

# Document Management

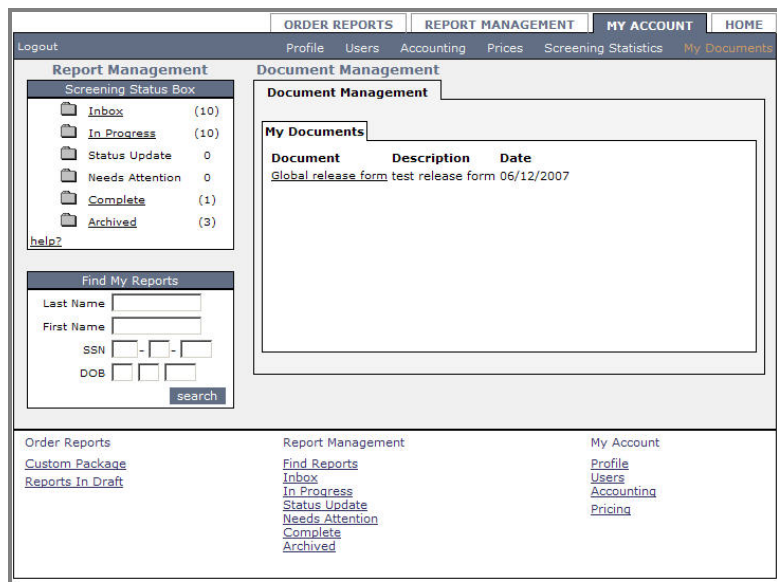
There are two parts to the document management tool that is now in your system.

## Part One:

All customers now have the ability to download Liberty Alliance, Inc. documents directly from their free online access system. If you do not know your username and password please call us at 800-630-2880. We would love to show you everything the online system could do for you.

### How To:

To download Liberty Alliance, Inc. documents that are available to you, simply go to the MY ACCOUNT TAB and click on My Documents in the header. Choose the document you would like by clicking on its title, and view/save the document.



## Part Two:

The ability to upload or download documents directly related to an applicant or a search that are necessary for completion or adjudication.

The document management tool allows users who are ordering searches to attach release forms to their reports during the ordering process. All background investigations require a general release form and this is a great place to digitally store the form along with the report results. It allows the information to be accessible by Liberty Alliance, Inc., HR administrators of the requesting company, and, with a simple check box, allows the form to be viewable by researchers as well.

After a report is ordered, sometimes more documents are required by Liberty Alliance, Inc. These could relate to identity, licensures, release forms, or any search specific required documentation. Many search types can require special forms in some states. Take for example, workers compensation. These forms can be uploaded directly to the search itself instead of relating to the entire report. This allows viewable limitation to the researcher for that specific search only.

This part of the Document Management also allows users to view/download documents, such as related court documents for a found record, that Liberty Alliance, Inc. has uploaded.

The document management tool is certainly not limited to any specific form function, so it can be used as needed to relate any document to any applicant.

### How To:

#### Uploading Documents

This can happen during the ordering process by entering the applicants profile and clicking on the Upload Document(s) for this Applicant link at the bottom. Here you will need to title your document, put in a short description and browse for the file you want to load. You can then choose whether or not the document will need

to be viewable by all researchers and click save document. If for some reason you skip this upload opportunity and move forward in entering your search criterion, then you can always click on the manage profile tab during the ordering process to go back the applicant page and upload your document.

**Custom Package**  
 Choose Searches **Applicant Information**

**Create Profile** **Additional Name/Address** \* Required Fields

First name: \* [text field]  
 Middle name: [text field]  
 Last name: \* [text field]  
 Date of Birth: \* [mm/dd/yyyy] (mm/dd/yyyy)  
 Social Security: \* [text field]  
 Street: [text field]  
 City: [text field]  
 State: [dropdown menu]  
 Zip: [text field]  
 Reference Code: [text field]

Populate searches based on zip codes for locations entered above   
 Populate searches based on zip codes from Social Security Number Traces

Enter the applicants email if you wish to send them a copy of the final report by email [text field]  
 Upload Document(s) for this Applicant [button]  
 Continue [button]

**Document Upload**

Document Level:  Global  Customer Type  Client  Report  Search

Document Type: Applicant [dropdown menu]

Title: [text field]  
 Info: [text field]  
 File: [text field] [Browse...]  
 Show Researcher?  Yes  No

Create New [button] Save Document [button]

**Current Documents**

Title	Info	Last Modified
No documents have been uploaded for the current level.		

Once a request on an applicant has been ordered, you can go to your REPORT MANAGEMENT TAB and pull up an applicant. When viewing the order on an applicant you have the ability to upload a document relative to the whole report or you may choose to upload a document relative to only a single search. The upload tool works the same as it does during the ordering process.

**Report Management** **Inbox Help?**

**Screening Status Box**

- Inbox (11)
- In Progress (9)
- Status Update 0
- Needs Attention 0
- Complete (1)
- Archived (3)

help?

**Find My Reports**

Last Name [text field]  
 First Name [text field]  
 SSN [text field] - [text field] - [text field]  
 DOB [text field] [text field] [text field]  
 search [button]

**Report**

**Report Information**

Name: test, test  
 Report Sent: 06/12/2007 12:19 PM  
[view report](#) | [print report](#)  
[e-mail report](#)

**Detailed Search**

Type: Federal Criminal Record Search  
 Location: Test, Texas  
 Search: 151  
 Ordered: 3/14/07 1:57 PM  
 Completed: 6/12/07 12:19 PM  
 Action: [add note](#)  
 Result: [Record](#)  mark as read

Document	Description	Date
<a href="#">Court Record</a>	Federal court records for test test	06/12/2007

Upload Document(s) for this Search [button]

**Attached Documents**

Document Description Date  
 No documents have been uploaded for this report.  
 Upload Document(s) for this Report [button]

## Downloading Documents

Documents that have been added to an applicant for your viewing/downloading purposes by Liberty Alliance, Inc. will be found next to the upload tool for a search or report on an applicant.

**Report Management**

**Screening Status Box**

- Inbox (11)
- In Progress (9)
- Status Update 0
- Needs Attention 0
- Complete (1)
- Archived (3)

[help?](#)

**Find My Reports**

Last Name

First Name

SSN  -  -

DOB

**Inbox [Help?](#)**

**Report**

**Report Information**

Name: test, test

Report Sent: 06/12/2007 12:19 PM

[view report](#) | [print report](#)  
[e-mail report](#)

**Detailed Search**

**Type:** Federal Criminal Record Search  
**Location:** Test, Texas  
**Search:** 151  
**Ordered:** 3/14/07 1:57 PM  
**Completed:** 6/12/07 12:19 PM  
**Action:** [add note](#)  
**Result:** [Record](#)  mark as read

Document	Description	Date
<a href="#">Court Record</a>	Federal court records for test test	06/12/2007

[Upload Document\(s\) for this Search](#)

**Attached Documents**

Document	Description	Date
No documents have been uploaded for this report.		

[Upload Document\(s\) for this Report](#)

File types that can be uploaded are Acrobat (.pdf), Microsoft Word (.doc) and Graphic files of .tif and .jpg formats.