

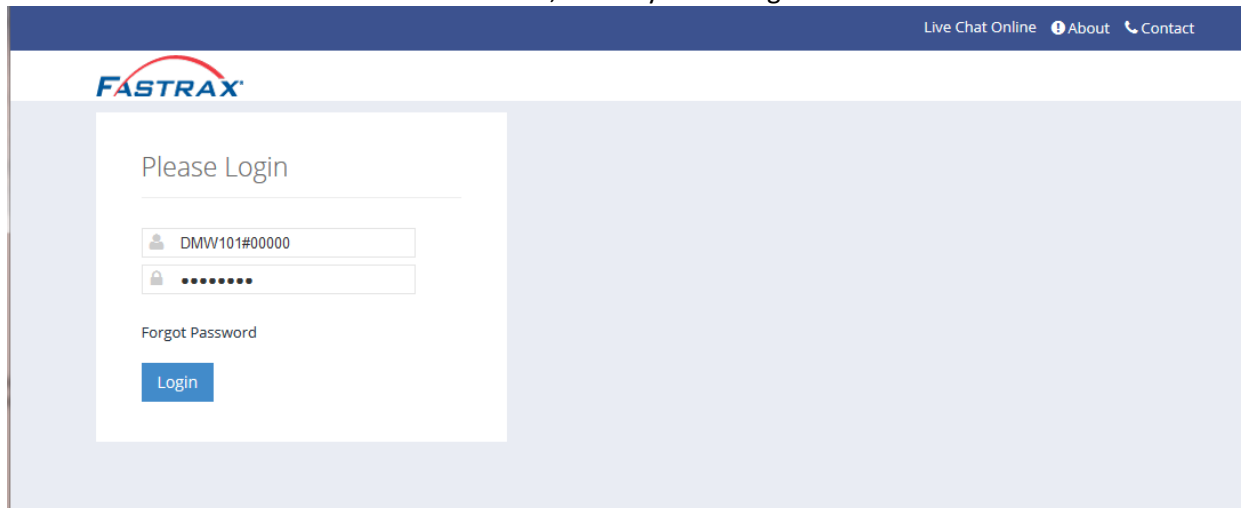
## Changing the type of background check in Fastrax:

After logging into Fastrax, as a local administrator, you may need to change the type of background check the user selected, if they selected the wrong role in Virtus. Please follow the directions below for changing the type of background check in the system.

- 1) The login to Fastrax is found at the website located here:

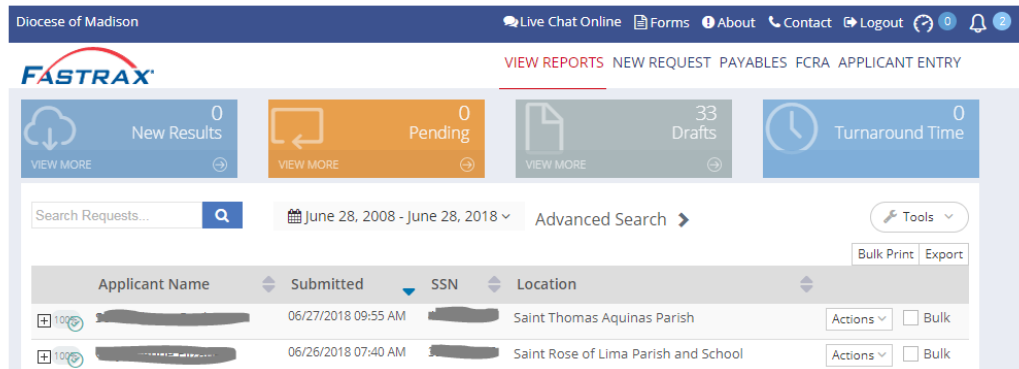
<https://www.fastraxselect.com/Login.aspx>

You will see a screen similar to the one below, where you will log in:



The screenshot shows the Fastrax login page. At the top right, there are links for "Live Chat Online", "About", and "Contact". The Fastrax logo is on the left. The main content area is titled "Please Login" and contains a login form with two input fields: one for a username (labeled "DMW101#00000") and one for a password (masked with dots). Below the password field is a link for "Forgot Password" and a blue "Login" button.

- 2) After logging into your Fastrax account, you will see a screen similar to the one below. (since this is a "live" data view the names and ssn's of the accounts below have been grayed out)



The screenshot shows the Fastrax dashboard for the Diocese of Madison. The top navigation bar includes links for "Live Chat Online", "Forms", "About", "Contact", "Logout", and notification icons. The main dashboard features four summary cards: "New Results" (0), "Pending" (0), "Drafts" (33), and "Turnaround Time" (0). Below these cards is a search bar with the text "Search Requests..." and a date range filter set to "June 28, 2008 - June 28, 2018". An "Advanced Search" link is also present. A table displays a list of requests with columns for "Applicant Name", "Submitted", "SSN", and "Location". The table shows two entries, both with grayed-out names and SSNs. The first entry was submitted on 06/27/2018 at 09:55 AM to Saint Thomas Aquinas Parish. The second entry was submitted on 06/26/2018 at 07:40 AM to Saint Rose of Lima Parish and School. Each row has an "Actions" dropdown menu and a "Bulk" checkbox.

