



The **FRS Vendor-Net** application is a web-based solution designed to complement The Flexible Research System (FRS) by providing a portal for your outside research vendors that will link them directly into your operations. The Vendor-Net is comprised of a set of carefully developed drop-in web pages for use by your court runners and verification sub-contractors to retrieve their on-going research assignments and enter the results of their research on-line. And, all of this is performed securely at **your** web site.

The Vendor-Net Application is seamlessly integrated with FRS to streamline your research operations. The assigned search orders for your Vendor-Net researchers are automatically delivered to your web site according to the coverage assignments that you maintain within the FRS software. The results of their investigations can then be keyed in for you by these researchers and electronically retrieved back into your FRS software. These results can be delivered directly to your clients or the system can be set to require proofing of these results by your staff prior to delivery. The the most important aspect of this is that you retain total control of the entire process.

Connect your outside Research Vendors Directly to your Operations!

There are several benefits provided by the FRS Vendor-Net. The data entry required by your staff can be significantly decreased by giving your outside vendors the ability to key their own results for you. Another benefit provided by this set of tools is the improved accuracy of the information because the original retriever of the information will be performing the data entry as opposed to having it pass through several hands and requiring your staff to read the handwriting of someone outside of your office.

The FRS Vendor-Net provides support for the distribution and processing of Court Searches (Criminal, Civil, and court-level Other Search Types such as Bankruptcy and Property Searches). This enables you to empower your entire group of court runners all over the country and link them into your operations software by leveraging the global-reaching power of the Internet!

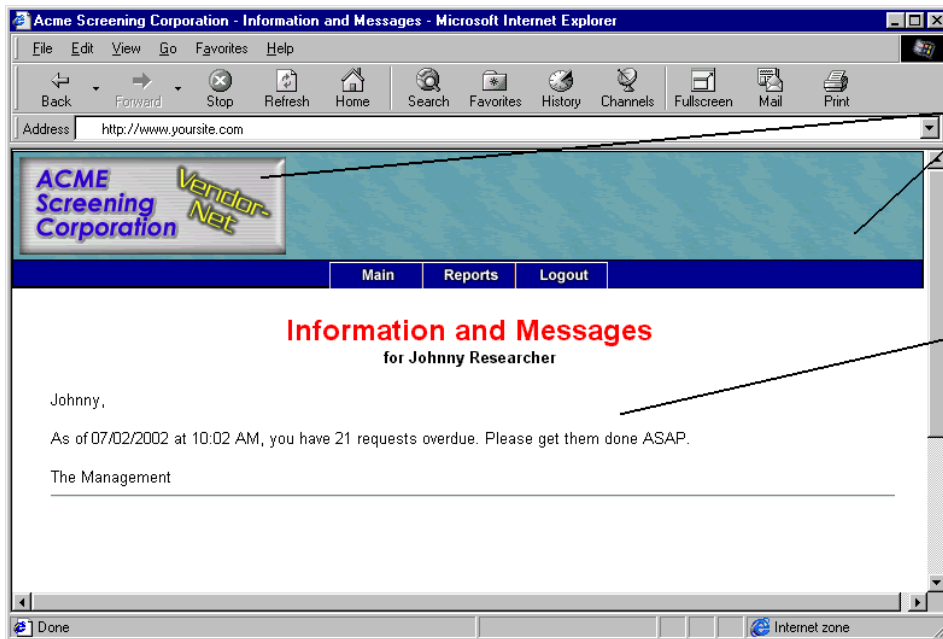
The FRS Vendor-Net can optionally be configured for the processing of Verifications (Employment, Education, Professional License, and the FRS "Main-Level" Other Search Types such as Character References and Residential History). This ability will allow you to utilize an entire network of sub-contractors working from their homes to handle the telephone work required of verifications without the associated costs for office space, equipment, and full-time employee benefits.

The FRS Vendor-Net is yet another step to equip the clients of the Flexible Research System with all of the tools needed to attain and retain market-leading status in the background screening industry.

Read on to learn more about the many dynamic features provided by this powerful offering from the Flexible Research System's suite of background screening solutions.

The FRS Vendor-Net Application:

User access to the Vendor-Net application running at your web site is controlled by the user administration features within the FRS software. Upon logging in, your researchers can be notified with the latest information or messages from your office. These messages can be targeted to specific researchers or you can post single notifications to all of your Vendor-Net researchers in one easy step.



Your company logo and your web site colors will be incorporated into the navigation bars of the FRS Vendor-Net pages

You will be able to customize each researcher's message directly from the FRS software and it will display here each time they log in

After reviewing the daily notification message, your researchers can choose one of three options from the navigation bar at the top of the page.

