



Online Candidate Tracker

User Manual



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Introduction

Agenda Security Services is committed to providing the best pre-employment screening service available on the market. Part of our commitment is to provide online systems which help our clients locate the information they need, when they need it.

The Information Security Investigation System (ISIS) forms the core of our electronic screening database and we provide every client with real-time online access to their candidate data via the Agenda Candidate Tracker service.

Candidate Tracker uses state of the art technology to offer user-friendly, secure access to the information you need. Agenda were the first pre-employment screening company to offer this service and we are continually updating it to ensure we stay ahead of the competition.

Implemented on secure servers located in an access-controlled, steel-lined room at our headquarters, the ISIS system is protected by world-class firewalls, intruder detection systems, multi-layer anti-virus, ISO27001 accreditation and skilled IT staff.

Online Help

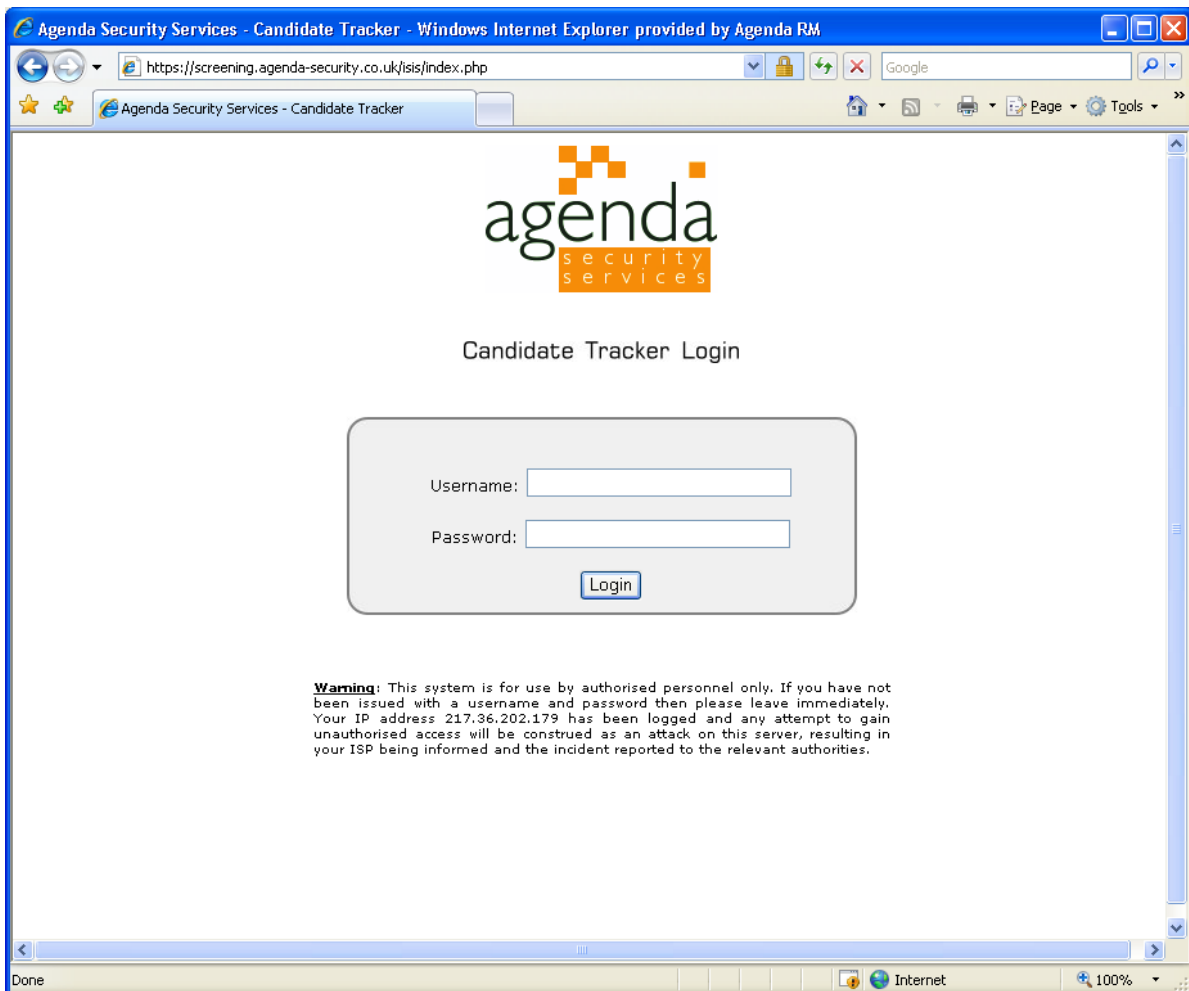
This manual is a comprehensive booklet designed to offer complete assistance and description of the Candidate Tracker. However, online help is available within the Candidate Tracker itself, and can be found by hovering the mouse pointer over any menu button for more than 1 second; a popup box will display a brief context-sensitive description of the button's function.