Applicant Name	Submitted	SSN	Location	Actions	Bulk
[Redacted]	06/27/2018 09:55 AM	[Redacted]	Saint Thomas Aquinas Parish	Actions	<input type="checkbox"/>
[Redacted]	06/26/2018 07:40 AM	[Redacted]	Saint Rose of Lima Parish and School	Actions	<input type="checkbox"/>

- 3) After clicking on the **Applicant Entry** area, you will see a screen similar to the one below.

The screenshot shows the FASTRAX Applicant Entry search results page. At the top, there is a navigation bar with "Diocese of Madison" and links for "Live Chat Online", "Forms", "About", "Contact", "Logout", and notification icons. Below the navigation bar, there is a search bar with the text "Q APPLICANT ENTRY: SEARCH REQUESTS". The search criteria include "Location:" (All Locations), "Last Name:", "First Name:", "Ctrl Code:", "Integration ID:", "Status:", and "Time Frame:" (30 days). A "Search" button and a "Clear" button are present. Below the search criteria, there is a table with columns: Status, Location, Name, Email, Report, Control Code, Integration ID, Sent, Submitted, Hold, and actions (Review/Submit, Delete). The table contains two rows. The first row has a status of "Hold", location "DMW101#00240", name "Robyn", email "Robyn@...", report "Employees/Educators", control code, integration ID, sent date "6/28/2018 11:49 AM", submitted date "6/28/2018 11:53 AM", and hold status. The second row has a status of "Hold", location "DMW101#00540", name "Danielle", email "Danielle@...", report "Volunteer Check", control code, integration ID, sent date "6/27/2018 08:03 PM", submitted date "6/27/2018 08:05 PM", and hold status. An arrow points to the "Volunteer Check" report type in the second row.

Status	Location	Name	Email	Report	Control Code	Integration ID	Sent	Submitted	Hold	Actions
Hold	DMW101#00240	Robyn	Robyn@...	Employees/Educators			6/28/2018 11:49 AM	6/28/2018 11:53 AM		Review/Submit Delete
Hold	DMW101#00540	Danielle	Danielle@...	Volunteer Check			6/27/2018 08:03 PM	6/27/2018 08:05 PM		Review/Submit Delete

- 4) First, we know that Danielle, who signed up accidentally selected Volunteer for the role in Virtus. As she's also being paid by the parish, she should have selected "Employee", which we should see on the screen shot above. We'd like to change the report type from Volunteer to Employee, which we will do in the steps below. Next, we'll click the **Review/Submit** button to the far left side of her name.
- 5) The first screen, shows the reports that the user currently selected, based off of their Virtus role. In the screen shot below, we can see that she will be given a Volunteer background check.

The screenshot shows the FASTRAX Applicant Entry review screen. At the top, there is a navigation bar with "Diocese of Madison" and links for "Live Chat Online", "Forms", "About", "Contact", "Logout", and notification icons. Below the navigation bar, there is a breadcrumb trail: "Report/Service" > "Application" > "Notification" > "Review" > "Complete". A "Next" button and a "Save Draft" button are present. The main content area is divided into two sections: "COMBINED REPORTS" and "INDIVIDUAL REPORTS". The "COMBINED REPORTS" section has a list of radio buttons: "Search America Plus w/ Release Form", "Employees/Educators", "Priests/Deacons/Seminarians", and "Volunteer Check". An arrow points to the "Volunteer Check" radio button. Below the list is a "Clear" button. The "INDIVIDUAL REPORTS" section has a list of checkboxes: "Credit", "Motor Vehicle Report", "Search America", "SSN Trace Report", "Release Form", "Civil County", "Criminal County", "Federal Courts Report", and "Criminal State". Each checkbox has a "1" next to it. Below the list is a "Clear" button. At the bottom right, there is a "Next" button.

**COMBINED REPORTS**

- ☐ Search America Plus w/ Release Form
- ☐ Employees/Educators
- ☐ Priests/Deacons/Seminarians
- ☒ Volunteer Check

**INDIVIDUAL REPORTS**

- ☐ 1 Credit
- ☐ 1 Motor Vehicle Report
- ☐ 1 Search America
- ☐ 1 SSN Trace Report
- ☐ 1 Release Form
- ☐ 1 Civil County
- ☐ 1 Criminal County
- ☐ 1 Federal Courts Report
- ☐ 1 Criminal State

- 6) Since she should have an Employee check, select the correct radial button on the left side, switching her screen from the one above to the one below:

FASTRAX

VIEW REPORTS **NEW REQUEST** PAYABLES FCRA APPLICANT ENTRY

Report/Service Application Notification Review Complete

Next

Save Draft

COMBINED REPORTS

- ☐ Search America Plus w/ Release Form
- ☒ Employees/Educators
- ☐ Priests/Deacons/Seminarians
- ☐ Volunteer Check

Clear

INDIVIDUAL REPORTS

<input type="checkbox"/>	-	1	+	Credit
<input type="checkbox"/>	-	1	+	Motor Vehicle Report
<input type="checkbox"/>	-	1	+	Search America
<input type="checkbox"/>	-	1	+	SSN Trace Report
<input type="checkbox"/>	-	1	+	Release Form
<input type="checkbox"/>	-	1	+	Civil County
<input type="checkbox"/>	-	1	+	Criminal County
<input type="checkbox"/>	-	1	+	Federal Courts Report
<input type="checkbox"/>	-	1	+	Criminal State

Clear

Next

- 7) Next, process the rest of the background check, like normal.
- 8) Finally, since the role was incorrect in Fastrax, please go log back into the user in Virtus and change their role to reflect the correct role.