Placing Orders

QuickApp

General Instructions on how to use QuickApp

CBSS — Compliance Background Screening Services

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 require a background check as it prompts the applicant to complete background check forms.
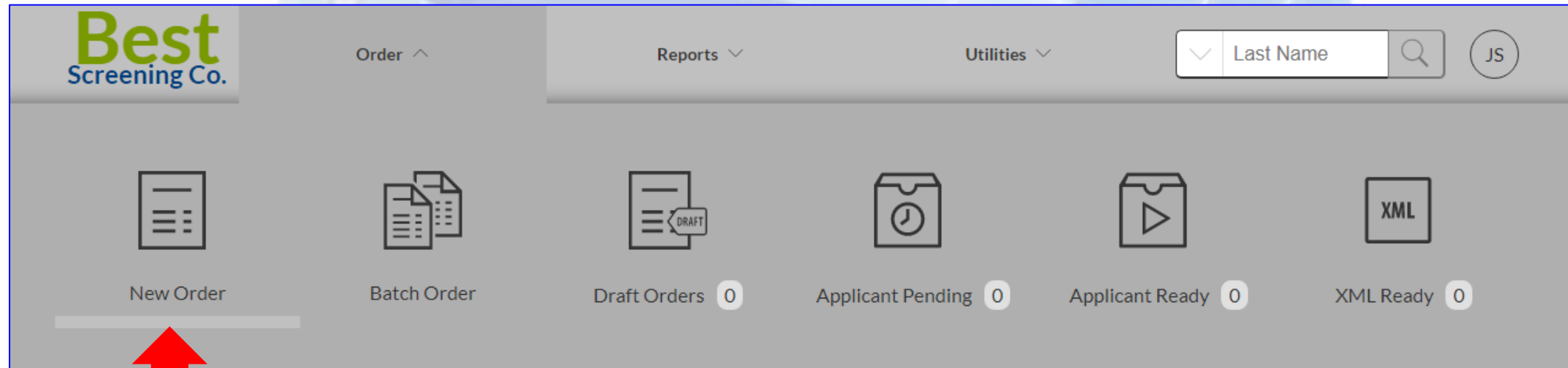
QuickApp Order

Enter Username and Password

Username: Forgot Username?

Password: Forgot Password?

Login

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.
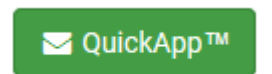

At the bottom of the screen, click ✉ QuickApp™ to continue.

QuickApp Order

Next, enter the applicant's name and e-mail address. Fields marked with an * are required.
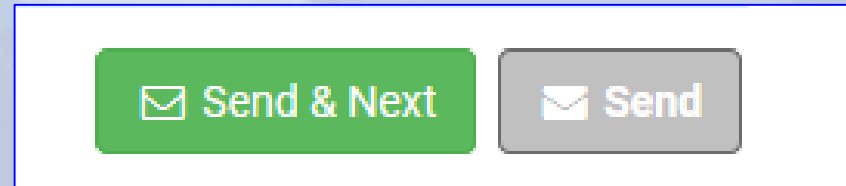
- Any data entered in the 'Reference' field will be displayed on your invoice.
- Any notes entered in the 'Order Notes' field will be relayed to our office. The applicant <u>will not</u> see these notes.

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 [icon] if you need to edit the email address before re-sending.

- **Delete the invitation** if the applicant is no longer interested.

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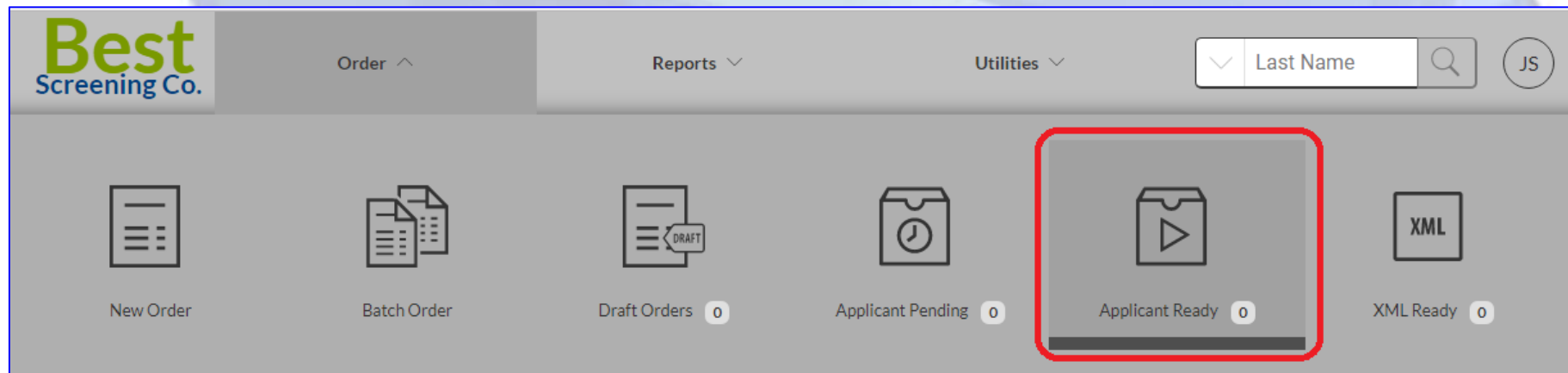
• When results are complete, you will be notified via email.