Overview of the ISIS Candidate Tracker

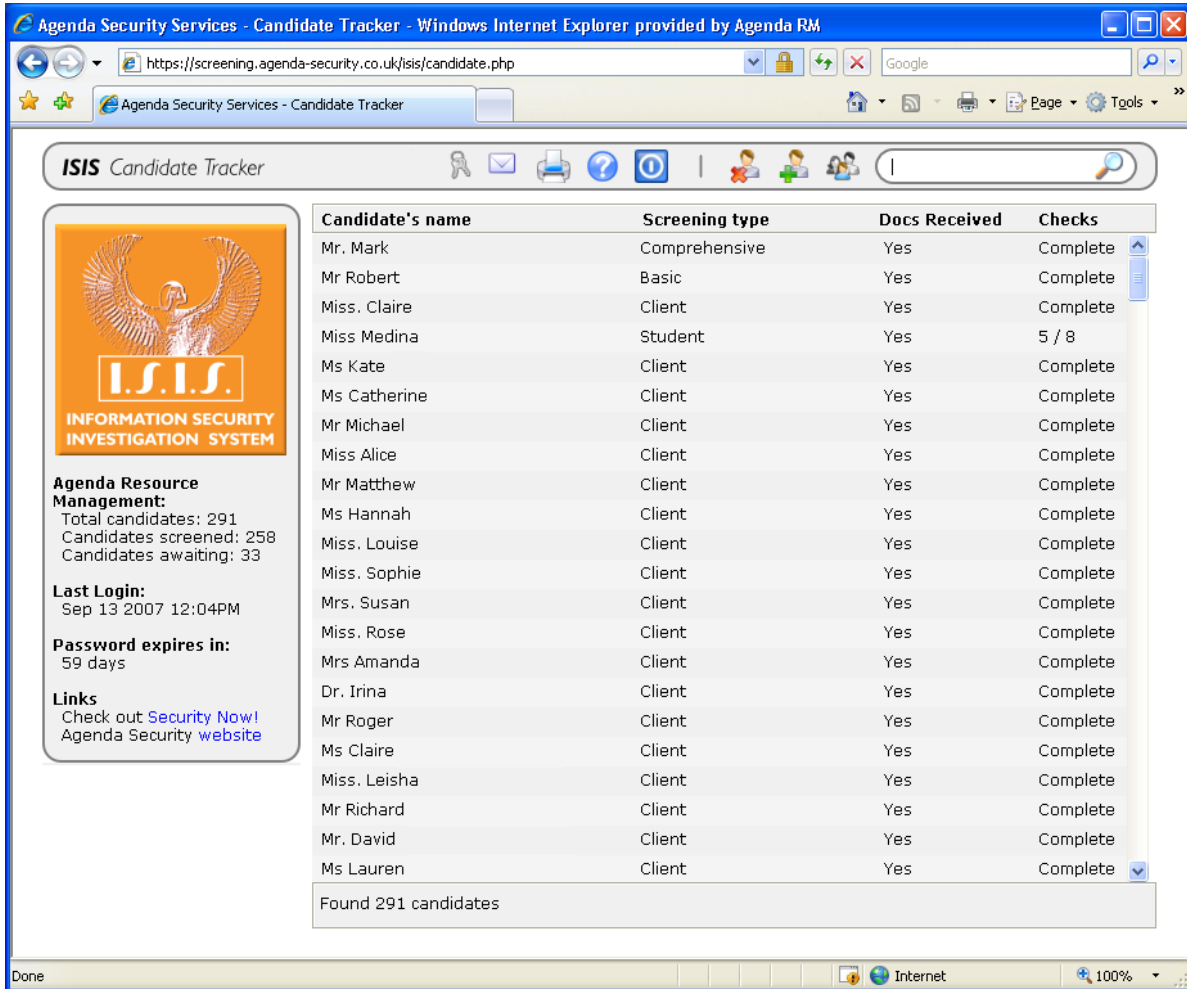
You should have been provided with a username and password which enable you to login to ISIS. If you have not been issued with user credentials, please contact the screening department on 08456 44 55 46 to request one.

