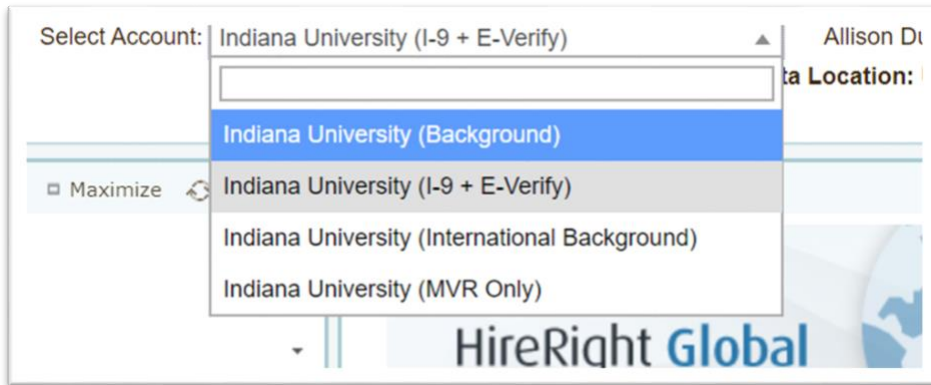
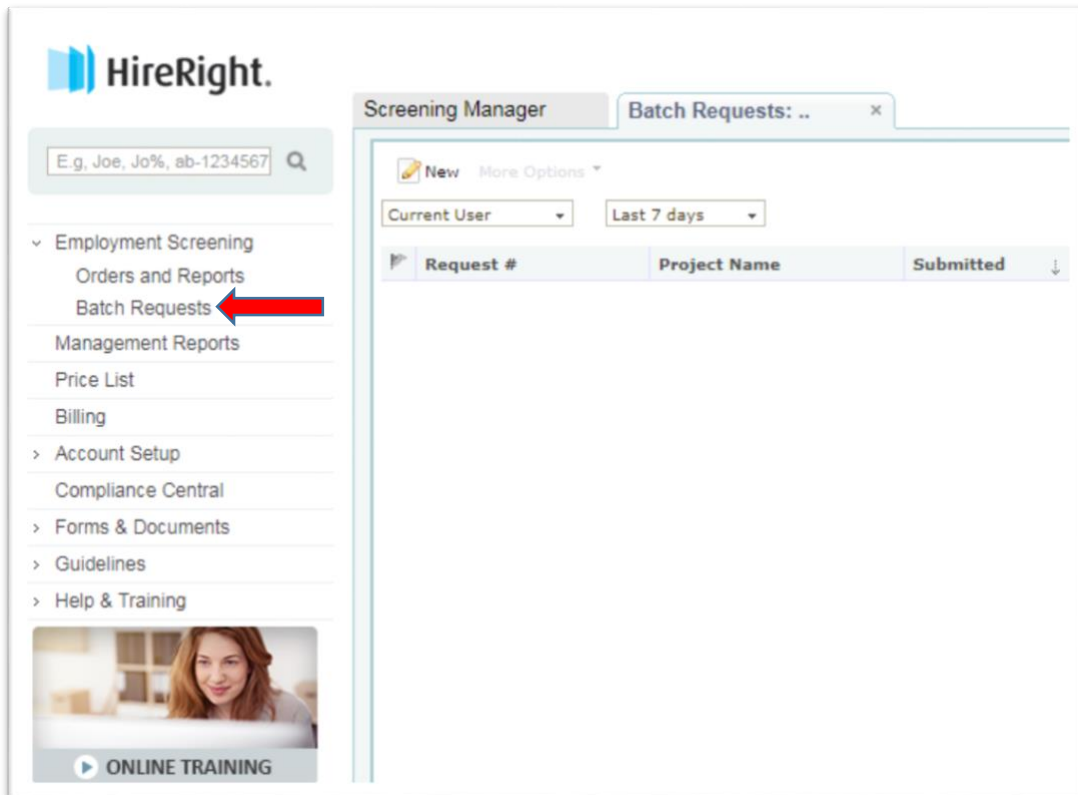


