

Dear Client:

Enclosed you will find the instructions for **IMI's Sneak Peek** program. Please be aware that **you must use Microsoft Explorer browser to use Sneak Peek**. All of IMI's internal programs are generated using Microsoft programs; therefore it makes it necessary that you use Microsoft's browser. You can download Microsoft Explorer using our website by clicking on the statement under "**IMI Sneak Peek**" that says "must be viewed with Microsoft Explorer". Follow Microsoft's simple instructions, place it on your desktop and click on it whenever you want to use the **IMI Sneak Peek** program. Again, it is easy to download and it is free of charge from Microsoft.

As you look through the paperwork, you will see that you can run **Sneak Peek** in an "HTML" version or a "Snap Shot Viewer" version. The Snap Shot Viewer version shows more graphics and may be a little easier to use; however, you must also download the Snap Shot Viewer program from Microsoft, free of charge and use the instructions we have provided. The HTML version shows the same information in a more simplistic form. You can access information from 6/28/98 to present.

Try the simple instructions and if you should have any questions, please feel free to call us at IMI at 800-860-7779 or email us to setup a time when we can walk you through the process. We thank you for your business and let us know how you like **Sneak Peek** by using the "**Customer Service Evaluation**" section on our website.

Best Regards,

Laura Russell
IMI Data Search, Inc.

Sneak Peek Instructions (Snap Shot Viewer Version)

- Log on to IMI Data Search's website at www.imidatasearch.com
- Click on the words "Sneak Peek" (**Note: you must be using Microsoft Internet Explorer to run Sneak Peek**)*
- You will now see a page saying "Welcome to IMI Sneak Peek" - Hit the "Go To Login" button.
- You will have to enter your "Login", "Password", "Customer ID" and "Your Name". Enter these items using the list of codes provided to you by IMI. In upper left click Snap Shot. After entering your correct codes, hit "Submit".
- A prompt from Microsoft will pop up asking you if you want to download "Snap Shot Viewer". Hit "Yes" that you do want to install "Snap Shot Viewer". It is free of charge and loads automatically.
- You will now see a menu page asking you to choose the type of report you would like to run.

To Run a Daily Log: Click the circle next to Daily Log. In the two white boxes next to where it says "Enter Selection Criteria" put in the date range you would like to see.
(Example: 1/15/2000 to 7/15/2000 - you must put complete year)

To Run a Hit Report: Click the circle next to Hit Report. In the two white boxes next to where it says "Enter Selection Criteria" put in the date range you would like to see.
(Example: 1/15/2000 to 7/15/2000 - you must put complete year)
This report provides a list of criminal records found along with their description.

To Run Hit Report Summary: Click the circle next to Hit Report Summary. In the two white boxes next to where it says "Enter Selection Criteria" put in the date range you would like to see.
(Example: 1/15/2000 to 7/15/2000 - you must put complete year)
This report provides a list of criminal records found without the description.

To Run A Report By IMI Number - Click the circle next to Report By IMI Number. In the left white box next to where it says "Enter Selection Criteria" put in the IMI Number you would like to see.
(Example: 888-0001) This requests the background report for that individual in IMI's server database. You can read the report to see what information IMI has obtained for this person up to that time and also print the report to your printer.

To Run A Report By SSN Number - Click the circle next to Report By SSN Number. In the left white box next to where it says "Enter Selection Criteria" put in the SSN Number you would like to see.
(Example: 000-00-0000) This requests the background report for that individual in IMI's server database. You can read the report to see what information IMI has obtained for this person up to that time and also print the report to your printer.

Special Notes: *(If you have any questions or need assistance, please call IMI at (800) 860-7779)*

After requesting the type of report and you hit "Submit Query", you will have to wait between 20-30 seconds before your report will pop up on your screen. If it says "No Data", you may have put in the wrong information or IMI did not receive a background request for that person.

To run another report, Hit either "Request Another Report" that is located in the upper left hand corner of the screen or hit the "Back" button.

To Enlarge Report: Click your mouse directly on the report page on your screen. This will make the report page larger for viewing. Click on it again to bring it down to its original size.

To Scroll Report: Use the two (2) up and down and two (2) left to right scroll bars.

To Print Report: Scroll down to the bottom of the page. You will see tiny windows showing you the number page you are on and also a picture of printer. Click the printer and your report will be sent to your printer.

To Leave Sneak Peek: Click the "X" in the upper right hand corner.

Sneak Peek Instructions (HTML Version)

- Log on to IMI Data Search's website at www.imidatasearch.com
- Click on the words "Sneak Peek" (**Note: you must be using Microsoft Internet Explorer to run Sneak Peek**)*
- You will now see a page saying "Welcome to IMI Sneak Peek" - Hit the "Go To Login" button.
- You will have to enter your "Login", "Password", "Customer ID" and "Your Name". Enter these items using the list of codes provided to you by IMI. In upper left click HTML. After entering your correct codes, hit "Submit".
- You will now see a menu page asking you to choose the type of report you would like to run.

To Run a Daily Log: Click the circle next to Daily Log. In the two white boxes next to where it says "Enter Selection Criteria" put in the date range you would like to see.
(Example: 1/15/2000 to 7/15/2000 - you must put complete year). Click "Go To Report"

To Run a Hit Report: Click the circle next to Hit Report. In the two white boxes next to where it says "Enter Selection Criteria" put in the date range you would like to see.
(Example: 1/15/2000 to 7/15/2000 - you must put complete year). Click "Go To Report"
This report provides a list of criminal records found along with their description.

To Run Hit Report Summary: Click the circle next to Hit Report Summary. In the two white boxes next to where it says "Enter Selection Criteria" put in the date range you would like to see.
(Example: 1/15/2000 to 7/15/2000 - you must put complete year). Click "Go To Report"
This report provides a list of criminal records found without the description.

To Run A Report By IMI Number - Click the circle next to Report By IMI Number. In the left white box next to where it says "Enter Selection Criteria" put in the IMI Number you would like to see.
(Example: 888-0001) This requests the background report for that individual in IMI's server database. Click "Go To Report". You can read the report to see what information IMI has obtained for this person up to that time and also print the report to your printer.

To Run A Report By SSN Number - Click the circle next to Report By SSN Number. In the left white box next to where it says "Enter Selection Criteria" put in the SSN Number you would like to see.
(Example: 000-00-0000) This requests the background report for that individual in IMI's server database. Click "Go To Report". You can read the report to see what information IMI has obtained for this person up to that time and also print the report to your printer.

Special Notes: *(If you have any questions or need assistance, please call IMI at (800) 860-7779)*

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To run another report, Hit either "Request Another Report" that is located in the upper left hand corner of the screen or hit the "Back" button.

To Enlarge Report: Click your mouse directly on the report page on your screen. This will make the report page larger for viewing. Click on it again to bring it down to its original size.

To Scroll Report: Use the two (2) up and down and two (2) left to right scroll bars.

To Print Report: Scroll down to the bottom of the page. You will see the number of pages (ie 1 of 4). You will have to print each page separately by hitting "Next" at the bottom of the page then print.

To Leave Sneak Peek: Click the "X" in the upper right hand corner.

Sneak Peek Codes/Passwords

Login: Provided by IMI upon request.

Password: Provided by IMI upon request.

ID: Provided by IMI upon request.

User: (you can use your name here)

Contact IMI: imi@imidatasearch.com