

Overview of Tags In InstaScreen™

We're excited to announce that our clients can now view File Tags in InstaScreen™, improving communication about the status of background checks. These tags, which we've used internally for a while, provide a quick and easy way for you to check the status of your order without having to contact us.

To see the tags, log in to InstaScreen™ and open the relevant file from your Pending Reports Queue (**Reports/Pending Reports**) by clicking on the applicant name or the File#. See below:

Pending Reports

Export

Print

<input type="checkbox"/>	Name	SSN	File	Report To	Ordered By	Status	Ordered	Type	Flag
<input type="checkbox"/>	CLEAN, JOE	111-22-3333	43953 *	Test Client	Joe Tester	Pending	2025-03-20	Business	

1

Refresh

Items per page: 15

Showing 1 to 1 of 1 reports.

Any tags applied to your file will be displayed below the applicant's information. (See Below)

Report Results - #43953 - CLEAN, JOE

Test Client

Joe Tester

View Print Add to Order

Request Help

New Order

Order Details

Status:

Pending

Order Date:

03-20-2025 2:36 PM MDT

Report Date:

03-20-2025 3:29 PM MDT

File Number:

43953 / -

Report To:

Test Client / AWSDemo
100 Commerce St.
Dallas, TX 75205

Requestor:

Joe Tester

Email:

info@awscreeners.com

Phone:

(214) 550-1234

Alt. Phone:

-

Fax:

-

Product:

Test - Franchise Sales

Applicant Information

Name:

CLEAN, JOE

Email:

DLosson@Awscreeners.com

SSN/DOB:

111-22-3333 / 06-09-XXXX

Phone:

-

Emp. Jurisdiction:

TX

Tags

MVR Release Pending

Court Delays

Waiting applicant signature of State Specific
MVR Release (PA, WA, NH)
Applied 03-20-2025 2:37 PM MDT by
Losson, David

Add to Order

Status

If you hover your mouse pointer over a tag you will see the tag description and when it was applied to your file and by whom.

Some of our most common tags are listed below:

Tag	Description
MVR Release Pending	Waiting applicant signature of State Specific MVR Release (PA, WA, NH)
Credit Report Freeze	Awaiting the lifting of a Credit Report Freeze by the applicant
Pending Drug Test Results	Waiting on results from a drug test.
Court Delays	Delays querying court records.
Bus Int Questionnaire Pending	Waiting on the completion of a Business Interest Questionnaire
International-Pending Documents	International Search Pending applicant documents