicant will receive an email directing them to complete the required background check forms online.

ABC Company <automation@instascreen.net>
ABC Company Background Questionnaire Notification

To

 If there are problems with how this message is displayed, click here to view it in a web browser.

August 08, 2017

Hello JOE KLEEN,

As part of your consideration for employment, please complete the background check questionnaire found at the secure link below.

[Click here to begin](#)

The background questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background check.

Please note that the link above will expire in 14 days, so please complete the questionnaire at your earliest convenience.

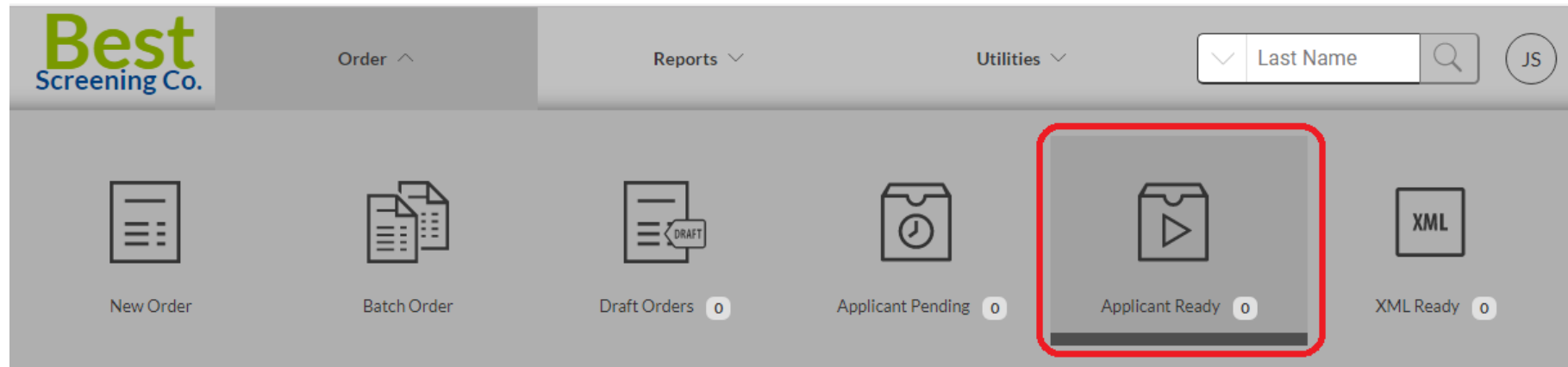
Thank you,

ABC Company
info@resultslogin.com

QuickApp Order

After the applicant has completed the information online, the next step depends upon your account configuration. You may elect to:

- Immediately initiate the background check (default setting), OR
- Have the completed information placed into the 'Applicant Ready' queue for your review before submission. If you choose this option, you will receive an email when the applicant has submitted their information. You will log into the system and locate the pending order in the 'Applicant Ready' queue. Once you have reviewed the applicant's information, you may either submit or cancel the order.



- When results are complete, you will be notified via email.