Main: This button will take them to their Main Research Processing Screen
This feature is described on the next page

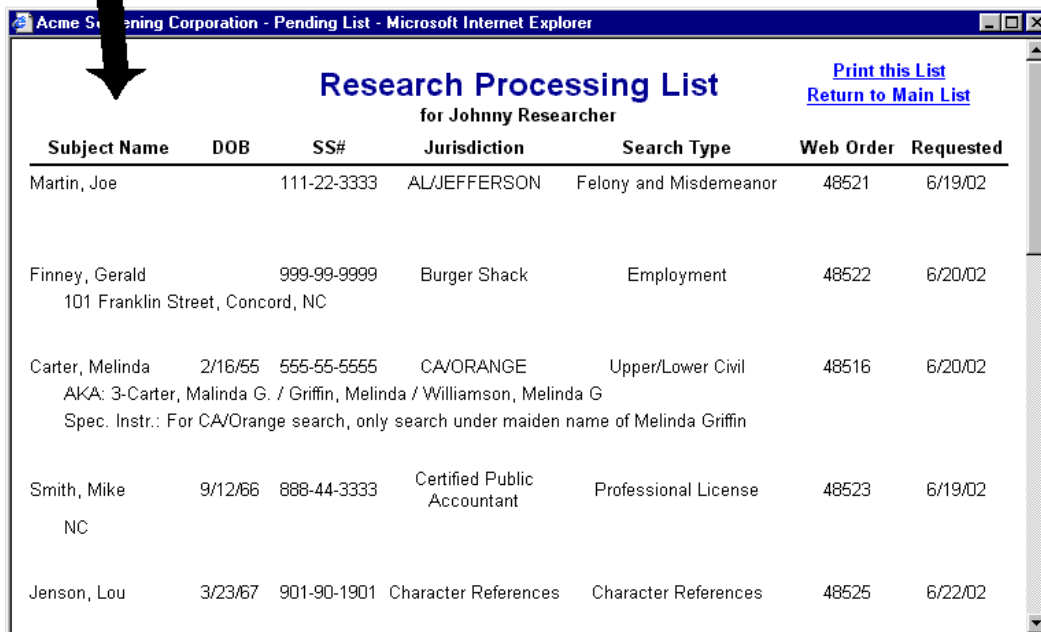
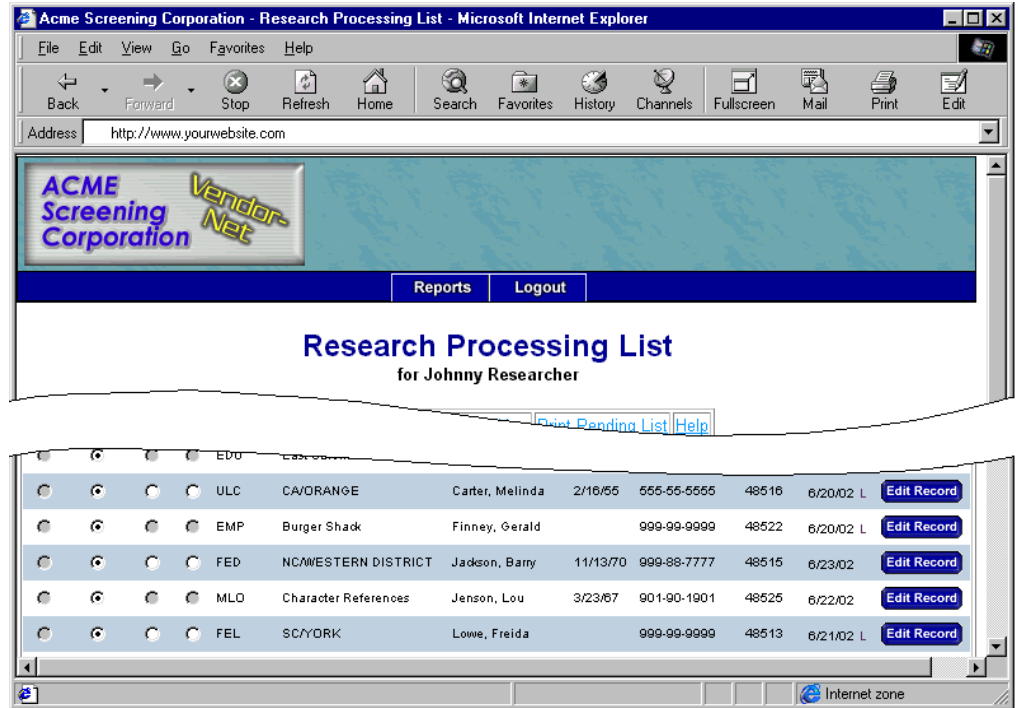
Reports: This button will take them to a listing of reports that can be automatically generated daily, weekly, or monthly within FRS for delivery to your site to each or your researchers
This feature is described later in this white paper

Logout: This button will log the researcher out of the system to prevent access from unwanted persons and protect the security of your business' information.

