

Mayflower Disclosure Services Ltd

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Basic Application Manager User Guide – Basic DBS and Basic Scotland checks.



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Application Manager Guidance Notes - Basic

An online DBS check can be completed by accessing the internet from any device that has this facility. The software is simplistic and easy to use. You can gain access to the system within minutes.

You have been granted access to our online DBS Application System in the role of an Application Manager. An Application Manager can view all applications created under the organisation or specific division they have been created under. An Application Manager can stipulate what ID has been seen in relation to an applicant. After an applicant's ID has been verified an Application Manager has the authority to approve an application for submission.

Logging onto the System

Please enter the following address into your web browser:

Go to our website www.dbsdirect.co.uk and click on the "[Log in](#)" from the top menu – scroll down and select the **Green Box - Application Managers/ID Checkers**.

Or the direct link is <https://dbsdirect.co.uk/crb-application.php>

Please note at this stage of the process, your login details are case sensitive.

- Click on '**Application Manager/ID Checker**'.
- Enter your company Organisation Reference - this will have been supplied to you in an automated email (**if you cannot remember this please click on the 'Forgotten your login details?' icon at the bottom of the screen to be sent a reminder**).
- Enter your Username.
- Enter your Date of Birth (**for first initial login please ensure you enter the default date of birth 01 Jan 1998. Failure to do so will deny you access to the system**).

Mayflower
Online Disclosures

Application Management

Use the sign in below if you have a user account for the organisation to access submitted eBulkPlus applications.

ORGANISATION REFERENCE *

USERNAME *

DATE OF BIRTH *

DD ▼ MM ▼ YYYY ▼

ENTER

FIRST LOGIN:
Please note that when you login for the first time you must enter the temporary Date of Birth and password as supplied to you in the two automated login emails, these can be changed to your own choice.

[Forgotten your login details?](#)
[Forgotten your password?](#)

Applicant Consent Form Rehabilitation of ex-offenders Policy Template Payments Cancellations Policy Payments Delivery Policy Payments Privacy Policy
Mayflower is an approved Registered Body with the Disclosure and Barring Service.

(Version 14.0.8) Powered by eBulkPlus ©

Screen Shot 1

- Once you have completed this section click '**Enter**'.
- Enter your password (this will be supplied to you in an automated email) – see screen shot 2 below (**If you cannot remember this please click on the '*Forgotten your password?*' icon at the bottom of the screen to be sent a new one-time password**).

If you have difficulty gaining access to the system, please contact mayflower@dbsdirect.co.uk, however please ensure the first time you login that you have not been denied access because of entering your own date of birth. **The first time you login you must enter the temporary default date of birth 01 Jan 1998.**

Mayflower
Online Disclosures

Application Management

Please enter your password.

PASSWORD *

LOGIN

FIRST LOGIN:
Please note that when you login for the first time you must enter the temporary Date of Birth and password as supplied to you in the two automated login emails, these can be changed to your own choice.

[Forgotten your password?](#)

Screen Shot 2

- Please note, after initial login you will be required to set your own password and enter your own date of birth for future login purposes.
- Please re-enter into the '**Current Password**' field the temporary password you received in your initial e-mail and then create your own unique password (see screen shot 3 below).
- The password you create must be between 8 & 30 characters containing at least one upper case letter, one lower case letter, one special character and at least one number.
- Please then enter a date of birth of your choice for future login purposes.
- Please then click '**Update**'.

System Security

Please create a new password and enter your Date of Birth. These details will then be used for all future system access to the Application Management section.

The password must be between 8-30 alphanumeric characters with no whitespace and contain one upper case letter and one lower case letter. It must also contain at least one special character and at least one digit.

Your Login Details

CURRENT PASSWORD:

NEW PASSWORD:

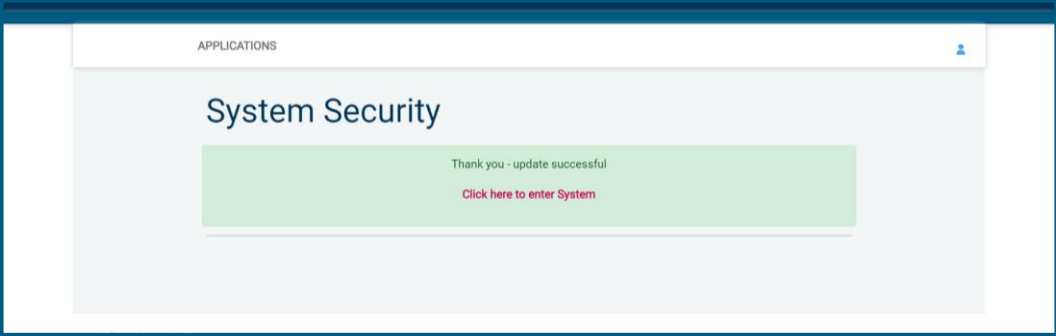
CONFIRM NEW PASSWORD:

DATE OF BIRTH:
01 Jan 2001

BACK UPDATE

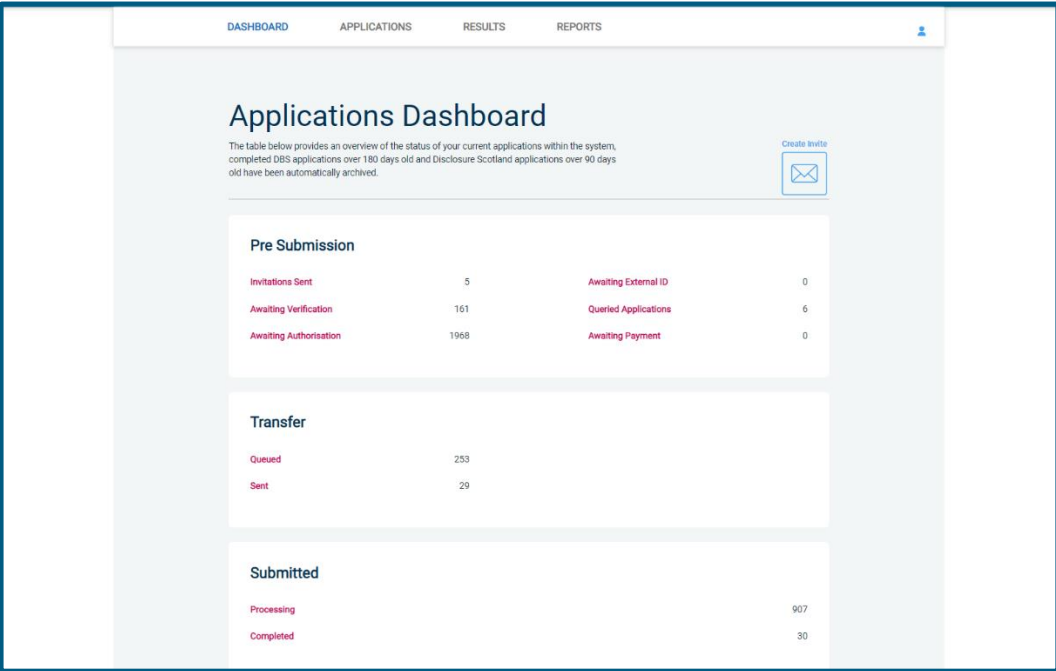
Screen Shot 3

- If you have successfully created your own password, you will now be able to enter the system by clicking the ‘**Click here to enter System**’ icon in the green box (please note you do not need to re-enter your password details once the green box has appeared).



Screen Shot 4

- This will now take you to the ‘**Dashboard**’ (see screen shot 5 below).



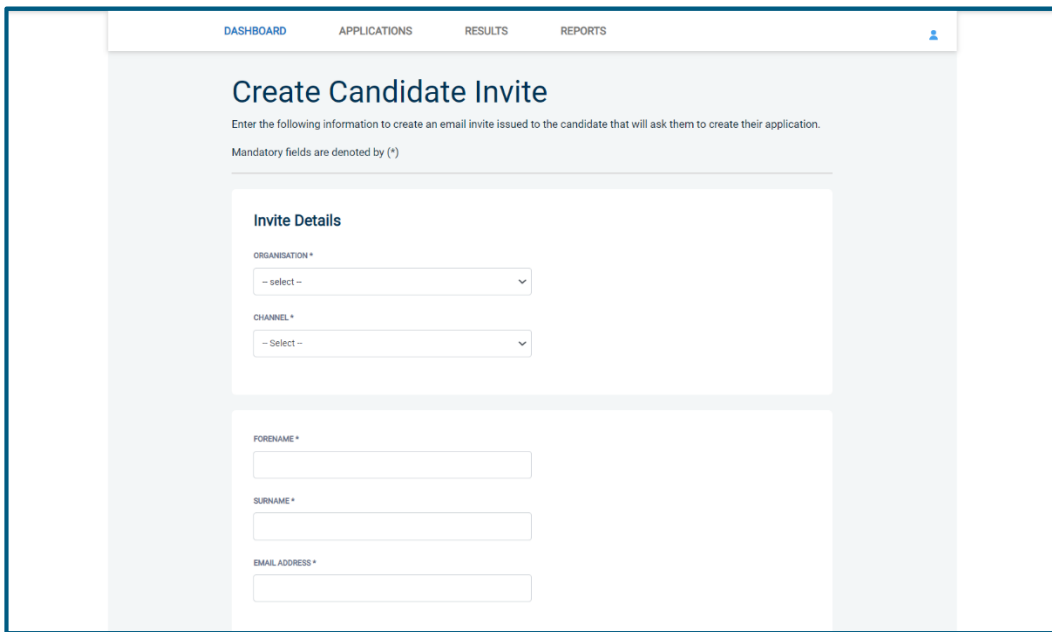
Screen Shot 5

Inviting an applicant to submit their application

You can generate an email invite to an applicant(s) inviting them to submit their application, from within your Dashboard. This can be done by clicking the 'Create Invite' button at the top of the dashboard.

You will be taken to the invitation page where you can generate your invite (screenshot 6 below).

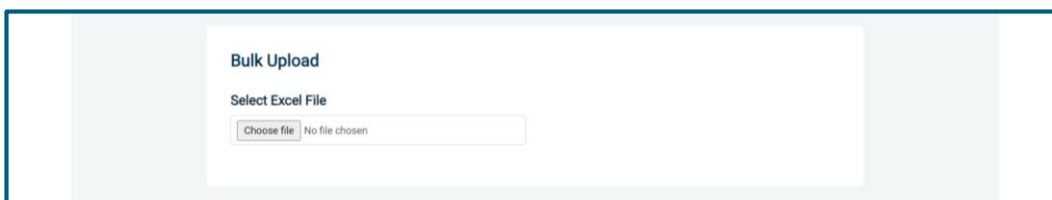
- You will need to select the 'Organisation' that you wish the applicant to create their application under, you will be able to select any organisations that you are linked to. You will then need to select the level of check that you require the applicant to submit from the 'Channel' drop-down field below.
- You are then required to enter the applicant's forename, surname and email address into the boxes provided. If you wish to invite more than one applicant to create this specific level of check for this specific organisation you can click the '**Add Candidate**' button as many times as required to invite multiple applicants.



The screenshot shows the 'Create Candidate Invite' page. At the top, there are navigation tabs: DASHBOARD, APPLICATIONS, RESULTS, and REPORTS. The main heading is 'Create Candidate Invite'. Below the heading, there is a sub-heading 'Invite Details' and a note: 'Enter the following information to create an email invite issued to the candidate that will ask them to create their application. Mandatory fields are denoted by (*)'. The form contains several fields: 'ORGANISATION*' (a dropdown menu with '- select -'), 'CHANNEL*' (a dropdown menu with '- Select -'), 'FORENAME*' (a text input field), 'SURNAME*' (a text input field), and 'EMAIL ADDRESS*' (a text input field).