Logging In

The URL for accessing the ISIS system is: <https://screening.agenda-security.co.uk> and you will be greeted with this screen once it loads in your browser:



Enter your username and password, then either press the enter key or click the 'Login' button. If your credentials are accepted by the system, you will be shown a screen that looks like this (please note that candidate surnames have been removed in this picture):



Brief Description of Layout

Starting at the top of the screen, you'll see the "ISIS Candidate Tracker" menu and search bars. On the left of the screen is an information panel which displays statistics about your candidates, your last login and lifespan of your current password. To the right of that, taking up most of the screen, is the list of your candidates with a brief synopsis of each one. The column on the right shows if the candidate has been completed and, if not, how many checks have been finished out of the checks required.

Using the ISIS Candidate Tracker

The system is designed to allow you to search for candidates quickly and easily. That is the primary purpose for it and Agenda have invested considerable effort in making it easy to locate the information you need. This section of the manual describes the operation of each component of the Tracker and how to get the most from it.

Searching

Simple Searches

Searching is performed by simply typing what you want to find into the search box and hitting the enter key:



The ISIS search engine will take whatever you typed and search for candidates that have matching text in any of their names, cost codes or screening levels. For example, if you typed 'drew' (the search engine is not case sensitive) the search engine would match:

Drew Brown
Andrew Smith
John Andrews
David Drew Smith

You can also enter cost codes, for example 453-2274, and ISIS will show you all the candidates that have been assigned to the cost code.

ISIS will also find candidates for any given screening level. If, for example, you searched for 'Level 1' the Candidate Tracker would show you a list of all the candidates undergoing that level of screening.

Filtering Your Searches

By default, the Candidate Tracker will search all of your candidates, whether they are completed or still undergoing the screening process. If you want to narrow your searches down to include only those that are completed or those that aren't, the ISIS system accommodates this by filtering the search results accordingly.

You can choose the filtering mode by clicking the appropriate button on the menu bar:



From left to right, these icons represent:



Filter search results to include only candidates still undergoing screening



Filter search results to include only completed candidates



Turn off filtering and return all candidates regardless of their status

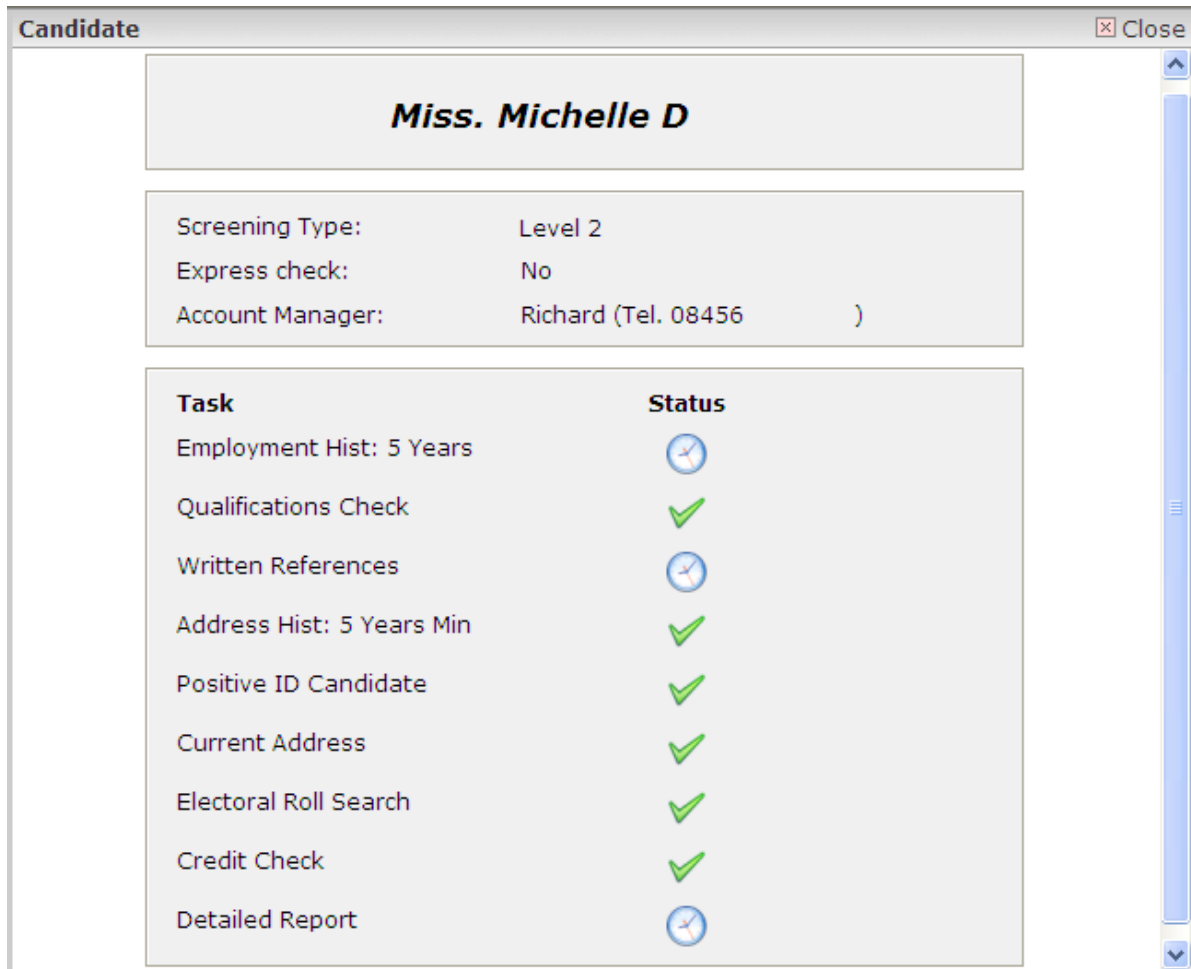
Whatever type of filtering you choose, the search box will change its icon to remind you of the current filter. For example, if you choose the 'completed candidates' filter, the search box will look like this:



