



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 create icon, this page can be accessed by clicking on

the tab next to the constant to the tab next to the downloaded by clicking the 'Download' button shown in the screenshot below:

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

ļ	AutoSave 💿 Off	⊟ 5	• @ - •					General_BulkImportForma	t.xls - Compatibility Mode -	Excel		
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12	12 • · · · × · · · f_r											
	А		в	с	D	E	F	G	н	I.	J	к
1	Employee Id (O	ptional)	Given Name	Middle Name	Family Name	Email	Work Group (optional)	Purpose (optional)	Cost Centre (optional)	Mobile Number	(optional)
								administrative work within a				
2	Emp 1		John		Citizen	john@example.com	Administration	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:

🖹 Create Check	Bulk Invite		
Bulk Invite Applicants			
File Format	Download		
File Upload	+ Attach File		
Check File Format			

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

File Format	Download	
File Upload	+ Attach File	
	File To Upload:	
	General_BulkImportFormat.xls	×
Check File For	rmat	

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:

create Check 2Bulk Invite	
lk Invite Applicants	
2 People are successfully imported out of 2. Please click on the Send Invite button to send invite to 2 people. If the number of people is wrong please cancel and resubmit the excel file. X Cancel	
Applicant to pay for the check online	(X) NO) Forward Result to Applicant
Check Type •	
× NO AFS Authorised Representative Register	(*) voi AFS Licensees Register
Anti-Money Laundering & Counter-Terrorism Financing	APRA Disqualified Register
X NO Aptitudes General	Aptitudes Professional
(X) 100 ASIC Banned & Disqualified Persons	X SIC Credit Licence Register
(X) 100 ASIC Credit Registered Persons	ASIC Credit Representative
(X) NO Australian Federal Police Check	(K) NO Bankruptcy & National Personal Insolvency
Basic Credit	(X) NO Careworker Assessment
Comprehensive Character Assessment Professional	(R) IIIO Directorship
Document Verification Service	Employment Check
Enforceable Undertakings	Entitlement To Work
Soundation Assessment	(X) 100 Global Watchlist Check
× NO Intermediate Assessment	National Criminal History Check
R Premium Assessment	(K) NO Qualification Check
(X) IIIO) Short Psychological Risk Assessment And Aptitudes	(X) NO Working With Children Check Verification

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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.