Screen Shot 6

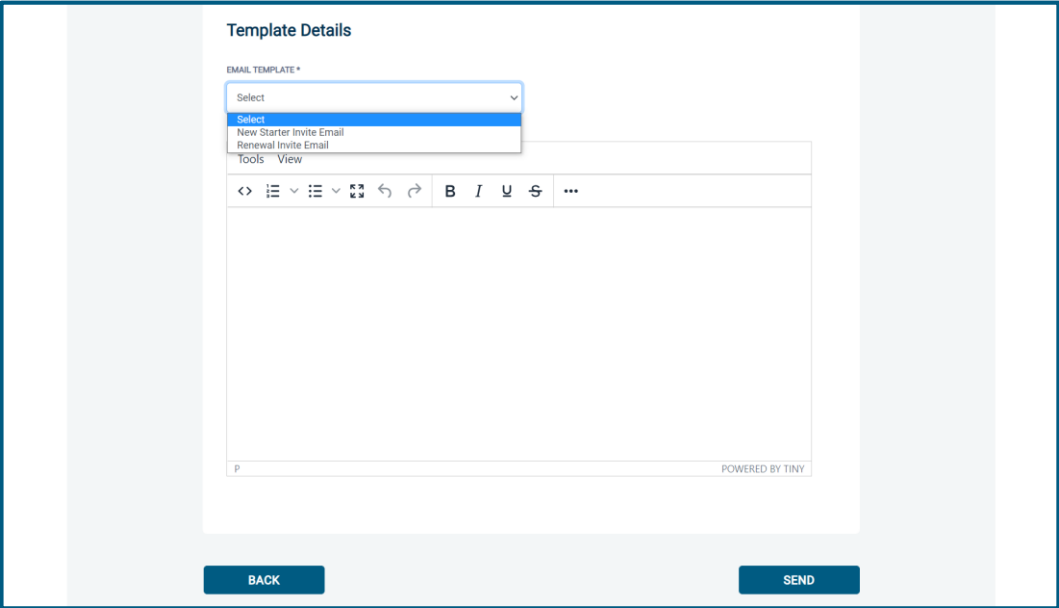
- If you need to invite a large list of individuals, you can use the '**Bulk Upload**' feature instead allowing you to upload a spreadsheet of applicants to be invited (screenshot 7 below). If you wish to use this feature, please leave the forename, surname, and email address fields blank and instead upload a pre-created spreadsheet. A blank template is provided in the footer if required. **The spreadsheet must contain 3 columns only (Forename, Surname, Email address), any invalid data contained in the spreadsheet when uploaded will fail validation and be highlighted to you at the top of the screen.**



The screenshot shows the 'Bulk Upload' section. It has a heading 'Bulk Upload' and a sub-heading 'Select Excel File'. Below the sub-heading, there is a file selection button labeled 'Choose file' and a text box that says 'No file chosen'.

Screen Shot 7

- Next, you are required to select a template from the 'Email Template' drop-down field (screenshot 8 below). You will be able to choose from either a 'New Starter Invite Email' or a 'Renewal Invite Email'. Selecting one of these will populate the content of the invite email on-screen for you to review and amend if required. The pre-populated wording of these templates will either be the default wording coded into our system or a bespoke template for your organisation.
- Finally, click 'Send' to generate the invite to issue the invite to the applicant(s) entered.



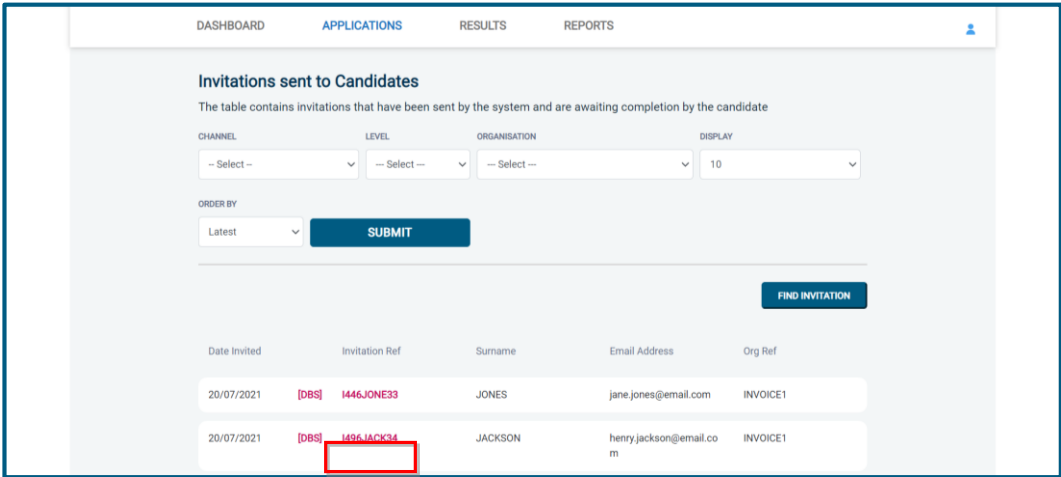
Screen Shot 8

How to track/chase invitations

Step 1 - Once invitations have been generated and sent, they are stored in the system until the applicant creates their application from the invite they have been sent. On the Dashboard page (see screen shot 5 above), in the top box entitled **Pre-Submission**, click on **'Invitations Sent'**.

