

# Utilizing the PeopleFacts (Formally Trak-1) Integration

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## Utilizing the PeopleFacts Integration (Formally Known as Trak-1)

The Enterprise PeopleFacts (Trak-1) integration allows the user to export employee data to PeopleFacts with just a few clicks. By using the details in the PeopleFacts Submission Wizard, information can be submitted to PeopleFacts for background checks, education and employment verification and more. PeopleFacts completes the requested service for the employee selected and when it's completed the results are automatically uploaded as a PDF to the employee's documents page.

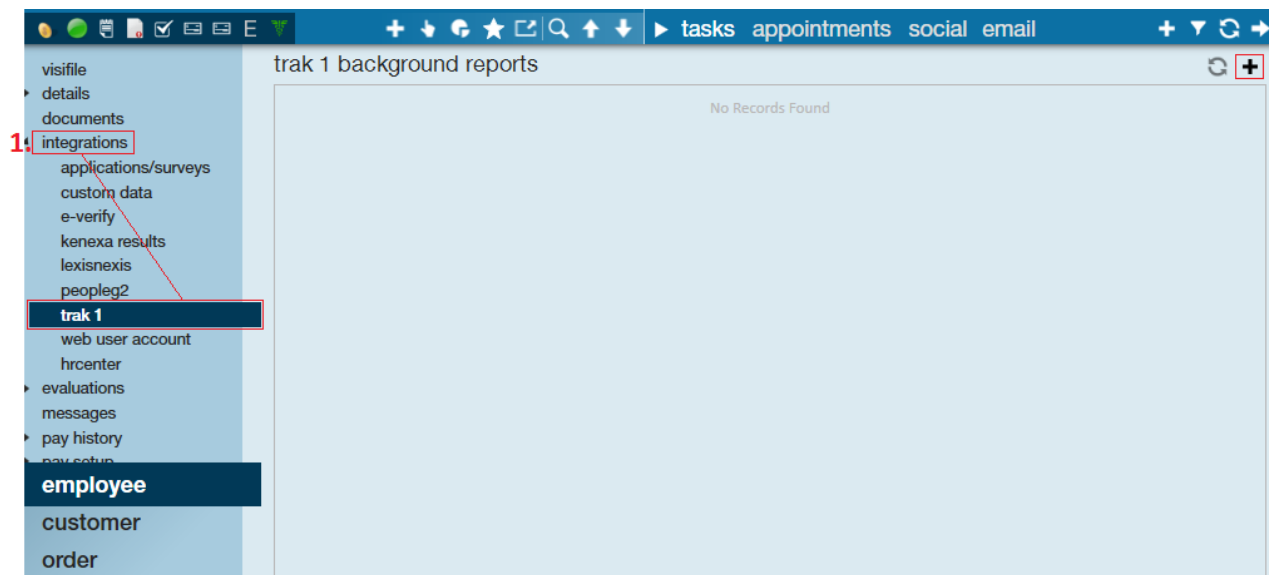
**\*Note\*** This integration does require additional setup and an existing relationship with PeopleFacts. For more information about getting this setup, and pricing inquiries, please contact your TempWorks Account Manager.

## How to Initiate a PeopleFacts Check

**Step 1:** Navigate to the employee for whom you would like complete the check/verification. Once there, expand the (1.) integrations section and select 'trak 1'.

**\*Note\*** Employees must have an SSN on their record to run Trak-1, if this is missing users may encounter an error when running the background check.

**Step 2:** Select the + icon in the upper right-hand corner to submit a new check.



**Step 3:** Choose a background check package and select 'Next' to fill out required fields. Prices are reflected in relation to the specific check you are running.