Upon selecting the **Main** button, each of your Vendor-Net researchers will be directed to their own unique Main processing screen where their current research assignments will be displayed.

From this list, each of your vendors will have the ability to:

- Sort their worklist in a variety of ways
- Filter orders by status
- Edit records and enter results
- Close out criminal and civil “clear records”
- View on-line help that is always customizable by you within the FRS software
- Print lists of pending work orders



For entering results, your vendors are provided with entry screens which mirror the entry screens in your FRS software.

With one click, your vendors can email your office with information or questions regarding any of the search assignments that you have delivered to them.

Acme Screening Corporation - Criminal History Results - Microsoft Internet Explorer

Address: https://www.yourwebsite.com

ACME Screening Corporation *Vendor Net*

Criminal History Results for Lowe, Freida

[Send Email on this Subject](#) [Save Result](#) [Cancel](#) [Clear Form](#) [Help on Entering Results](#)
[Save and Add Another Result](#)

State/Country: SC/YORK
 Name Given: Lowe, Freida
 AKA(s): 1-Lester, Freida
 Subject Name on Court Record: Freida M. Lowe
 Name of Court Searched: County Seat
 Number of Years Searched: 7 Years

Case #: SC0093822 Type Of Case: Felony
 Arrest Date: 04/21/98 ex. 01/21/99 Filing Date (optional): ex. 01/21/99

Charges:
 1. Assault on an Officer
 2. Resisting Arrest

Disposition Date: 06/05/98 ex. 01/21/99
Disposition:
 (include sentencing, costs, fines, etc.)
 1. Guilty, 10 days served, \$60 fine, \$35 costs
 2. Dismissed

Additional Info:

DOB Given: 04/21/78 SS# Given: 111-22-3333
 DOB On Record: 04/21/78 ex. 01/21/99 SS# On Record: 111-22-3333
 Address Given: None
 Address on Record: None

Acme Screening Corporation - Employment Verification - Microsoft Internet Explorer

Address: https://www.yourwebsite.com

ACME Screening Corporation *Vendor Net*

Employment Verification for Finney, Gerald

[Send Email on this Subject](#) [Help on Entering Results](#)

[Submit](#) these results to Acme Screening Corporation and close out this subject

Employer: Burger Shack
Location: 101 Franklin Street, Concord, NC
Additional Applicant Info:
Phone: 919-333-4444
Fax:
Contact: Bobby Knox
Position: Manager

Applicant Supplied Information	Employer Reported Information
Dates of Employment: April 2000 - May 2001	May 2000 to May 2001
Starting Title: Grill-Master	Fry cook
Ending Title: Manager	Night Manager
Starting Pay: \$5.00/hour	\$5.50 per hour
Ending Pay: \$10.00/hour	\$9.15 per hour
Starting Duties: Fry cook	Ran the grill, cooked all products, and filled orders.
Ending Duties: Shift Manager	As night manager, supervised a staff of two employees.
Reason for Leaving: Took another job	Left on his own. Believed that he went to work at McDonalds.
Eligibility for Rehire: Yes	