You will be able to see the invitations that have been sent, waiting for the applicant to create their application. **Please note, when an applicant has created their application from the invite they have received, it will move from this dashboard folder and into the 'Awaiting Verification' folder.**

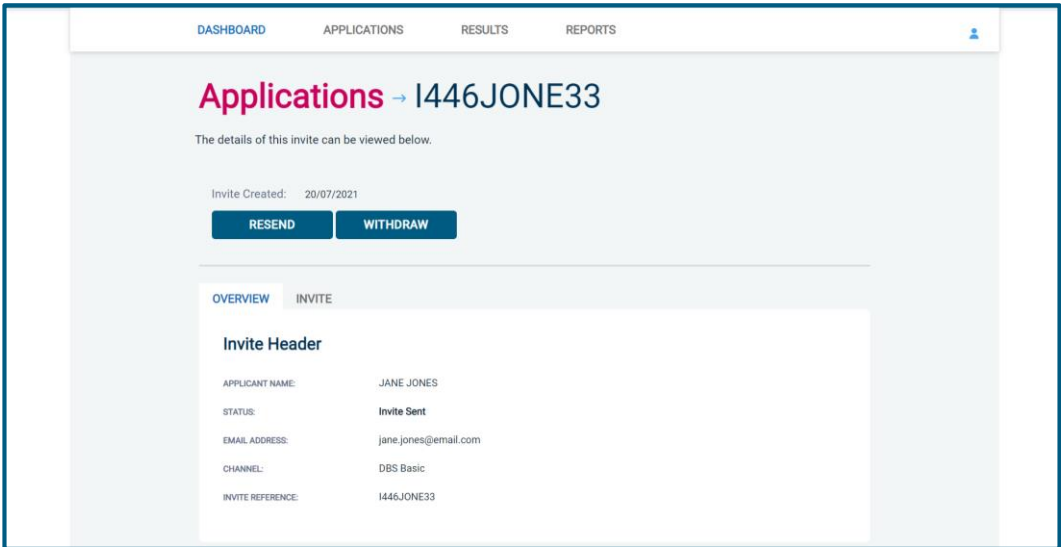
Note: you don't have to use the invitation feature. Any applications that have been created independently will appear in the 'Awaiting Verification' folder.



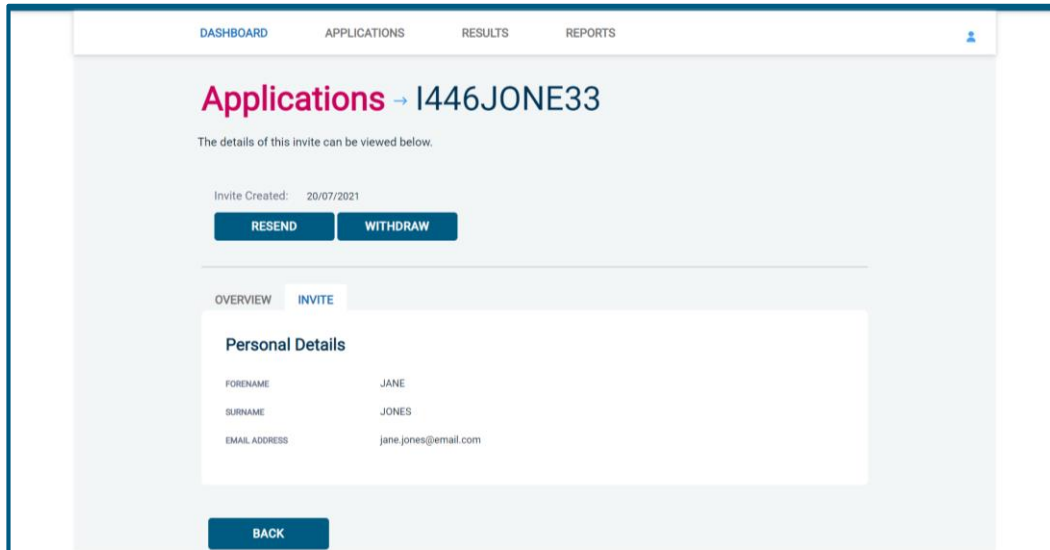
Screen Shot 9

Step 2 - Opening an invite: Click on an applicant's reference number to open their invitation (see screen shot 9 above)

Step 3 – Overview, you will now see two tabs of the invitation (see screen shots 10 & 11 below)



Screen Shot 10



Screen Shot 11

Step 4 – Invitation, to view the details entered for the invitation click the 'Invite' tab. If these details are incorrect, these can be updated by a user with the appropriate access (see screen shot 11).

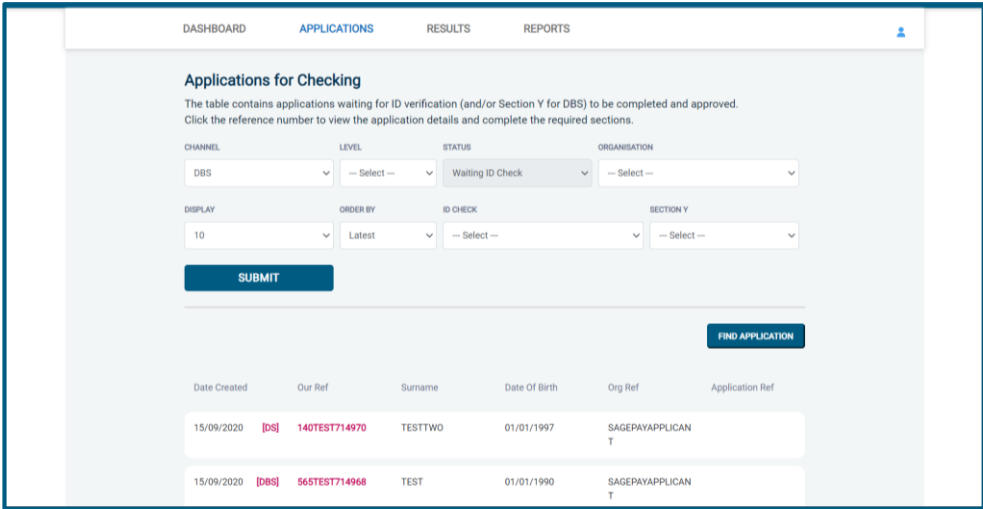
Step 5 – Chasing an invitation

- If you wish to resend the invitation, please click the '**Resend**' button at the top of the page. This will resend the original invitation email to the email address detailed on the 'Invite' tab.
- Invitations will be automatically chased by the system at a default chase pattern of 3 times every 3 days unless a different chase pattern has been configured for your organisation. After the final chase, the applicant will then have a further 30 days to create their application until the invitation is automatically withdrawn by the system.
- If the invitation is no longer required, it can be withdrawn at any time using the '**Withdraw**' button at the top of the page. This will remove the invite from the '**Invitations Sent**' folder.

