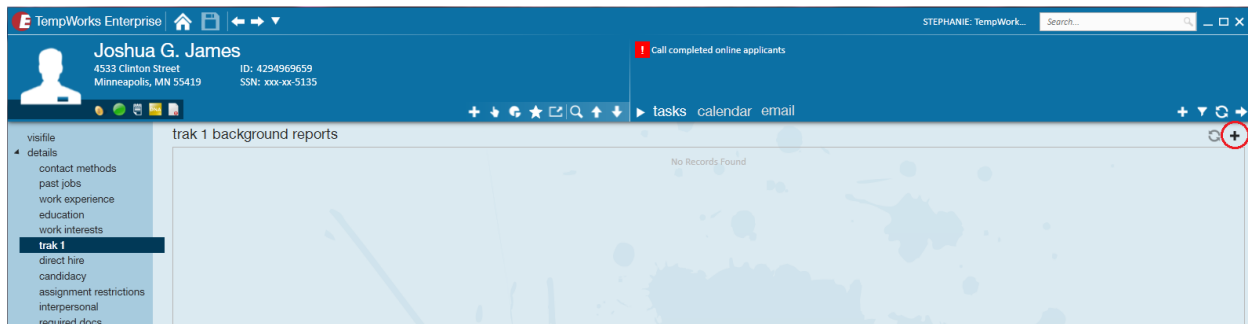



16R1 Enterprise Trak-1 Integration

***Important** - The Enterprise Trak-1 Integration functionality is not included with the “out of the box” TempWorks’ Enterprise software solution. It is an additional module that needs to be enabled for your system and will also require that an account be established with Trak-1 Technology at www.trak-1.com.

The Enterprise Trak-1 integration allows the user to export **Employee** data to Trak-1 with just a few clicks. By using the details in the *Trak-1 Submission Wizard* information can be submitted to Trak-1 for background checks, education and employment verification and more. Trak-1 completes the requested service for the **Employee** selected and then when it’s completed the results are automatically uploaded as a PDF to the **Employee’s Documents** area.




To export the **Employee’s** information to Trak-1, open the **Employee’s** record to the **Trak-1** form and click on the  button (as circled above).

t.1 start a new background check - packages

available packages
Select a package then press the Next button to fill out any required fields.

\$2	Broadscreen National Criminal Search
\$10	County Criminal Search
\$3.75	Crimtrak 7 Year All County
\$9	Education Verification
\$9	Employment Verification
\$7	Equifax Employment Credit Report
\$9	FACIS Level-3 Search
\$10	Federal Court Records Search

Cancel Next

When the  button is clicked from the **Employee Trak-1** form the *Trak-1 Submission Wizard* is opened to the *Start a New Background Check - Packages* form. Select the package from the list by clicking on it. Then click *Next*.

*Note – The rates that are listed next to each package and the packages available will be determined by your company's contract with Trak-1.

In the *Start a New Background Check – Required Fields* form Enterprise will pull information from the **Employee's** record to populate the necessary fields. Then click *Submit*.

t.1 start a new background check - required fields


required fields
Fill out the required fields and submit to Trak 1.

