



# HOW TO CARRY OUT A TRACE SEARCH

### creditsafe~

### Trace

Creditsafe Trace is a single source tracing solution that allows the user to access one of the widest and most current range of population data available.

#### **Uses of Creditsafe Trace**

- » Find people
- » Confirm contact details
- » Employee background checks
- » Search for people via telephone numbers

#### Utilises the following datasets

- » Electoral Roll (Edited)
- » Consent Databases
- » Telephone Directory (BT)
- » Mortality Registers
- » Insolvency Files
- » Gone Away File (Equifax)

Please note that all users of Creditsafe Trace must be registered with the DPA by law.

## Trace Charging Model

Please note that the trace product works on a "click model" meaning that each button clicked, regardless of the result, will incur a charge of 1 credit. However once a successful search has been carried out the user can cycle through the results at both "**street**" and "**entry**" levels for no charge whatsoever.

<b>u</b>	Ferrie Search		
Credit Solutions	Director Search Director Media Search Consumer Search	Trace ID AML	
Company Search	<		Need help ? View Tutorial
Credit Approval System Search	1 RESULTS (STREET)		
People Search	Clevedon,Avon,BS21 7XN,West Way	DETAILS (ENTRY)	
Diek Tracker		Name	Melanie J Green
Compliance Compl		Gender Date of Birth	Female 19(0/1062
Compliance search		Date of Birth	10/0/10/3
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Marketing Solutions	· · · · · · · · · · · · · · · · · · ·	Town/City	Clevedon
My Account		Postcode	BS217XN
3D Ledger	20 RESULTS (ENTRY)		
Need Help?	2 West Way Melanie J Green 18/9/1963 (53) A 4 West Way Margaret E England		
• What?s New?	10 West Way Arthur A Howarth 9/10/1922 (94) 14 West Way Julian C Gyngell	Phone	-
	15 West Way Sheila R Magson 16 West Way John P Woodcock 14/3/1943 (73)	Deceased	-
	16 West Way June A Woodcock 14/8/1942 (/4) 16 West Way Mark P Woodcock 10/10/1976 (40)		-
	17 West Way Anna P Green 24/12/1903 (53) 17 West Way John L Quantick	Goneaway	
	18 West Way Nicola H Chappell 23/9/19/1 (+5) 18 West Way Paul F Chappell 9/8/1962 (54) 20 West Way Elisabath & Downing 25/10/1968 (50)	Insolvency	-
	21 West Way Enabled A Dowing 25107 1606 (50) 21 West Way Nicholas Kambitis 14/6/1966 (50)		
	Residents Neighbours		
	New Search		History
	@ Crediteria Rusiness Solutions Lin	atad Pagistarad Number 029	28102
	Solutions Lin	nited, registered number 038	30182.

Scrolling through any search results = No charge



## Trace Click Model

Every button marked below on the screenshots will incur a charge of 1 credit regardless of the result. You can also hover over a button to reveal if it will incur a charge or not.

irector Search	Director Media Search	Consumer Search	Trace	D	AML	
						Need help ? View Tutorial
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		Release 16.04	Version: 1.	505.1.101	1	

irector Search	Director Media Search	Consumer Search	Trace	ID	AML		
						Need help ?	View Tutorial
RESULTS (S	TREET)						
levedon.Avon.B	321 7XN,West Way		DETAI	LS (EN	TRY)		
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### **Trace User Guide Submission Form**

	Director Media Search	Consumer Search	Trace	D	AML		Need b	elo 2 i V	aw Travial	1	
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#### 1. First Individual

 Here you can search by an individual's personal details such as Name, D.O.B, & Age Variance

#### 2. Address

 You can search by address with as little or as much information as you like, entering a full Address, just a partial Post Code or cast your net wider by searching within a certain mile radius of an address

#### 3. Second Individual

 If your target has a very common name and returns too many results to manage simply typing their name of somebody you are sure resides with them will narrow-down the results considerably

#### 4. Telephone

- The Reverse Telephone Lookup allows you to enter a both landline and mobile telephone numbers and return the results registered to that number. As this uses Consent data it can often source numbers that are XD or registered with the TPS

#### 5. Settings

- Enhanced Name Searching:

Results will include similiar names to that searched for.

- Consented Data:

Results will include data from third party opt ins

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## **Results Page**



#### 1. Results (Street)

 This is where we display the various matches at an address level, scroll through the results here to find your target. These can be scrolled through without incurring a credit charge

#### 2. Results (Entry)

 Here you will find details of everybody currently registered at the highlighted address. Again cycling through this list does not use any credits

#### 3. Details (Entry)

- Here will be displayed full details of the individual and address selected

#### 4. Additional Datasets

 Using the buttons displayed here will allow you to append additional information to the report, each click will incur a charge of one credit

#### 5. Residents/Neighbours

 These buttons allow the user to view historical electoral roll information on the highlighted property or details of all current residents within the street

#### 6. History

- Displays details of your last 50 searches

#### 7. Consented Data

 If the consented data option was checked on the search page, records will show with an asterix in the results sections