How to verify ID – Basic Disclosures

Step 1 – On the Dashboard page (see screen shot 5 above), in the top left-hand box entitled **Pre-Submission**, click on **'Awaiting Verification'**. Please note that you will be able to see the total number of DBS and/or Disclosure Scotland basic application forms you have awaiting ID verification.

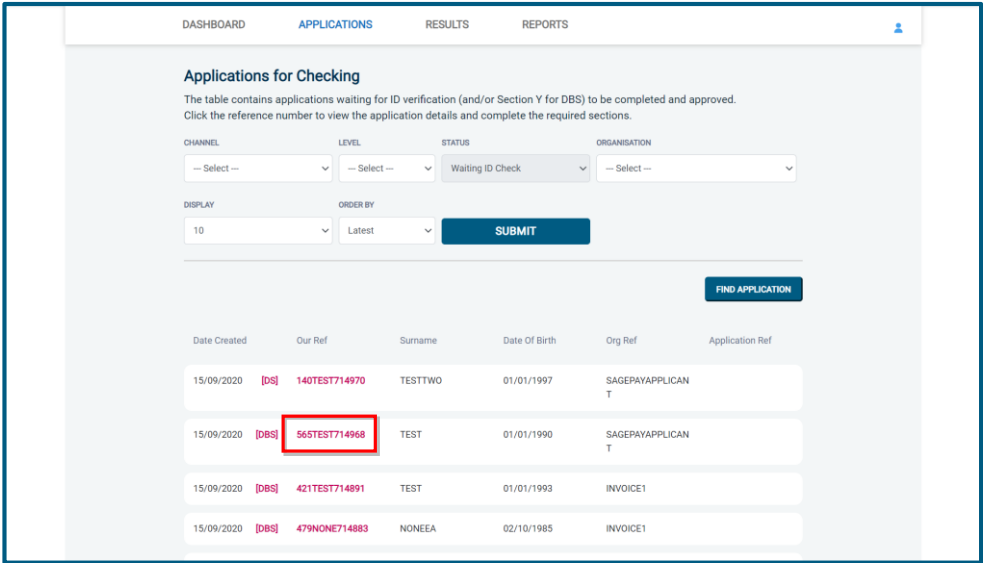
The applications in this folder can be filtered using the **'Channel'** and **'Level'** drop-down menus from the grey toolbar. These can be used to only see DBS basic applications, or only Disclosure Scotland basic applications.



Screen Shot 12

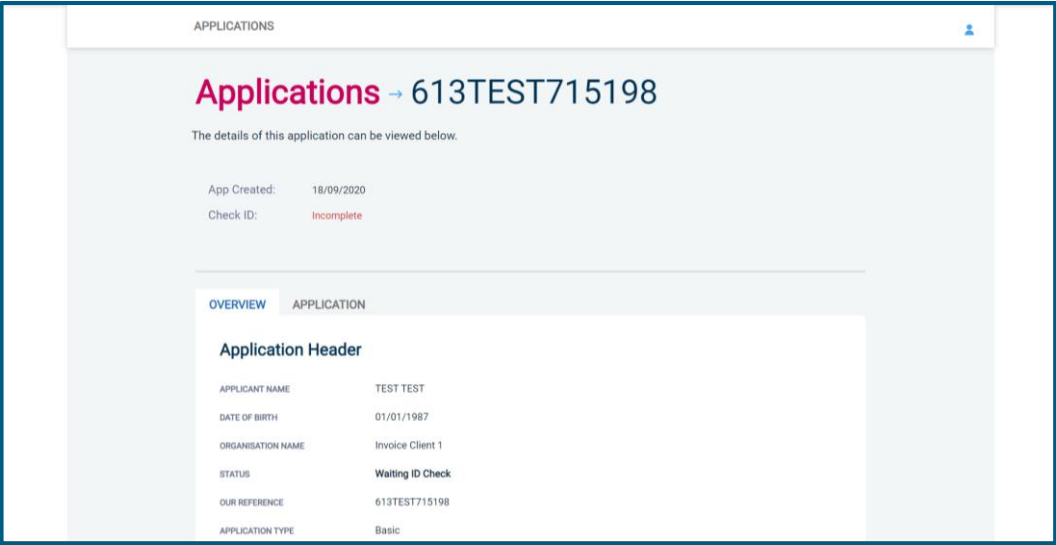
Step 2 - Opening an application form:

Click on an applicant's reference number to open up their application form (see screen shot 13 below)



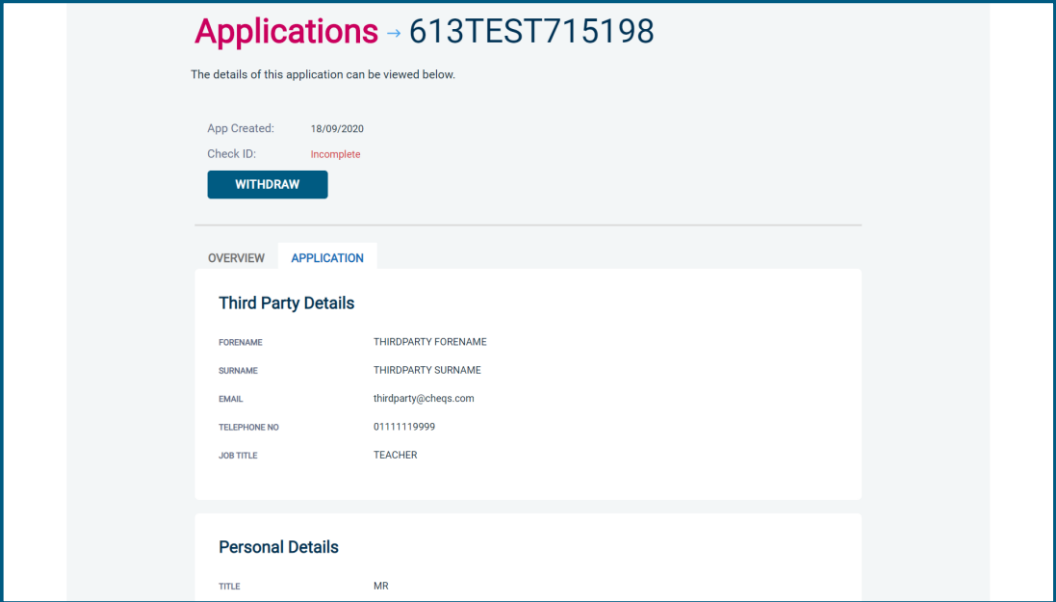
Screen Shot 13

Step 3 – Overview, you will now see two tabs of the applicant’s completed form (see screen shots 14 & 15 below).



