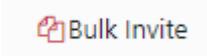
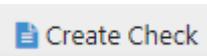


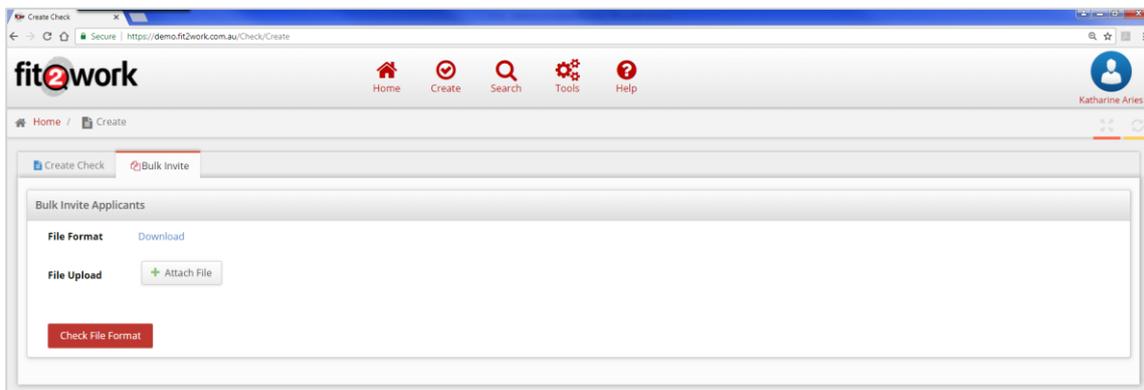


Requesting Checks Bulk Invites

The bulk invite option allows for invites to be sent to multiple applicants by entering the data into

an excel spreadsheet. After clicking on the  icon, this page can be accessed by clicking on

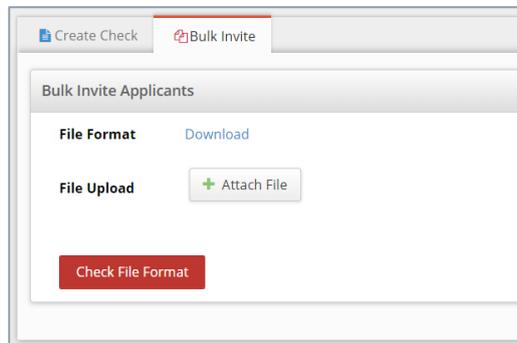
the  tab next to the  tab. The spreadsheet can then be downloaded by clicking the 'Download' button shown in the screenshot below:



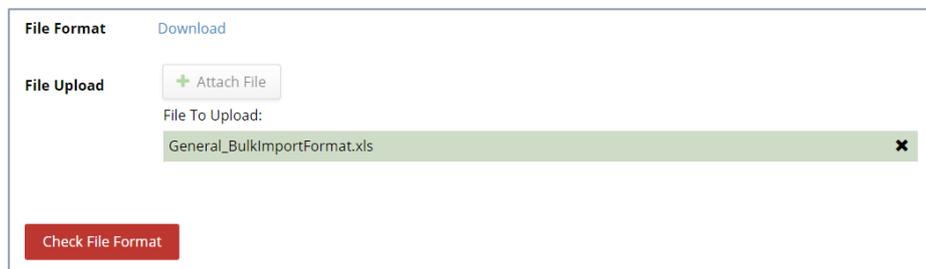
Once the spreadsheet is open, enter the details in the relevant columns. As shown below:

	A	B	C	D	E	F	G	H	I	J	K
1	Employee Id (Optional)	Given Name	Middle Name	Family Name	Email	Work Group (optional)	Purpose (optional)	Cost Centre (optional)	Mobile Number (optional)		
2	Emp 1	John		Citizen	john@example.com	Administration	administrative work within a hospital environment.				
3	Emp 2	Sam	Peter	Blair	sam@example.com						
4											
5											
6											
7											
8											

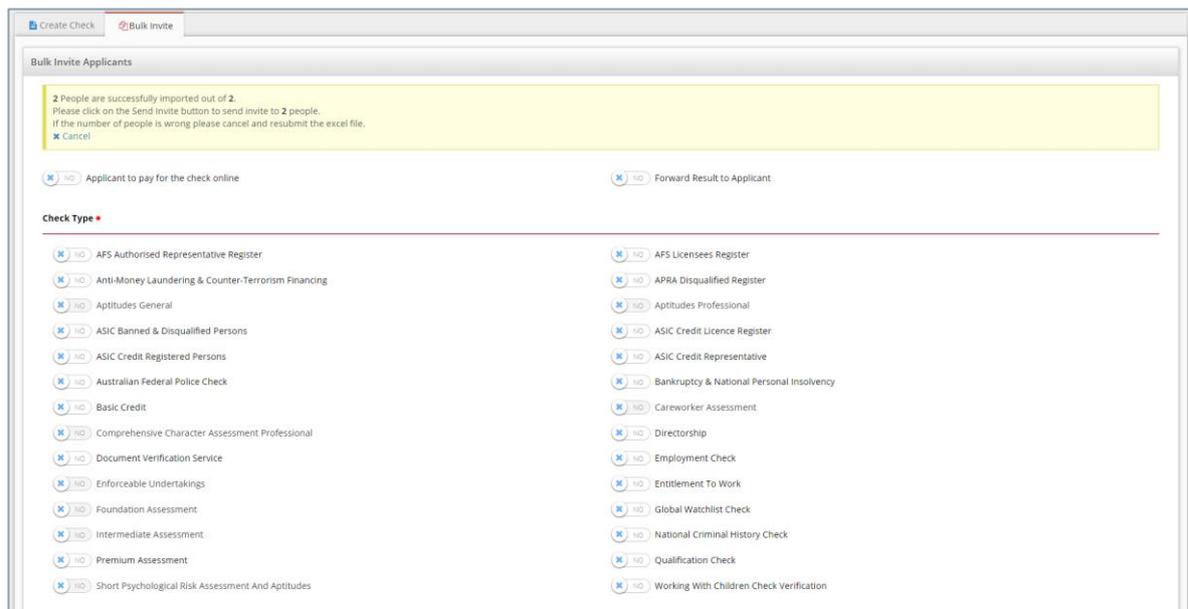
Upon entering the correct information into the spreadsheet, save the file to your desktop. From here, select the attach file button:



Once the file is attached, click the 'Check File Format' button:



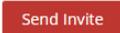
This will check that all the data entered is correct. For example if you add a Work Group or Purpose these must be an exact match to a work group or purpose in your *fit2work* dashboard. As a reminder, the Purpose field is only required for Australian Police Checks. If all fields are correct, the system should allow you to proceed to the next step shown below:



If the information on the spreadsheet is not entered correctly, the system will list the specific errors which need to be rectified.

Upon successfully checking the file format, you can then select yes/no to the 'applicant to pay for the check online' and 'forward result to applicant' options.

Select the required checks, then set an email subject line and body. This can also be done by selecting any email templates that have been created from your templates section, or can be

typed directly into the fields provided, before simply clicking . This will generate emails to be sent to all your listed Candidates within the spreadsheet inviting them to complete their *fit2work* checks for your organisation.