In the following example the 'Education Verification' package has been selected:

t.1 start a new background check - packages

► Packages

Required Fields

available packages

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

☐

Broadscreen National Criminal Search

☐

County Criminal Search

☐

Crimtrak 7 Year All County

☐

Education Verification

☐

Employment Verification

☐

Equifax Employment Credit Report

☐

FACIS Level-3 Search

☐

Federal Court Records Search

Cancel

Next >

**Step 4:** Complete the necessary fields then select 'Submit'.

**start a new background check - required fields**

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

**Education Verification**

Institution Name: University of Minnesota

Institution City: Minneapolis

State of Institution: MN

Degree / Certificate: Ba

Month and Year Awarded: 5/8/2017

Buttons: Cancel, < Back, Submit

Navigate to integrations > Trak-1 to review the background check results. Within the 'trak 1' tab users may preview information related to the background check results such as any errors that occurred while running the report, service rep details, statuses, creation dates, transaction id information and more.

**trak 1 background reports**

Drag a column header here to group by that column.

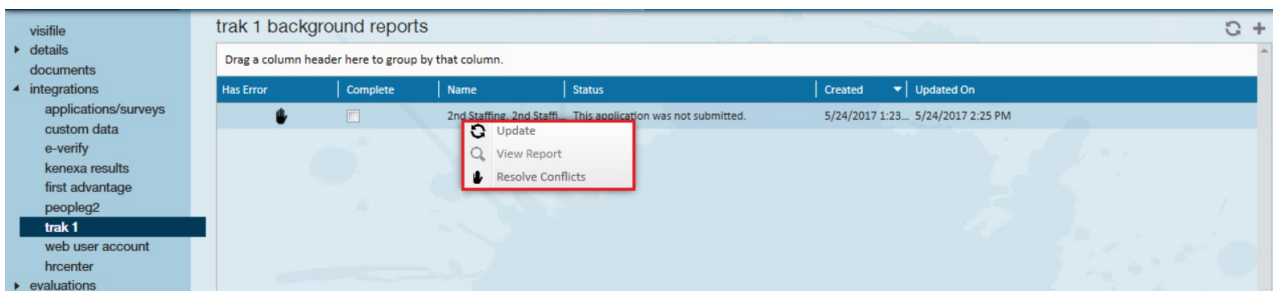
Has Error	Complete	Name	Status	Created	Updated On
	<input type="checkbox"/>	2nd Staffing, 2nd Staffing...	This application was not submitted.	5/24/2017 1:23...	5/24/2017 2:00 PM

Depending on which background that was chosen, the following statuses will appear to let the user know what has happened with the check.

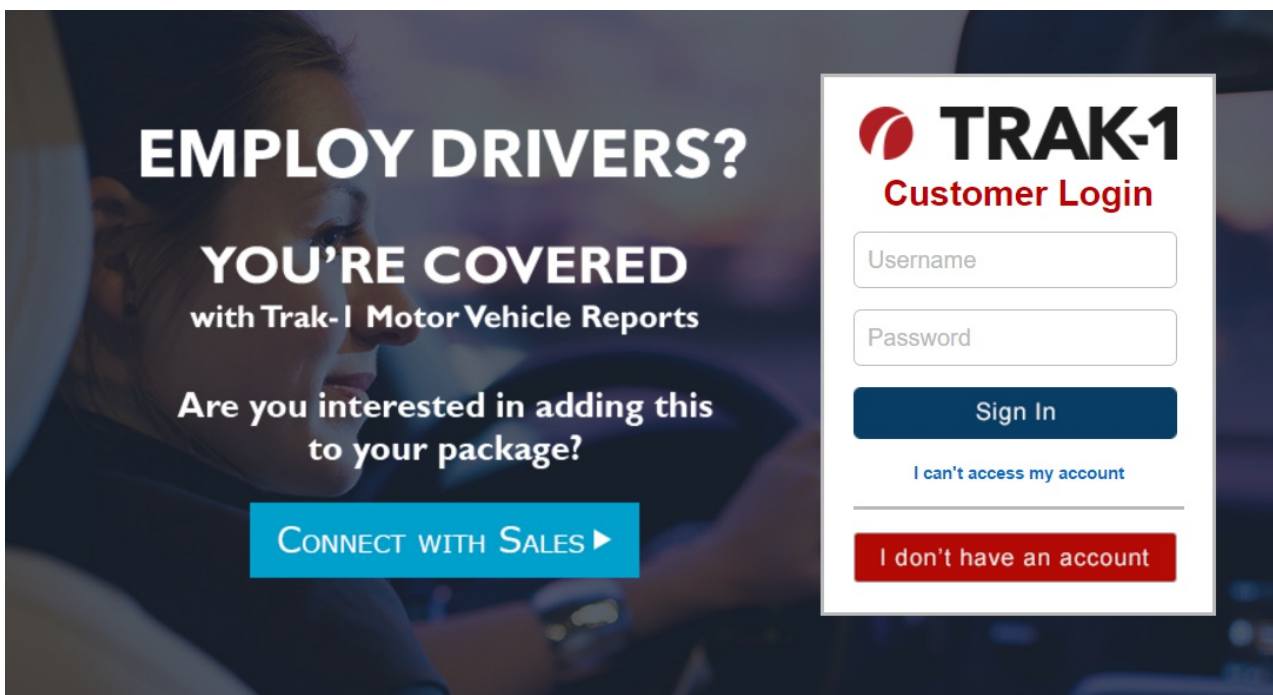
- A component required field, the phone, was not provided
- Assigned
- Company Code code could not be matched to a company
- Complete