Screen Shot 14

Step 4 – Application, to view the application details entered by the applicant, click on the ‘**Application**’ tab. Here you can see the entire application submitted by the applicant, this can be used to ensure the correct job role has been entered or to verify any ID given by the applicant in a previous surname or previous address (see screen shot 15).

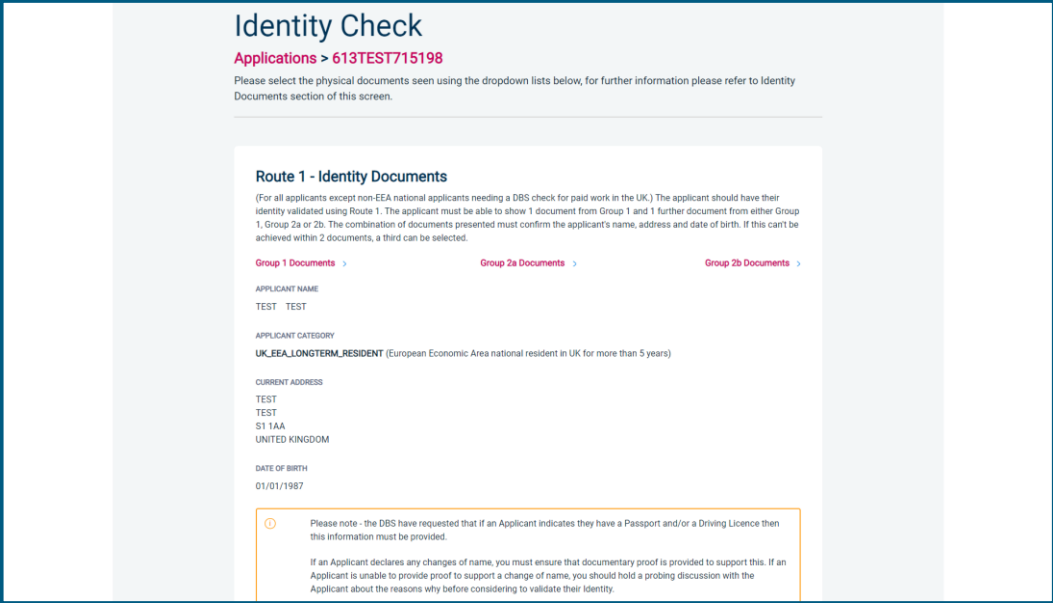


Screen Shot 15

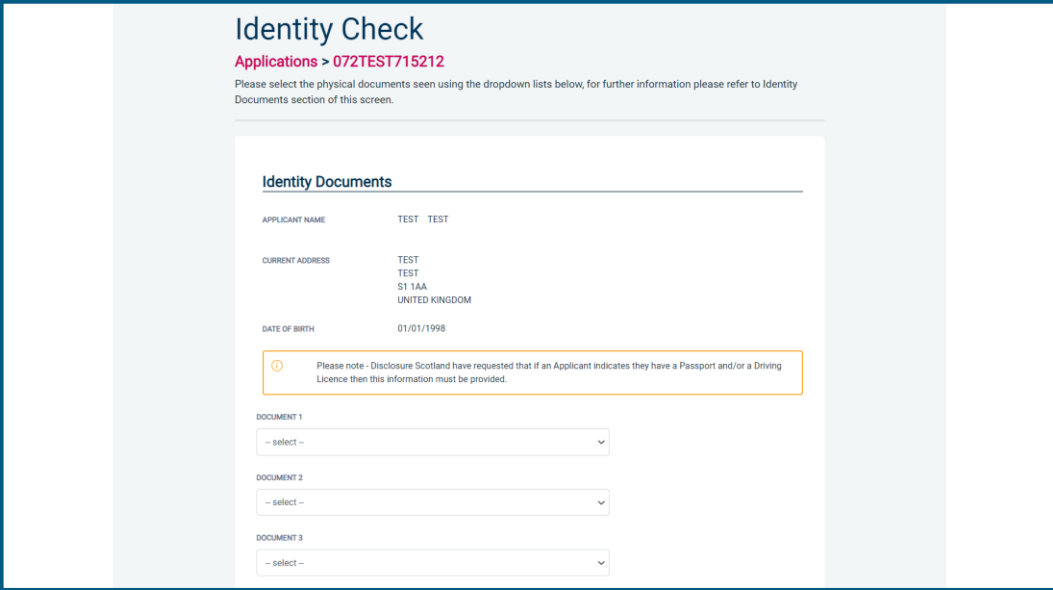
Step 5 - Verifying ID

- You will notice at the top of the screen a box which highlights if the ID has been verified or not (see screen shot 14 above), with a section completion date. It will say in red ‘**Incomplete**’ if the section has not been completed. If there is a date entered it means that this action has been completed and will show the date that it was carried out on.

- To complete the ID verification section, click on **'Complete ID Check'** (see screen shot 14 above), access to this section is located in two places – at the top of the screen or on the overview of the actual form itself. You will now be on the ID screen (see screen shots 16 & 17 below).



