Title: View Background Checks

Description: Provides information on how to access and view Background Checks from Dynamics.

Keywords: Background Checks; Checks

Background Checks can be requested through both Dynamics and FSFN, but are completed in the FSFN application. Once a Background Check has been completed, the documents (Q, C, N, J, X) are accessible from both Dynamics and FSFN.

VERY IMPORTANT NOTE: In order to access and view the Background Check documents from Dynamics you **MUST** be using the Edge for Business browser. If you are not using Edge for Business, you will not be able to access the documents.

To access Background Checks in Dynamics, navigate to the Participants & Background Checks tab of the Investigation and scroll down to the Background Checks group box. Once the Status = Received – Completed, the documents are available. Double Click the Status field for the record you want to access.

Upon double clicking the Background Check Status, the Background Check screen displays and captures all the uploaded documents within the Reports group box. To access any of the document, simply click the document hyperlink.

Request 2020-12-11 14:10:12.0000000
Background Check

General   Related

■ Request

Participant*

🏠 **Reindeer Mother (999000948)**

Background Check Status

Received - Completed

CPI/User Requesting*

✅ 👤 **Amy Jenks**

Date/time Requested

12/11/2020   📅

9:10 AM

🟧 Reports

Background Check Reports   ↻ Refresh   ⋮

✓	Name ⌄	Document Type ⌄	Date Completed ↑ ⌄	
	999000948_12112020_09.22.51_Q	Q Document – Flori...	12/11/2020 9:24 AM	
	999000948_12112020_09.22.59_C.	C Document – Florid...	12/11/2020 9:24 AM	
	999000948_12112020_09.23.06_N	N Document-Nation...	12/11/2020 9:24 AM	
	999000948_12112020_09.23.18_J.ₚ	J Document-Judicial ...	12/11/2020 9:24 AM	
	999000948_12112020_09.24.09_X.	X Document-Nation...	12/11/2020 9:24 AM	

Upon clicking the document hyperlink, the Background Check Report screen displays. To view the report, click the square "eye" icon.

999000948_12112020_09.22.51_Q.pdf
Background Check Report

General   Related

🟧 Report

[👁]

Name	999000948_12112020_09.22.51_Q.pdf
Participant	🏠 **Reindeer Mother (999000948)**
Document Type	**Q Document – Florida Results - Not sealed or expunged info**
Date Completed	12/11/2020 📅 9:24 AM
Owner	* ⓘ 👤 **Service Account svc_fsfnmobility-etl**