Clicking the 'turn off filtering' button returns the search box to normal.

Viewing Candidate Details

Once you have located the candidate that you would like to view, simply click the mouse on them. A new window will appear which provides more detail:



This screen will break down each check that is required for the candidate, with a tick indicating that the check is complete and a clock indicating that the check is underway. To close the window, click the red cross or the word 'Close' at the top-right of the window.

The Menu Bar



From left to right, the buttons are:

- Change password:* Allows you to change your password
- Send email:* Composes an email to Agenda's screening department
- Printable view:* Displays the current list of candidates in a printable format
- Online help:* Allows you to download the latest version of this document
- Logout:* End your session with ISIS, logging out completely.

Change Password

This is the change password screen:

A screenshot of a 'Change password' dialog box. The title bar says 'Change password' and has a 'Close' button. The main content area has a heading 'Change your ISIS password' and a sub-heading 'Please choose a new password'. Below this are three text input fields labeled 'Old password', 'New password', and 'Confirm password'. At the bottom of the input area is a 'Change' button.

Your password holds the keys to your candidates' privacy and security, therefore Agenda mandates a strong password policy. Passwords have a lifetime of 60 days and you will be automatically reminded when your password is due to be changed.

When selecting a new password it must meet certain complexity requirements. In addition to being at least 8 characters long, it must contain at least 2 of the following 4 things:

- Uppercase letters
- Lowercase letters
- Digits in the range 0 – 9
- Symbols such as £\$%&, etc

If your password meets the complexity requirements it will be changed and will remain valid for another 60 days.

Send Email

If you would like to contact Agenda's screening team by email, click this button and a new window will appear in which you can compose your message. It will be pre-addressed to the screening department and the subject will be automatically filled in for you.

Printable View

By clicking this button, a new window will be opened which contains the results of your latest search, formatted for legible printing. A print dialogue will be opened for your convenience.

Online Help

When this button is pressed the ISIS system will download this manual to your computer, ensuring you always have access to the latest version.

Logout

This will end your ISIS session. If you need to use ISIS afterwards, you'll need to login again.

The Information Panel

On the left of the screen you'll see the information panel. It shows who's logged in, statistics about your candidates, the date of your last login and the number of days until you will be required to change your password.



The graphic features a stylized eagle with spread wings above the acronym 'I.S.I.S.' in a white box. Below this, the full name 'INFORMATION SECURITY INVESTIGATION SYSTEM' is written in white capital letters on an orange background.

Agenda Resource Management:
 Total candidates: 291
 Candidates screened: 258
 Candidates awaiting: 33

Last Login:
 Sep 13 2007 12:04PM

Password expires in:
 59 days

Links
 Check out [Security Now!](#)
 Agenda Security [website](#)