Screen Shot 16 – DBS Basic ID screen



Screen Shot 17 – Disclosure Scotland Basic ID screen

What you must do as part of the ID Checking process

The applicant must provide a range of ID documents as part of the DBS check application process. As an employer you must:

- follow the ID checking process routes as outlined
- check and validate the information provided by the applicant on the application form
- establish the true identity of the applicant through the examination of a range of documents as set out in this guidance
- make sure the applicant provides details of all names by which they have been known
- make sure the applicant provides details of all addresses where they have lived in the last five years
- check that the online application is fully completed and the information it contains is accurate.
- you must only accept valid, current and original documentation
- you must not accept photocopies
- you must not accept documentation printed from the internet e.g. internet bank statements
- identity information for the applicant's name, date of birth and address recorded on the online application form must be validated
- you should in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness
- all documents must be in the applicant's current name
- one document must confirm the applicant's date of birth
- you must ensure that the applicant declares all previous name changes and provides documentary proof to support the change of name. If the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why before considering validating their identity
- you must see at least one document to confirm the applicant's current address, in accordance with the guidance
- a document from each of the groups should be included only once in the document count e.g. don't accept two bank statements as two of the required documents, if they are from the same bank
- you should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents

For DBS basic applications, our online application system will automatically ascertain the route that should (or must) be taken based on the nationality and country of birth stated by an applicant within their application form. If an applicant does not hold sufficient ID to be able to go through Route 1, you will then be required to click the 'Unable to verify ID via Route 1 – proceed to Route 2' button at the bottom of the screen.

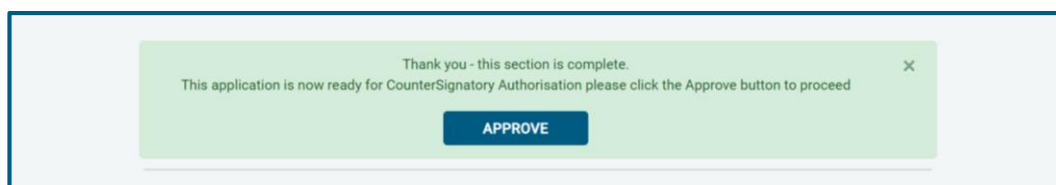
- Please select the ID the applicant has provided for you from the drop-down boxes. Guidance notes can be found on the right-hand side of the screen and are in accordance with the DBS or Disclosure Scotland Code of Practice. Please ensure at all times that you follow the ID checking rules e.g. do not accept a utility bill if it is more than 3 months old or do not accept an out of date passport.
- Ensure that you confirm from the drop-down boxes that you have verified a document showing the applicant's address and also that you have verified their date of birth.
- If a Cost Code or Personnel Number is required to be assigned to the specific application, this can be entered in the Cost Code / Personnel Number field.
- Now click 'Save' and then click the 'Return to Application' icon in the green box located at the top of the screen.
- Once the ID Check has been saved, if you realise that it has been completed incorrectly or through the wrong route, you can reset the ID Check section and complete it again if required. Please note, you will only be able to do this if you have been assigned the appropriate user privilege to do so. To do this, go back into the ID Check screen and click the 'Reset ID Check' button found at the bottom of the screen.



Please note, that if an applicant cannot verify their identity via the routes available on screen, they will not be able to process their application through the online application system. If the identity cannot be satisfactorily verified, a basic application cannot be processed.

A full list of acceptable ID for both the DBS and Disclosure Scotland can be found at the end of this guide

- Finally scroll to the top of the screen to the green box and click 'Approve' or 'Pay Now' button..



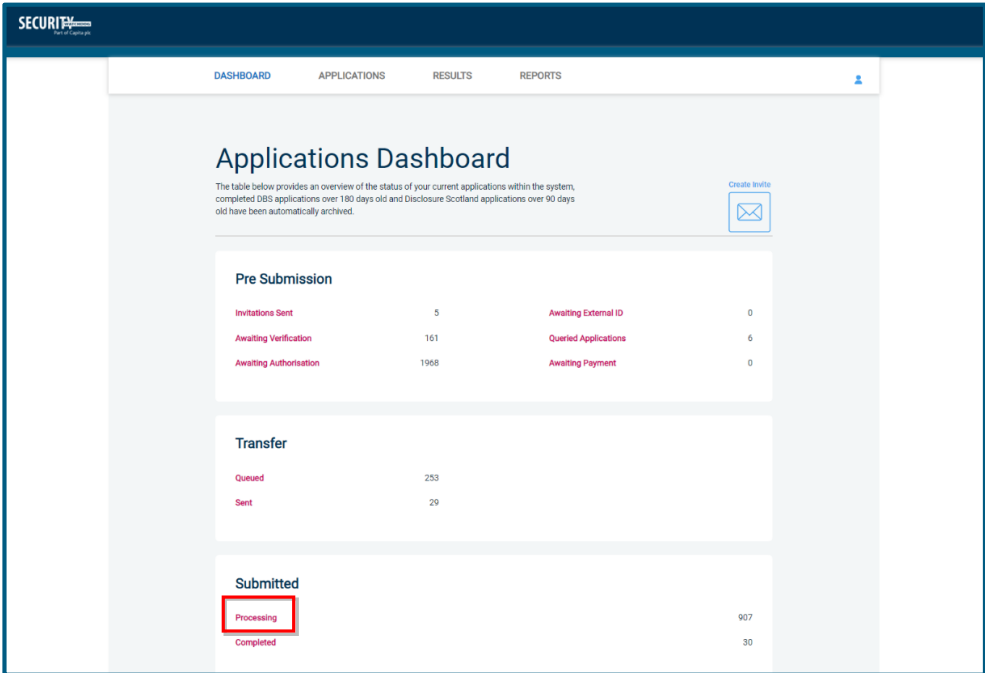
- Please ensure you click on 'Approve' or 'Pay Now' button – failure to do so will result in the form not being submitted for Countersignatory Authorisation.
- You have now completed this section; you will have no further action to take. The form will automatically transfer to us to be countersigned, ready for onwards transmission to the DBS or Disclosure Scotland.
- * If an application does require further clarification from us prior to submission, a query will be flagged on the application and we will contact you for clarification. During this time, a copy of the application record move into the 'Queried Applications' folder on the Dashboard (see Screen Shot 5) *
- Once a form has been countersigned by us, the application will be moved to the 'Transfer' section. Applications at this stage are awaiting collection by the DBS or Disclosure Scotland. Once they have collected them, they will move into the processing stage – please see below for further details.

