

A guide to Understanding Tenant Reports:

- **Executive Summary:** The Executive Summary provides you with information on the status of every search type included in your report and highlights any searches that are flagged for your review. For example: if you take the Executive Summary below and we itemize it out.
 - Credit – Is complete with no Flags.
 - County Criminal Record Search – Review – Something appeared that requires an assessment.
 - Advanced Locator - Review – Something appeared that requires an assessment.
 - Advanced Eviction Locator - Review – Something appeared that requires an assessment.
 - Oregon Eviction - Is complete with no Flags.
 - Rental Verification - Is complete with no Flags.
- **Report Decisions:** Your account now includes the Report Decision tool. The Decision Dot has been added to help provide efficient communication with your internal process and streamline and document your rental decision workflow.

Insight Reporting will only set a report to Approved (no flags) or Review (flags). Anything beyond that such as Conditional, Individual Assessment, or Denial will be set by your team after reviewing the report. Even in the case of no flags on the report, you should view the contents of the report to ensure it meets your criteria.

The screenshot displays the Insight Reporting web application interface. The top navigation bar includes the logo, order number (653), workspace (2479), and various utility menus. The main content area is titled "Report Results - #669301 - MESS, HANK".

Order Details:

- Status: Complete
- Order Date: 02-26-2023 11:10 AM MDT
- Report Date: 08-02-2023 1:02 PM MDT
- File Number: 669301
- Report To: Insight Demo / insightdemo
- Assigned To: Insight, Team

Decision:

- Requestor: Cosmetic Link
- Email: client@insrep.com
- Phone: (503) 332-9389
- Product: Rapid Insight Plus Current Rental Verification
- Charges: \$0.00

Applicant Information:

- Name: MESS, HANK
- Address: 12134 SW FIRST STREET, NEWBERG, OR 97132
- Monthly Income: \$5,000
- SSN/DOB: 333-22-1111 / 01-10-1970 (83)
- Monthly Rent: \$1,000

Search Results:

Search	Status	Assigned
Executive Summary	Complete	Team Insight
Credit Report	Complete	Unassigned
County Criminal Records Search	Complete	Team Insight
OR STATEWIDE (MESS, HANK)	Complete	Team Insight

Annotations on the screenshot:

- A blue arrow points to the "Review" dropdown menu in the Decision section, labeled "Report Decision".
- A blue arrow points to the "Executive Summary" row in the Search Results table, labeled "Executive Summary".
- A blue arrow points to the "OR STATEWIDE (MESS, HANK)" row in the Search Results table, labeled "Flag for Further Review".