



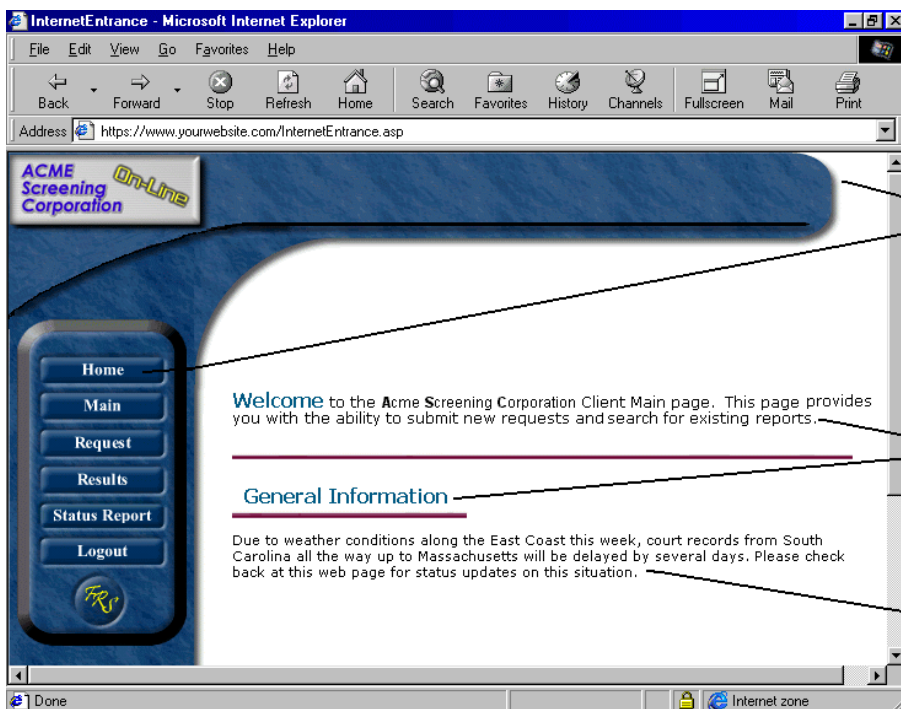
The **FRS Web Application** is a web-based solution designed to complement The Flexible Research System and provide a professional Internet presence for your background screening services. The carefully developed drop-in web pages for on-line ordering and retrieval of background investigations will enable you to provide screening services to your clients at your web site. The FRS Web Application will improve your competitive advantage by allowing you to leverage the technology of the World Wide Web.

The Web Application is seamlessly integrated with The Flexible Research System (FRS) to streamline your research operations. Client requests entered at your web site will automatically be retrieved and directly imported into FRS, ready for you to begin the research. Then, the client's research results reports will be published back out to your web site for retrieval by your clients for viewing, printing, and searching.

Read on to learn more about the many dynamic features provided by the software and Internet components of the Flexible Research System.

## FRS Web Application

This is a complete Web Application which has been developed to interface directly with FRS and can be integrated into your web site and modified to include your company logo and the unique colors of your site.



Your company logo and the main colors of your web site will be incorporated into the FRS Web Application

You will be able to define the "Welcome" message and "General Information" title to further customize the drop-in pages to match your company's persona

This notice can be modified by you from within FRS and updated at your web site on a daily or even an hourly basis

Research Requests are entered through web pages designed to streamline the process for your clients. The applicant's general information is entered, the desired search types are selected, and the user is taken through a set of pages in a "wizard" style interface according to the search types selected. Only the needed "search type" information pages are displayed for the entry of the required research criteria.

**General Information - Microsoft Internet Explorer**

Address: <https://www.yourwebsite.com/FRSGeneral.asp>

**ACME Screening Corporation** **Request**

**Welcome** Smith Widget Company to the Acme Screening Corporation Custom Request System. This system will step you through the process of gathering the information needed to complete your custom request. Please complete all designated fields. This will help avoid delays in the completion of the final report.

**Client Information:** Please provide the following contact information.  
(Fields with a "\*" must be completed.)

Client #:  Request Date:   
 Requested By:  Reference:

**NOTE:\*** I certify that I have a written authorization from the individual listed below and that I am in compliance with all applicable laws pertaining to a "Consumer Investigative Report" as defined in the Fair Credit Reporting Act as amended.

Place a check in the box(es) associated with the Search Type you wish to be performed\*.

