
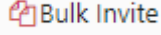
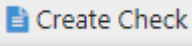
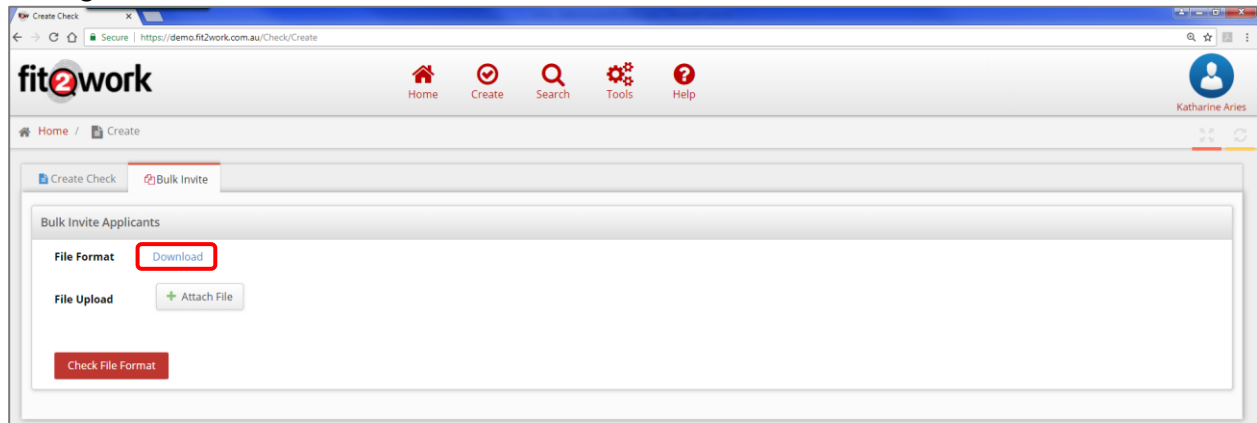


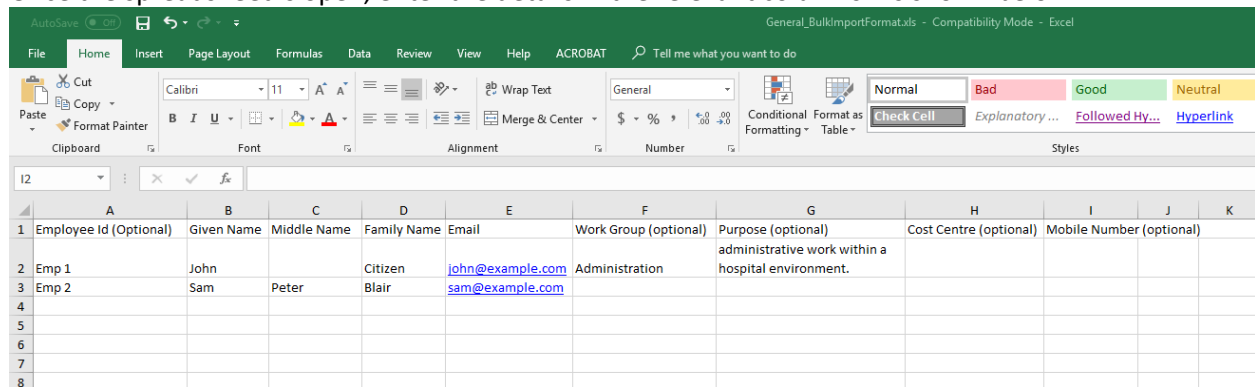
# Requesting Checks – Bulk Invites

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

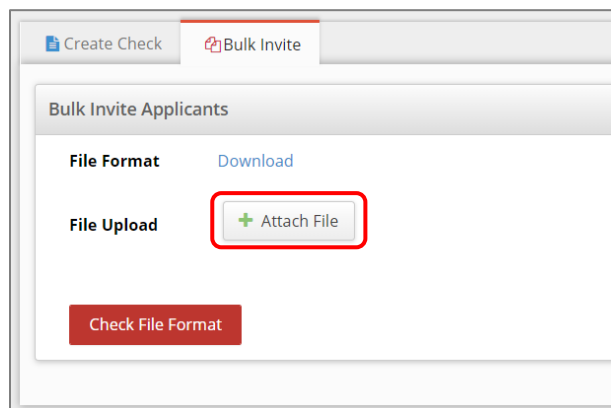


Once the spreadsheet is open, enter the details in the relevant columns. As shown below:



	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	<a href="mailto:john@example.com">john@example.com</a>	Administration	administrative work within a				
3	Emp 2	Sam	Peter	Blair	<a href="mailto:sam@example.com">sam@example.com</a>		hospital environment.				
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:

**File Format** [Download](#)

**File Upload** + Attach File

File To Upload:

General\_BulkImportFormat.xls ✕

Check File Format

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](#) [Bulk Invite](#)

**Bulk 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.  
✕ Cancel

Applicant to pay for the check online   Forward Result to Applicant

**Check Type** ▼

<input checked="" type="checkbox"/> <input type="checkbox"/> AFS Authorised Representative Register	<input checked="" type="checkbox"/> <input type="checkbox"/> AFS Licensees Register
<input checked="" type="checkbox"/> <input type="checkbox"/> Anti-Money Laundering & Counter-Terrorism Financing	<input checked="" type="checkbox"/> <input type="checkbox"/> APRA Disqualified Register
<input checked="" type="checkbox"/> <input type="checkbox"/> Aptitudes General	<input checked="" type="checkbox"/> <input type="checkbox"/> Aptitudes Professional
<input checked="" type="checkbox"/> <input type="checkbox"/> ASIC Banned & Disqualified Persons	<input checked="" type="checkbox"/> <input type="checkbox"/> ASIC Credit Licence Register
<input checked="" type="checkbox"/> <input type="checkbox"/> ASIC Credit Registered Persons	<input checked="" type="checkbox"/> <input type="checkbox"/> ASIC Credit Representative
<input checked="" type="checkbox"/> <input type="checkbox"/> Australian Federal Police Check	<input checked="" type="checkbox"/> <input type="checkbox"/> Bankruptcy & National Personal Insolvency
<input checked="" type="checkbox"/> <input type="checkbox"/> Basic Credit	<input checked="" type="checkbox"/> <input type="checkbox"/> Careworker Assessment
<input checked="" type="checkbox"/> <input type="checkbox"/> Comprehensive Character Assessment Professional	<input checked="" type="checkbox"/> <input type="checkbox"/> Directorship
<input checked="" type="checkbox"/> <input type="checkbox"/> Document Verification Service	<input checked="" type="checkbox"/> <input type="checkbox"/> Employment Check
<input checked="" type="checkbox"/> <input type="checkbox"/> Enforceable Undertakings	<input checked="" type="checkbox"/> <input type="checkbox"/> Entitlement To Work
<input checked="" type="checkbox"/> <input type="checkbox"/> Foundation Assessment	<input checked="" type="checkbox"/> <input type="checkbox"/> Global Watchlist Check
<input checked="" type="checkbox"/> <input type="checkbox"/> Intermediate Assessment	<input checked="" type="checkbox"/> <input type="checkbox"/> National Criminal History Check
<input checked="" type="checkbox"/> <input type="checkbox"/> Premium Assessment	<input checked="" type="checkbox"/> <input type="checkbox"/> Qualification Check
<input checked="" type="checkbox"/> <input type="checkbox"/> Short Psychological Risk Assessment And Aptitudes	<input checked="" type="checkbox"/> <input type="checkbox"/> Working With Children Check Verification

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 Send Invite. 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.