Strong Points: Good leader, quick learner, and prompt

Weak Points: Got angry too quickly, sometimes

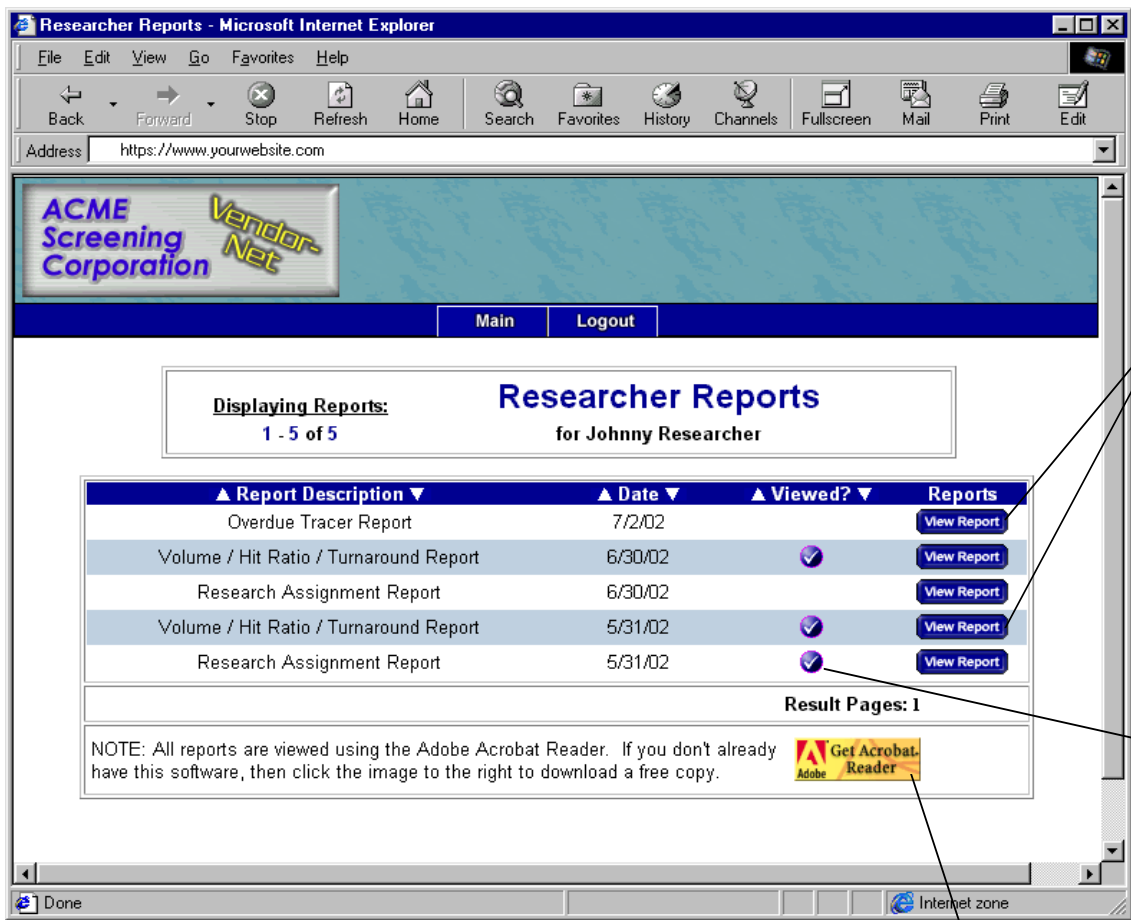
Researcher's Comments:
 07/02/02 - Finally got the opportunity to speak with Mr. Knox
 07/01/02 - Mr. Knox was in a regional meeting
 06/28/02 - Mr. Knox not scheduled to work until next week

Employer's Comments: None

[Save Result](#) and keep this subject in pending status [Cancel](#) any results just entered or modified above
[Submit](#) these results and close out this subject [Clear Form](#) and blank out all of the fields above
[Back to the Top](#)

When processing the Verifications, your vendors can "Save" results as needed, then return to the editing screen and "Submit" the final results to you when they are complete.

Upon selecting the **Reports** button, your Vendor-Net researchers will be directed to their own personal "Researcher Reports" screen. This screen provides links for viewing and printing reports which are automatically generated and delivered for each of your researchers to keep them up-to-date on overdue work assignments, how well (or not) that they are performing for you, and provide them with comprehensive listings of their workloads for specific periods. This information can be invaluable by keeping your researchers aware of their performance and assuring that they meet your standards.



These reports are viewed and printed using the Adobe Acrobat Reader by clicking on the "View Report" links.

The Vendor-Net even keeps track of which reports have or have not been viewed to make report management more efficient for each of your vendors and to let you know if these reports are being viewed as they should be.

A link to Adobe is provided for your researchers to download a FREE copy of the Adobe Acrobat Reader if they do not already have it.

The following reports are available for generation and delivery to each of your vendors for viewing and printing from this secure page:

Overdue Tracer Report: This report will list all of the search assignments that are past due for a researcher according to the turnaround requirements that you specify within the FRS software

Volume / Hit Ratio / Turnaround Report: This "Researcher Performance" report will enable each of your researchers to track their performance on a daily, weekly and monthly basis to emphasize the importance you place on accuracy and prompt turnaround of the work that they perform for you

Research Assignment Report: This report provides a comprehensive listing of all of the searches assigned and completed by each of your researchers for tracking and clear expectations of the work for which each researcher will be paid

Vendor-Net Management

The **Vendor-Net Management** for controlling your researcher's access to their work assignments is handled directly from the Researcher List within FRS. Passwords are controlled by you and they can be changed as needed at any time. The statistics for each of your researcher's web site activity is maintained and viewable from the Researcher List. Tracking of the currently assigned searches as well as the total searches processed is also maintained and viewable by you at any time.