Criminal Court Searches     Social Trace     Motor Vehicle Records     Credit Report  
 Previous Employment     Education     Professional License     Workers Compensation  
 Character References

First Name\*:  Middle:  Last\*:   
 Social Security \*:  -  -  Date of Birth:  /  /  Rush:

Current Street Address:  City:  State\*:  Zip:

Position :   
 Alias (AKA): Last Name:  First Name:  Middle:   
 Sex/Race:  (ex. W/M for White Male)

Special Research Instructions:  
  
 Other Information :

Click to cancel this order:  Click to continue:

Again, your web site's main colors and company logo can be incorporated

A field and FCRA Statement is provided to ensure that your client has the signed authorization of the applicant. This field **must** be set to "Yes" before the client will be allowed to proceed with the order.

Support is provided for the ordering of the following Search Types from your web site:

- Criminal/Civil
- Social Trace
- Motor Vehicle
- Credit Report
- Employment
- Education
- Prof. Licenses
- Workers Comp

Support is also provided for the ordering of up to three main-level Other Search Types such as Character References and Residential History, all fully controlled from the FRS software.

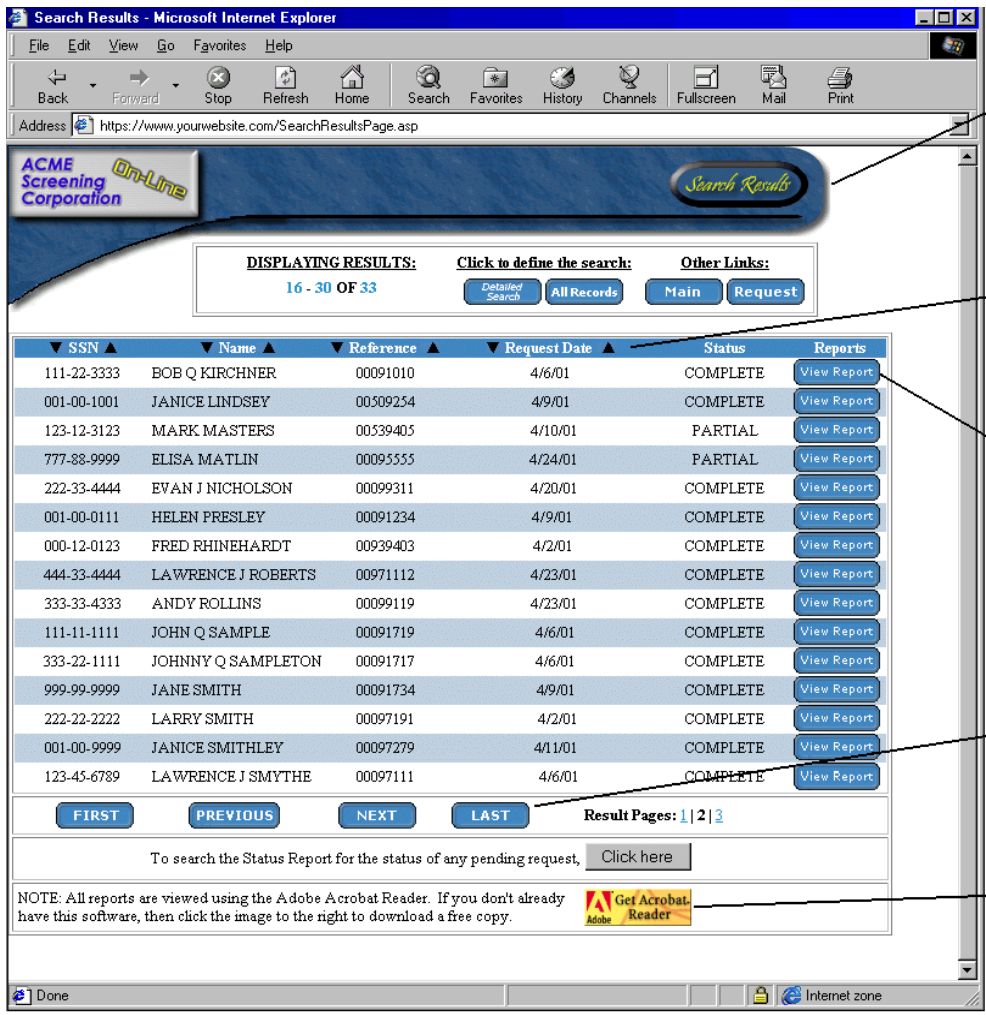
Fields are provided for entering Special Research Instructions as well as "Other" Information which might be needed when conducting a background verification on each applicant.

After all of the information has been entered for your client's research request, an easy-to-read final confirmation page will be displayed which allows them to approve the information entered for the request prior to submitting the order. Any of the entered information is easily revised here through Update editing options. A copy of this confirmation page can then be printed for your client's records.