- Date of Birth must be valid
- Error submitting application for x employee; Are you missing any required component fields?
- Needs attention
- Pending
- This application was not submitted

Right-click to update the case once issues have been fixed, view report details if completed, or resolve conflicts:



If 'Resolve Conflicts' is selected, users will be brought to Trak-1 and prompted to enter credentials:



If the background check is completed and review report is selected, users may preview the details of the report from Trak-1.



## REPORT SUMMARY

TempWorksTestClient - Base Package

### Prepared for:

TempWorksTestClient, Joanie April

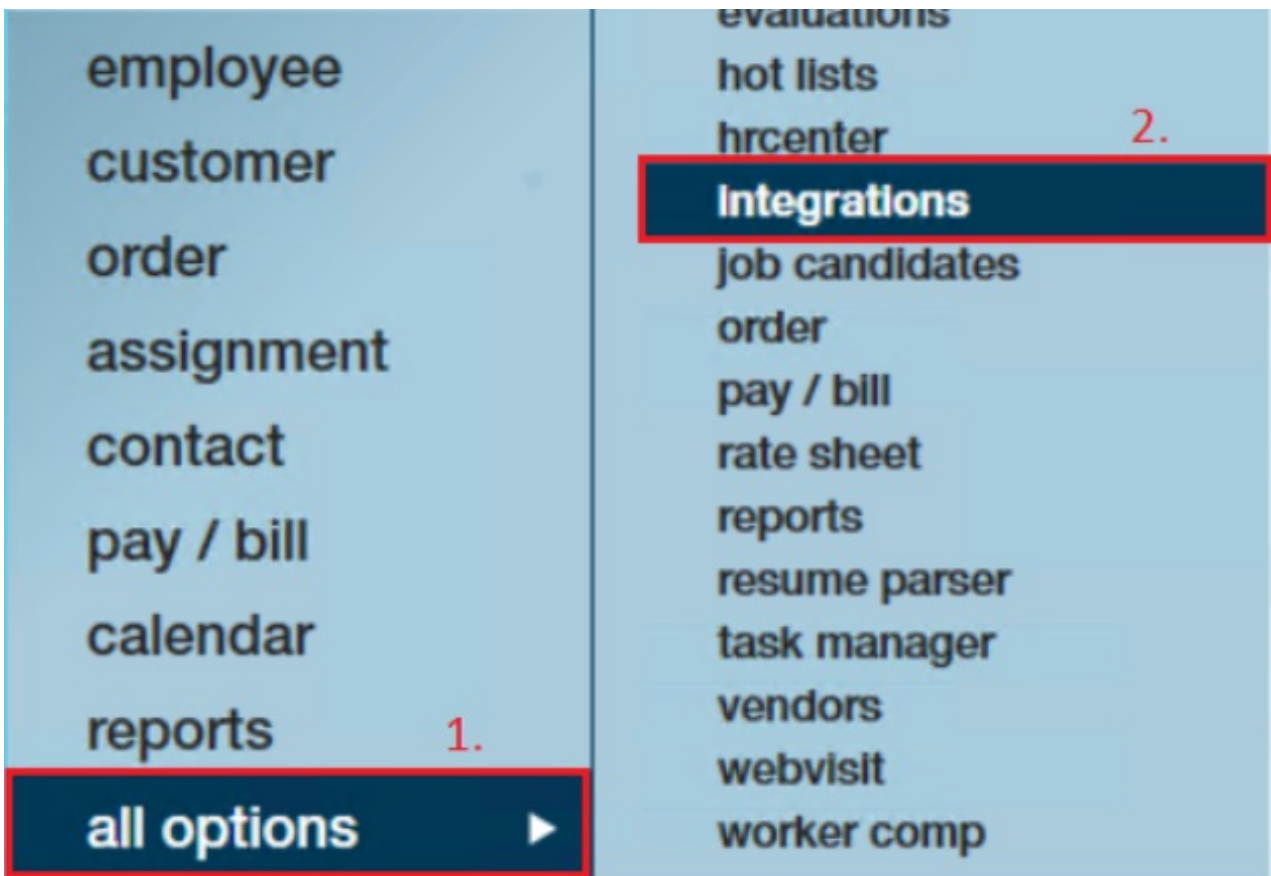
### Subject of Report:

**Name:** Eric Rodewald

**DoB:** Jun 1, 1982

The report can also be found by navigating to the documents section of the employee record:

Users may search for Trak-1 information by navigating to all options (1.) > integrations > (2.) Trak-1:



Within the Trak-1 section, select to filter by status, employee name, created dates and more:

api keys  
call-em-all  
carenow results  
cia  
e-verify cases  
kanexa results  
first advantage  
people2  
**trak 1**  
twitter search

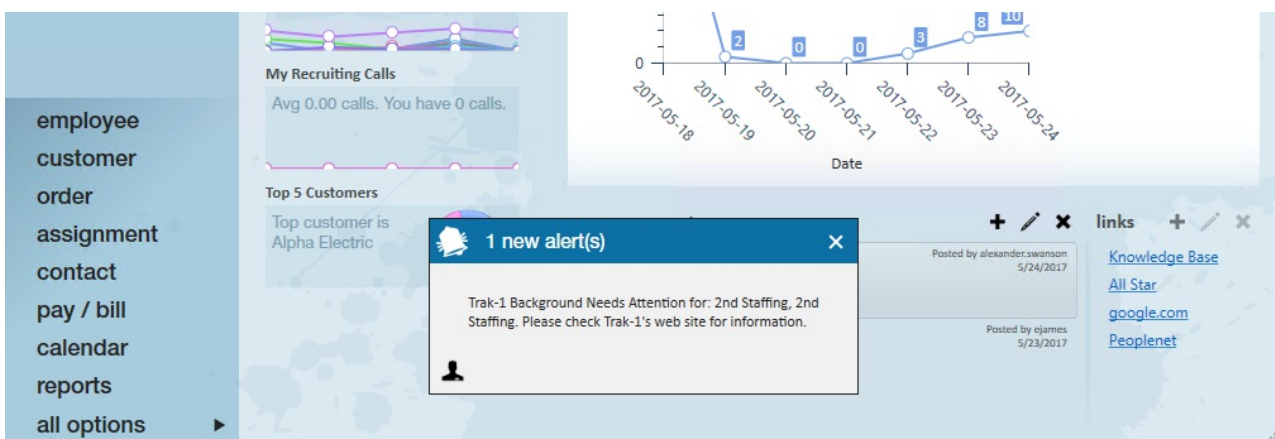
trak 1 background reports

Filter: Complete Starts With Filter Text

Drag a column header here to group by that column.