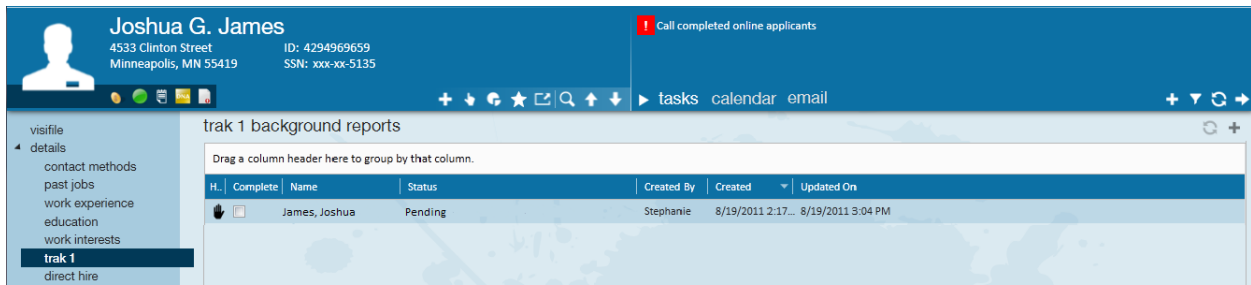
County Criminal Search

State for Country Criminal Search

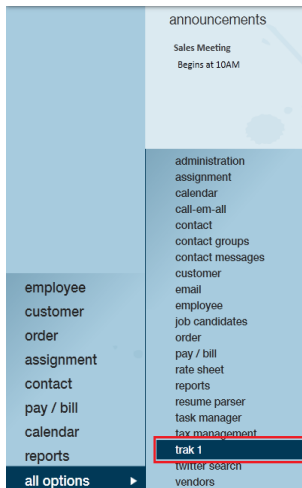
County for Country Criminal Search

Cancel < Back Submit

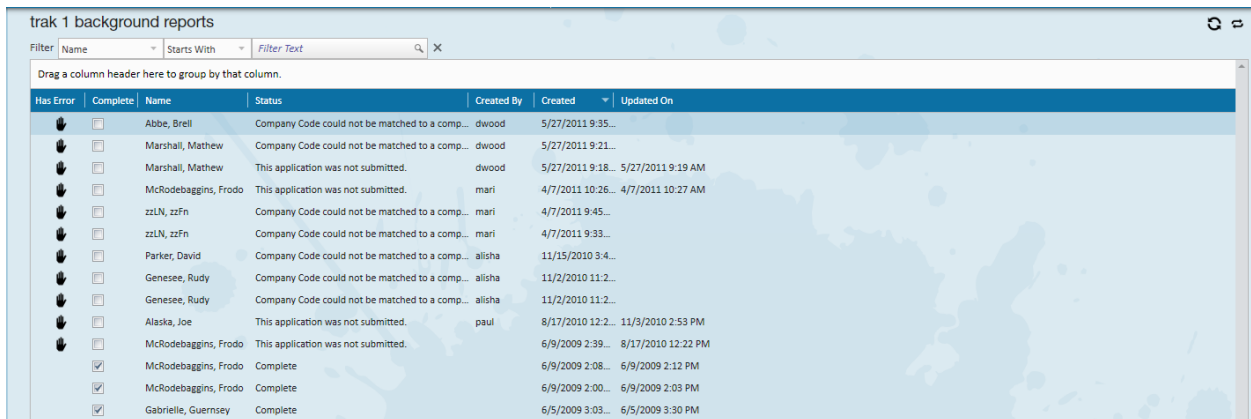
*Note – Enterprise can only populate information from the **Employee's** record that has been saved in the database. If a field is displaying the required indicator , then the information was not able to be pulled from the **Employee's** record. All required fields must be completed before you will be able to click the *Submit* button.



Clicking *Submit* on the previous form will close the *Trak-1 Submission Wizard* and return the user to the **Employee Trak-1** form. You will be able to see the report that was just submitted is now listed in a "Pending" Status. Once the report has been completed, the *Complete* check box will be checked off and the Status will be updated to "Complete". You can right-click on the report line to update or view the report (once completed).

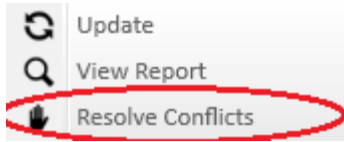


To open the **Trak-1** form, click on *All Options* from the navigation bar. Then select **Trak-1** from the drop down menu.



The button in the upper right refreshes the information for the selected line. The button updates information updates the information for all background check reports listed.

In the Trak-1 form you will see a list of all of the background checks that have been submitted to Trak-1 for all **Employees** in your database. If a hand symbol appears in front of the report on this list there is an error that needs to be addressed before the background check can be completed.



To fix errors, right-click on the line and select *Resolve Conflicts*. This will navigate the user to the Trak-1 website to address the error and continue the background check report process.

If the *Status* on the report is "Complete" and the *Complete* check box is checked off, you can right-click on the line to bring up the menu above and select *View Report* to view a PDF copy of the background check results.