# How to Submit a Batch Order Background Check in the HireRight Platform

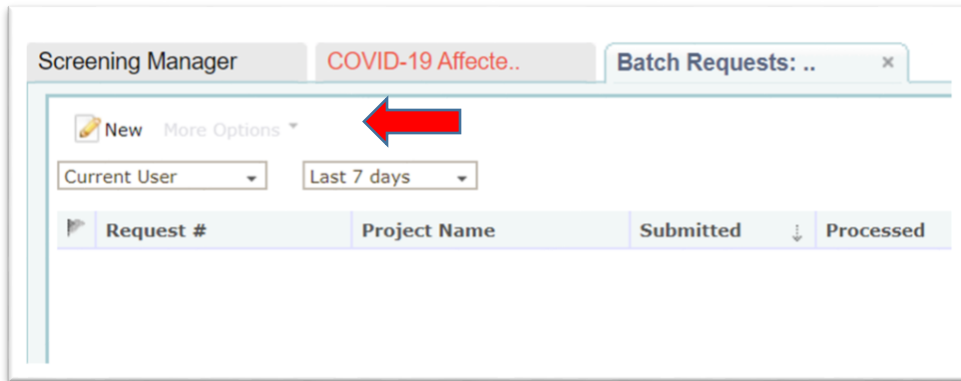
1. Toggle to the Indiana University (Background) option in the dropdown menu.



2. Select Batch Requests from under the *Employment Screening* menu.



3. Select "New Order"



4. Select the appropriate background check package you wish to run for all candidates/employees in your batch and click Next.
- a. Standard checks include hourly, staff, academic and most other hire types.
  - b. If you have an international hire, please visit IU's international background check website to determine if an international check is needed.
  - c. Education and professional checks are add on packages.




5. Make sure to select “Invite applicants to log on and complete background form”.

**Who will complete the background forms?**

*Selected service can only be Batch requested using the Invite Applicant Option*

Provide complete applicant data myself

Invite applicants to complete background forms 

**Job Location Default Address**

Job location is required for this batch request

Please provide a job location in your batch file.

If a job location is not provided, the business address located in the accounts "Preference option under "Account Set-up" for the account code will be used.

To provide a different Job Location, you will need to enter a Job Location in each row of the batch file. If the location field columns do not appear on your download file, download a new batch file template.

I have read and understand how job location will be assigned to this request. By submitting this batch file I confirm that the correct job location is being used.

6. Click Download Batch File Template

**Batch Upload - Select File**

You have selected the package: **Standard Check** [details](#). This package will be run on all candidates/employees listed in the file you are about to upload.

**Download Batch File Template**

To upload your batch request file:

1. Click **Download Batch File Template** button above and save the file to your desktop. You can skip this step if you already have template file from last time.
2. Open the file and enter candidate data.
3. Save the file to your desktop. Only .csv, .xls and .xlsx file-types are accepted.
4. Enter a Project Name in the field below.
5. Click **Browse** to locate and select your batch file.
6. Click **Upload**. HireRight will proof your file for errors.

The upload process can take several minutes depending on file size. Please do not close the window until uploading has been completed.

Project Name

Batch File **Browse**

7. Click on the Template to open the spreadsheet and begin creating the batch order.
8. Completing the Template

You must complete fields that are indicated as required. Optional fields may be left blank. If you need the template - click the **Download Batch File Template** button and save the file to your desktop. The template will show all required fields and will provide a description of format for each field. Enter your applicant information into the template and make sure to save the file as a .csv, .xls, and .xlsx file.

Never remove top two lines of instructions. The first two lines are reserved for column headers and instructions and our system will ignore any data in first two rows. This template is only intended for use when uploading the data to HireRight's site directly. Never email completed batch upload files unless doing so securely. Once you have completed all the requirements for the order, save your spreadsheet.