**Other Features of the Request Ordering Pages:**

- In addition to the Main-Level Other Search Types described above, support is also provided for the ordering of any of your Criminal-Level Other Search Types on the Criminal/Civil Court Search page
- The default profile order can be defined for each client so that each time they place a research request, their default search types will automatically be selected
- Your clients are presented with on-screen visual aids to assist them when entering requests:
  - ◆ Examples of field formats are provided
  - ◆ Field level validation is provided to ensure data integrity
  - ◆ Users are provided with helpful links to Zip Code Lookups & the Fair Credit Reporting Act for reference
  - ◆ Users are presented with a final confirmation of each order for approval and printing prior to submission

Flexible “Search” pages are provided so that your customers can search and locate specific results which you have delivered to the web site. They can search by SSN, Name, Reference Number, a Request Date Range, for all reports Not Yet Viewed, or they can view all available reports. Once the list of results which matches the scope of the search are displayed, they can be sorted by SSN, Name, Reference Number, and Request Date.



Again, your web site's main colors and company logo can be incorporated

Results can be sorted by SSN, Name, Reference Number, and Request Date

The “View Report” button allows your client to view results reports with the Adobe Acrobat Reader in the exact format generated by FRS

Navigation buttons allow your client to page through all of the results which meet their search scope

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

### Other Features of the FRS Web Application:

- Each client's customized Daily Status Report is automatically generated each hour and displayed at your web site to allow your clients to view, search and print. This report provides a listing with the current status of all research requests that the customer has made within a predetermined time period. This time period can be customized by client.
- Results reports are viewable on-line in the exact format as your printed FRS reports by using the Adobe Acrobat Reader (which is free from Adobe, and we even place a link on your web pages for your clients to download it). This reader provides full search capabilities of their reports, zoom features, full page navigation, and printing.
- Results can be located for viewing and printing by your clients through searches by name, social security number, reference number, or request date range.
- Many flexible options are provided for controlling the content of these web pages which is totally under your control via options within FRS.
- These custom web pages can be modified to capture your existing web site's main colors and your company logo.

## **Web Site Management**

The **Web Site Management** for controlling your client's access to these request and results pages is handled directly from the Client List within FRS. Passwords are controlled by you and they can be changed at any time. Users can be assigned to a "Client Group" so that the group leader can log in and view all results returned for each subject within the group. This can be used to allow someone at the headquarters of a chain of stores to oversee all activity at those stores. Also, if you have resellers of your services in place, each reseller can be a group leader of his or her accounts and can log in to your site to monitor their status. The login and request statistics for each client's web site activity is also maintained and is viewable from this setup screen.

### **Other Benefits provided for Web Site Management by FRS:**

- Support is provided for controlling the Other Search Types which can be ordered at the web site with options to define your unique instructions to display for filling out the criteria required for requesting them.
- Support is providing for specifying which MVR reports (by state), and if Credit and Social Trace reports can be published at the web site. Those not allowed can automatically be faxed to clients as supplemental reports through the FRS Fax Server.
- Requests keyed at the web site can be set to automatically load into FRS or be manually imported through the "Internet Add" option which will allow you to monitor requests as they come in and print listings of the new requests. The "Internet Add" option is similar to the "Connect Add" option for requests transmitted by modem. Specific members of your staff can be designated and alerted when new information has been received from your web site and needs to be loaded in.
- Support is provided for sending results for all of your web clients directly to the web site through the "One Touch Results Reporting" option or they can be posted on a per-client or per-subject basis.
- Support is provided for defining the total number of days to keep results reports available at your web site.
- Support is provided for defining and posting a customized message at the main screen of the Web Application. This message can be updated any time a connection is made from the web interface server to your web site. This can provide your clients with any pertinent information regarding your services, delays, holiday closings, etc.
- The FRS Web Site Server application automatically connects to your web site to update the information 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.
- The FRS Automation Server will facilitate the generation of results reports on an unattended workstation so that only one license of the Adobe Acrobat Writer is needed in your office to allow any user at any workstation to submit results for posting to your web site.

### **Security Features of the FRS Web Application:**

- The Web pages are fully secured for confidential ordering by your clients along with the needed security for viewing the results posted at your site.
- Standard user access restricts each of your clients to only view research results associated with their company.
- Manager/Group access can be set up to allow a client's manager to view the results for all of his or her company's branches, or to allow any account manager to view the results for each of their accounts.
- 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 Web Application purchase a digital certificate. This will allow them 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 Web Application will be able to send their requests to the web site through an encrypted port.
- When SSL is enabled, it establishes a secure communications channel between the web server and the client's browser. SSL provides you with the following components of secure online transactions:
  - **Authentication:** By checking your digital certificate, your clients 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 clients by using a unique session key. To securely transmit the session key to the client, your server encrypts it with your public key. Each session key is used only once during a single session with a single client. 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 Web 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
  - 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
- One licensed copy of the Adobe Acrobat software for creating PDF files
- An FTP tool we will recommend to facilitate the transfer of data between your office and your web site

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



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