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trak1

TECHNOLOGY

REPORT SUMMARY

TempWorksTestClient - Base Package

Prepared for:
TempWorksTestClient, Joanne April
on 5/23/2010 3:04:14 PM

Subject of Report:
Name: Nick A Alabama
DoB: Jan 1, 2000
SSN: XXX-XX-5565
Address:
456 Main St
Sherman, CT 06784
Email:
imapdummyaccount@gmail.com

Report Summary:

Browscreen Clear

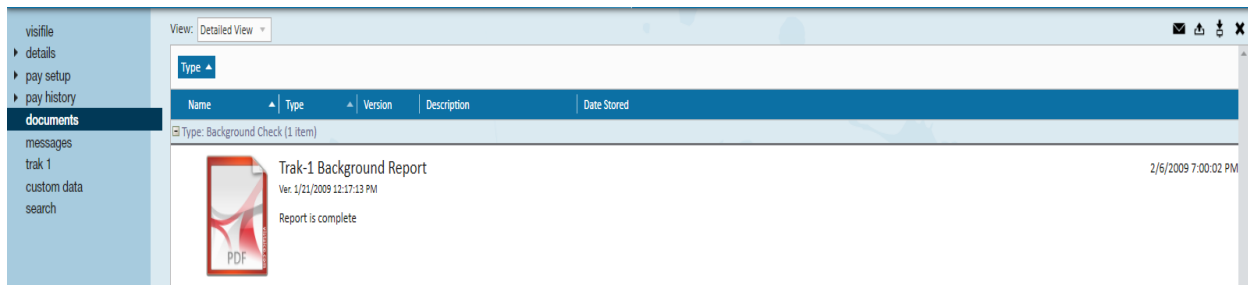
Notice to Landlord: When an adverse action is taken by a Trak-1 customer who is a Landlord and that adverse action is based solely or partly on information in a consumer report on an application for employment, the Fair Credit Reporting Act ("FCRA") requires that the consumer provide a copy of the adverse action to the applicant. The notice must include: the name, address and telephone number of the reporting agency; the name of the consumer report on which the adverse action is based; the date of the report; the specific reasons for the adverse action; and a statement that the report did not make the decision to take the adverse action and cannot give the specific reasons for it. If you are a Trak-1 customer, you may request information and a copy of the report. Information will contain errors. The adverse action notice is required even if information in the consumer report was not the main reason for the action, the business is severely damaged or cost of other adverse action, or that, upon the information in the report, only a small part in the overall decision, the applicant will not be notified. Additional individual requirements may be imposed by applicable state law. Please check the adverse action notice to ensure which notice you would like to print and send. To find out more about Trak-1 Technology's automated adverse action service, please contact your Trak-1 Representative at 1-800-800-8888.

Notice to Employees: Before an adverse action is taken by a Trak-1 customer who is an employer, the employer must give the individual applicant for employment a pre-adverse action disclosure that includes a copy of the automated consumer report and a copy of a summary of their rights under the Fair Credit Reporting Act ("FCRA") as required by the Federal Trade Commission. After the employer has taken an adverse action, the applicant must give the individual applicant notice -- orally, in writing, or electronically -- that the action has been taken. The notice must include the name, address, and phone number of the Trak-1 customer that supplied the report; a statement that the Trak-1 customer did not make the decision to take the adverse action and cannot give specific reasons for it; and a notice of the individual's right to dispute the accuracy or completeness of any information in the agency file, and his or her right to an additional free consumer report from the agency upon request within 60 days. Additional state law requirements may be imposed by applicable state law. Please check the adverse action notice to ensure which notice you would like to print and send. To find out more about Trak-1 Technology's automated adverse action service, please contact your Trak-1 Account Representative at 1-800-800-8888.

Notice to All Users of This Report: This report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records. For further information about your obligations regarding adverse action, please refer to the Federal Trade Commission's Notice "Using Consumer Reports: What Landlords Need to Know" (<http://www.ftc.gov/bureaunews/landlordsadviceandusingconsumerreportswhatemployersneedtoknow>) and "Using Consumer Reports: What Employers Need to Know" (<http://www.ftc.gov/bureaunews/employersadviceandusingconsumerreportswhatemployersneedtoknow>). Failure to abide by your legal obligations may expose you to liability.

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With the report viewer open you can use the up and down arrows to scan through the different pages of the report.



The completed report is automatically attached to the **Employee's Documents** form as a PDF. Double-click on the document to open and view from this form.

Still Have Questions?

For more information about Enterprise Trak-1 Integration contact our customer support group at 877-452-0327 or by sending an email to support@tempworks.com.

To schedule training on utilizing the Trak-1 functionality, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact our training department at trainers@tempworks.com.

For pricing quotes on enabling the Trak-1 Integration in Enterprise please contact your TempWorks sales representative directly or send an email to sales@tempworks.com.