Account Code	User Login	First Name	Middle Name	Last Name	SSN	Date Of Birth	Country	State	Street Address	City	ZIP Code	Email Address	*** address	
	Required: Use the same value that is used in the Company ID field when logging into HireRight	Required: Use the same value that is used in the username field when logging into HireRight	Required: Applicant's/Employer's first name	Optional: Applicant's/Employer's middle name	Required: Applicant's/Employer's last name	Required: Applicant's/Employer's Social Security Number. Enter 9 digits	Optional: Applicant's/Employer's DOB, MM/DD/YYYY	Required: Two letter country code. Use US for USA, CA for Canada, GB for United Kingdom. Refer to ISO3166-1 for all countries	Required: Applicant's/Employer's Two letter US state or a complete state or province name	Required: Applicant's/Employer Street Address	Required: Applicant's/Employer City	Required: Applicant's/Employer's Zip Code	May be Required: Unless applicant does not have an email address, Applicant's/Employer's E-mail	May be Required: If email address not entered, Applicant's/Employer's E-mail
BC001	KSMITH	Ron		Jones			US	CA						
		Tod		Smith			US	CA						
		Teresa		James			US	OR						
		Sean		Roberts			US	NV						
		Brett		Smythe			US	NV						
		Jeff		Patel			US	WA						
		Sarah		Ramirez			US	WA						
		Steve		Martin			US	ID						
		Dennis		Blanca			US	WA						
		Georgia		Hamilton			US	NM						
		Susan		Sims			US	NM						
		Troy		Smith			US	AZ						
		Paul		Wine			US	AZ						

9. Upload a Completed Batch Order Template

Complete steps 4-6 in the screen shot below to:

Enter a project name into the *Project Name* field.

Note: Please do not email this file to HireRight; if you're having problems loading the file please contact HireRight Customer Service for assistance.

<https://www.hireright.com/customer-service>

Use the Browse button to locate and select your batch file to upload.

To upload your batch request file:

1. Click **Download Batch File Template** button above and save the file to your desktop. You can skip this step if you already have template file from last time.
2. Open the file and enter candidate data.
3. Save the file to your desktop. Only .csv, .xls and .xlsx file-types are accepted.
4. Enter a Project Name in the field below.
5. Click **Browse** to locate and select your batch file.
6. Click **Upload**. HireRight will proof your file for errors.

The upload process can take several minutes depending on file size. Please do not close the window until uploading has been completed.

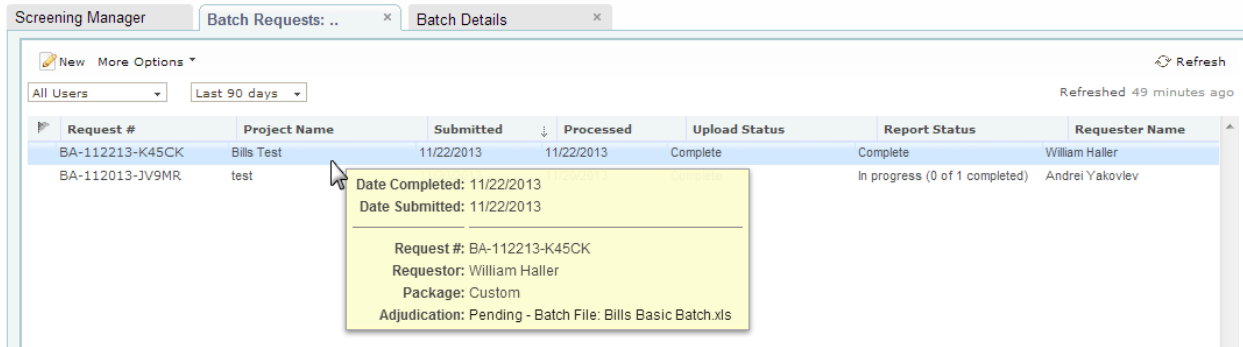
Project Name

Batch File

10. Click **Upload**. (Browse button changes to upload once you add your file.)

### 11. How to View your Batch Results

The summary report provides the overall status of batch upload as well as the summary of results. The Batch Requests tab includes the Upload Status and Report Status columns. Summary information can be seen by simply hovering your mouse over the request.



The screenshot shows the 'Batch Requests' tab in the Screening Manager. The table lists two requests. A tooltip is shown over the first row, displaying the following information:

Request #	Project Name	Submitted	Processed	Upload Status	Report Status	Requester Name
BA-112213-K45CK	Bills Test	11/22/2013	11/22/2013	Complete	Complete	William Haller
BA-112013-JV9MR	test				In progress (0 of 1 completed)	Andrei Yakovlev

Tooltip details for BA-112213-K45CK:

- Date Completed: 11/22/2013
- Date Submitted: 11/22/2013
- Request #: BA-112213-K45CK
- Requestor: William Haller
- Package: Custom
- Adjudication: Pending - Batch File: Bills Basic Batch.xls