Other Features of the FRS Vendor-Net Application:

- **Unattended Processing:** The FRS Web Site Server application automatically connects to your web site to deliver research assignments to your Vendor-Net, retrieve results keyed at your site, update the vendor notifications, and control researcher administration. This is performed on a timed basis (once an hour, once each half-hour, every five minutes, etc.). This server can connect to your web site via standard dial-up networking or through a dedicated DSL, Cable or T1 connection if one is installed.
- **Automatic Report Generation:** The FRS Automation Server will facilitate the automatic generation of researcher performance and overdue tracking reports on an unattended workstation so that only one license of the Adobe Acrobat Writer is needed in your office to create these reports.
- **Proofing:** Your FRS software can be configured to require that all results keyed by the vendors at your web site be proofed by your staff prior to being delivered to your clients. The user-friendly Proofing Module within FRS allows you to quickly identify new results received from the Vendor-Net and then spell-check and proof them efficiently for release to your clients.
- **Research Assignment:** Your vendor's workloads are automatically delivered to them at your web site according to the coverage assignments you maintain in FRS. These assignments can be based on jurisdiction in the case of court searches, and by workload volume for verification assignments.
- **Order Tracking:** Features are provided in the FRS software for real-time tracking of research assignments for the Vendor-Net. At any given time, you can obtain snapshots of the assignments for one subject, any particular vendor, or for all assignments being processed at the Vendor-Net. Very flexible searching and sorting features are provided to quickly locate a search in question. FRS is also designed to make it very clear when an in-house order is being processed at your web site to prevent your office staff from inadvertently manipulating an assigned order.



Buttons like this one are provided throughout the Vendor-Net web pages to help your researchers in understanding exactly how you wish to have your results entered. The Help Screen content comes pre-set for nine different results entry points in the Vendor-Net, however this help content can be modified by you at any time from within the FRS software to include specific details on how you wish for the research and results entry to be conducted for your company.



Buttons like this one are provided throughout the Vendor-Net web pages to allow your researchers to easily send an email message directly to your staff regarding a question or comment on any of their assigned searches at the Vendor-Net. The email address(es) for your staff are controlled within the FRS software and can be changed at any time.

Security Features of the FRS Vendor-Net Application:

- The Web pages are fully secured for confidential processing by your researchers.
- Standard user access restricts each of your researchers to only view and process the research assignments that you have specified for them.
- Direct access to web pages is not allowed. All users coming to the site must log in properly during each visit utilizing the user name and password which you assign to them through FRS. This can be changed at any time and web site access can be revoked in a matter of minutes.
- It is recommended that all companies using the FRS Vendor-Net Application purchase a digital certificate. This will allow you to setup SSL (Secured Socket Layer) on their web site. Through the use of this digital certificate, all of the Internet users accessing the FRS Vendor-Net Application will be able to send their research results to the web site through an encrypted port.
- When SSL is enabled, it establishes a secure communications channel between the web server and the researcher's browser. SSL provides you with the following components of secure online transactions:
 - **Authentication:** By checking your digital certificate, your researchers can verify that the Web site belongs to you and not an imposter. This bolsters their confidence in submitting confidential information.
 - **Message privacy:** SSL encrypts all transmissions between your Web server and your researchers by using a unique session key. To securely transmit the session key to the researcher, your server encrypts it with your public key. Each session key is used only once during a single session with a single researcher. These layers of privacy protection ensure that information cannot be viewed if it is intercepted by unauthorized parties.
 - **Message integrity:** When a message is sent, the sending and receiving computers each generate a code based on the message content. If even a single character in the message content is altered, the receiving computer will generate a different code and then alert the recipient that the message is not legitimate. With message integrity, both parties involved in the transaction can be assured that what they are seeing is exactly what the other party sent.

Requirements for Implementing the FRS Vendor-Net Application

- A web site hosted by an Internet Service Provider that is capable of providing the following:
 - Support for a web site using Active Server Pages
 - ODBC support of Visual FoxPro 6.0 databases
- One licensed copy of the Adobe Acrobat software for creating PDF files (optional)
- An FTP tool we will recommend to facilitate the transfer of data between your office and your web site
- We recommend that you obtain a digital certificate for your web site - this allows you to secure the information sent to your web site by your clients

Please contact our sales department for more information and pricing on this product



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