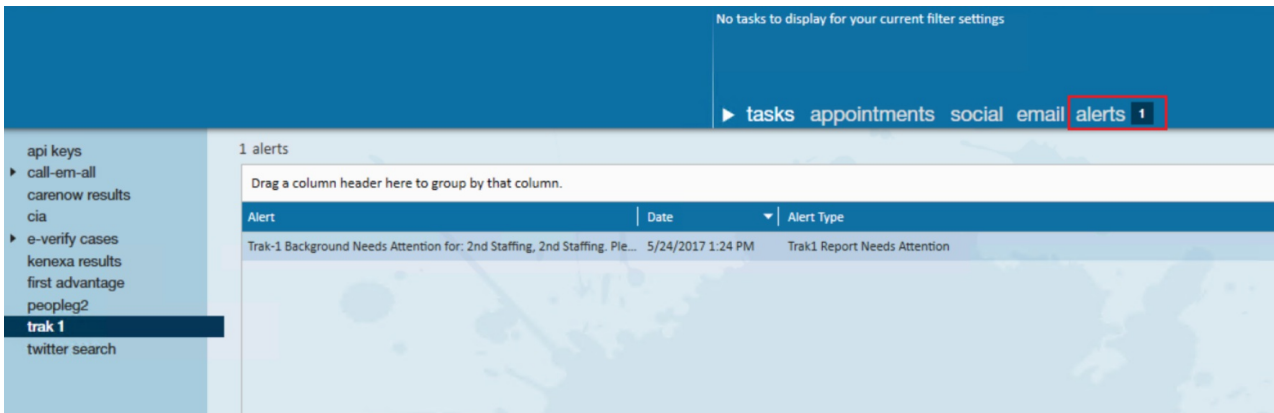
Has Error	Complete	Name	Status	Created By	Created	Updated On
	<input type="checkbox"/>	2nd Staffing, 2nd Staff...	This application was not submitted.	vanessam	5/24/2017 1:23...	5/24/2017 2:59 PM
	<input checked="" type="checkbox"/>	Canada, Joe	This application was not submitted.	paul	8/17/2010 12:2...	3/27/2017 10:45 AM
	<input checked="" type="checkbox"/>	McRodebaggins, Frodo	This application was not submitted.		6/9/2009 2:39...	3/27/2017 10:45 AM
	<input checked="" type="checkbox"/>	McRodebaggins, Frodo	This application was not submitted.		6/9/2009 2:08...	3/27/2017 10:45 AM
	<input checked="" type="checkbox"/>	McRodebaggins, Frodo	This application was not submitted.		6/9/2009 2:00...	3/27/2017 10:45 AM
	<input checked="" type="checkbox"/>	Gabriele, Guernsey	This application was not submitted.		6/5/2009 3:03...	3/27/2017 10:45 AM
	<input checked="" type="checkbox"/>	Eades, Daniel	This application was not submitted.		6/5/2009 2:13...	3/27/2017 10:45 AM
	<input checked="" type="checkbox"/>	Aardson, Steve	This application was not submitted.		6/5/2009 1:49...	3/27/2017 10:45 AM

Alerts will also appear if any background checks need attention on the home screen:



OR

Within the activity center of Enterprise, select 'alerts' to preview any issues that have occurred while using Trak-1:



The screenshot shows the Enterprise activity center interface. At the top, a blue header bar contains the text "No tasks to display for your current filter settings" and a navigation menu with tabs: "tasks", "appointments", "social", "email", and "alerts". The "alerts" tab is selected and highlighted with a red box, and a small "1" icon is next to it. On the left side, a sidebar lists various activity categories: "api keys", "call-em-all", "carenow results", "cia", "e-verify cases", "kenexa results", "first advantage", "peopleg2", "trak 1" (which is highlighted with a dark blue bar), and "twitter search". The main content area displays "1 alerts" and a table with the following data:

Drag a column header here to group by that column.		
Alert	Date	Alert Type
Trak-1 Background Needs Attention for: 2nd Staffing, 2nd Staffing. Ple...	5/24/2017 1:24 PM	Trak1 Report Needs Attention

## Related Articles