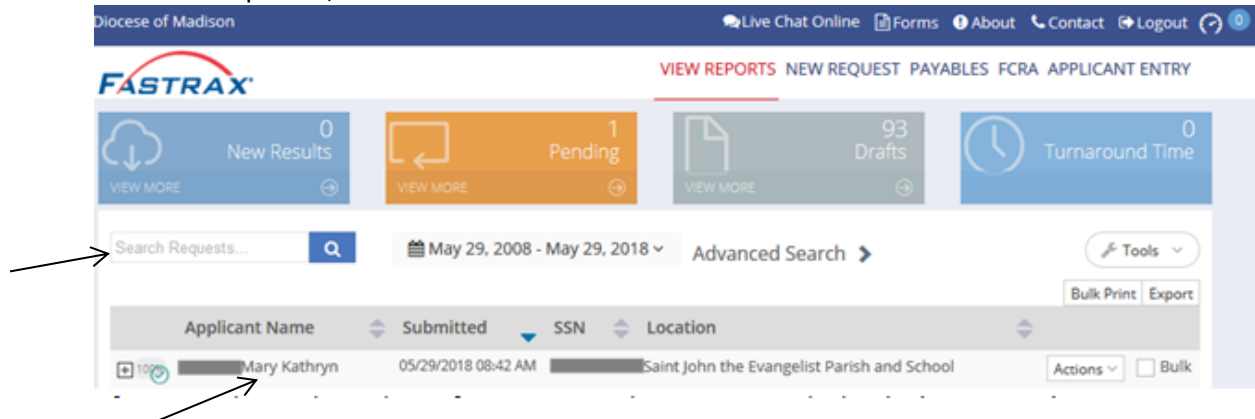
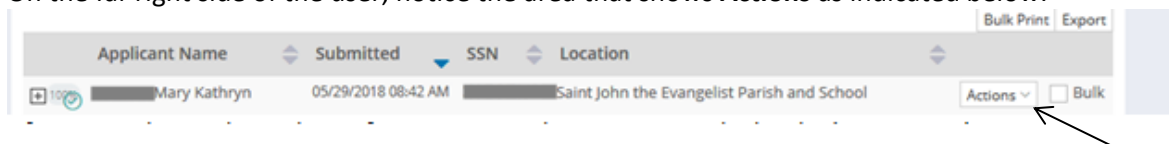


Adding additional credit or motor vehicle reports in Fastrax:

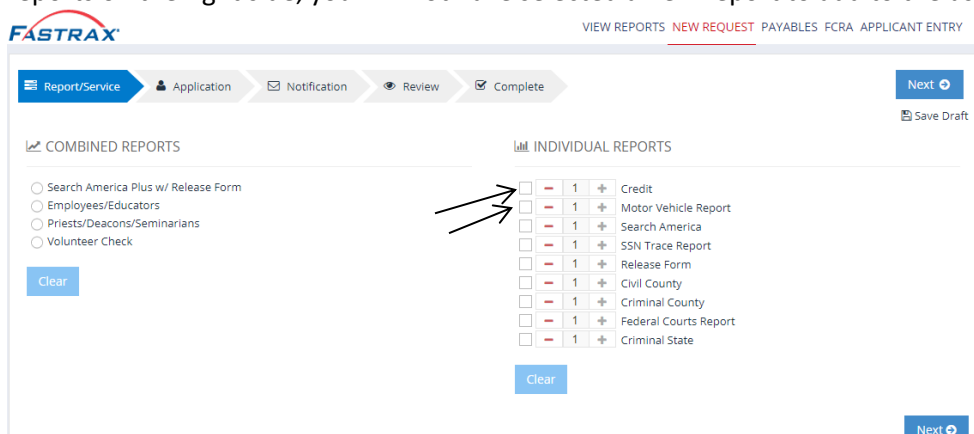
- 1) If the user has already been in the Fastrax for a time, or if we've forgotten to include a credit or motor vehicle background check along with the main credit check, we can add the additional records after the fact, if the user is already in the Fastrax system. First, on the **View Reports/Main** screen as seen below, type in the person's last name and click in the search area and find the person, as seen below:



- 2) On the far right side of the user, notice the area that shows **Actions** as indicated below:



- 3) Clicking on the down arrow to the right of where it says **Actions**, you will then select **Add Report**. A screen similar to below will appear. Please note that "no" Combined Reports (on the left side) are selected and until you checkmark the box in front of the additional individual reports on the right side, you will not have selected a new report to add to the user.



- 4) Please select at least one of the reports, then click **Next**. You will now continue through the screens, like when you normally "approve" a person draft, and after you work through the screens and finally click **Submit Request** you will have completed adding in the additional report. Lastly, just wait for the results.

If you have any questions or would like to contact Fastrax support directly please contact: 1-800-325-3609 (x3083 if an extension is needed) or email: lbick@selection.com