NB. Once an application has been approved and transferred to the Countersignatory section you are liable for all charges.

DBS Processing

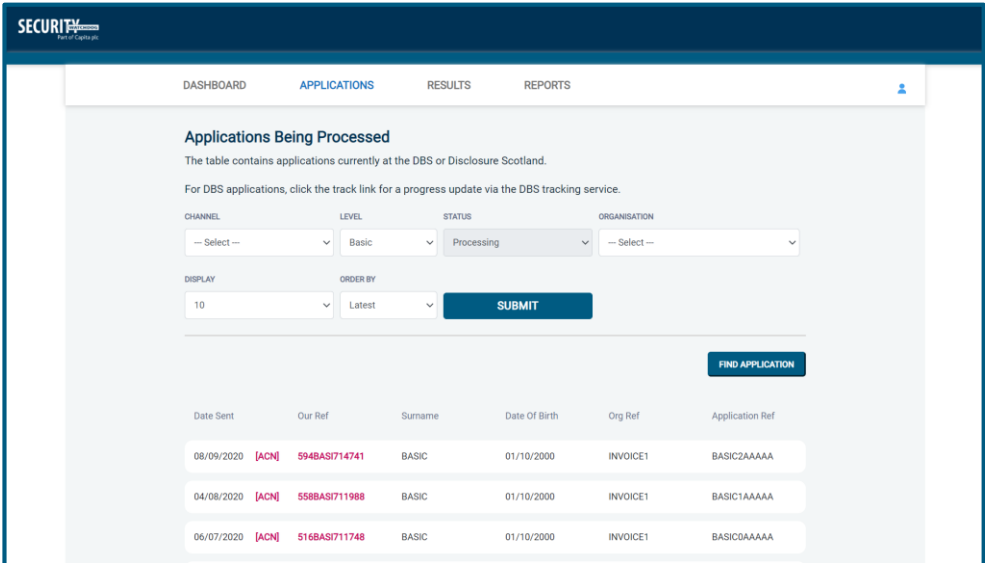
Step 1 – Tracking an application – see screen shot 18.

- On the Dashboard you will see towards the bottom of the screen, a box called ‘Submitted’.



Screen Shot 18

- To view all applications currently being processed by DBS or Disclosure Scotland, click on ‘Processing’ (see screen shot 19). This will take you to a screen which will show all the applications for your company that are currently being processed. To view an individual’s application, click on their reference number - this will take you directly into the application form you wish to view (see screen shot 19).



Screen Shot 19

Completed Results – Basic DBS

Results with content i.e. applicant has a criminal record

Step 1 - Notification – see screen shot 20.

- The DBS will send notification online once an application has been completed. To view a result please return to the Dashboard and click on **‘Completed’** in the Submitted section.

Transfer	
Queued	16
Sent	4

Submitted	
Processing	69
Completed	73

Screen Shot 20

Step 2 - Viewing a Certificate result with content – see screen shot 21.

- To view the information of a certificate e.g. certificate issue date, reference number and result status, click on the applicant’s reference number (see screen shot 21). This information will stay in the **‘Completed’** folder for 180 days from the issue date of the certificate.
- Certificate results with content will state **“Please wait to view applicant certificate”** in the Status column – This means the certificate contains information and you will have to view the applicant’s certificate via the DBS portal to see this information.

Application Results
The table contains applications that have recently been completed

RESULT: All | CHANNEL: DBS | LEVEL: --Select-- | ORGANISATION: --Select--

DISPLAY: 10 | ORDER BY: Latest | SUBMIT

FIND APPLICATION

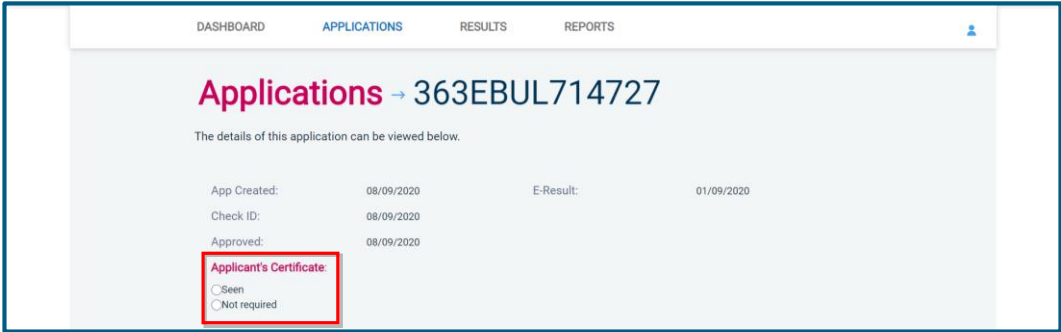
Result Date	Reference	Surname	Certificate No	Issue Date	Status	Org Ref
14/08/2020 [DBS]	048ROUT713058	ROUTE THREE	000000000694	14/08/2020	Please wait to view applicant certificate	INVOICE1
14/08/2020 [DBS]	151ROUT713057	ROUTE THREE	000000000693	14/08/2020	Certificate contains no information	INVOICE1
14/08/2020 [DBS]	493ROUT713056	ROUTE TWO	000000000692	14/08/2020	Certificate contains no information	INVOICE1

Screen Shot 21

Step 3 – Indicating sight of the applicant’s certificate – see screen shot 22.

To help an organisation keep track of which applicants have brought their certificate in and been viewed by the organisation, the system is able to record the date the applicant’s certificate has been seen by their organisation or whether sight is not required. As an Application Manager, you are able to add this date on to an application to indicate that their certificate has been sighted.

To add the date or to view whether a date has been added, click on the reference number of the application from the ‘**Completed**’ folder (see screen shot 21 above). Once in the application, the date can be added in the ‘**Applicant’s Certificate Seen**’ section at the top of the screen (see screen shot 22 below).



Screen Shot 22

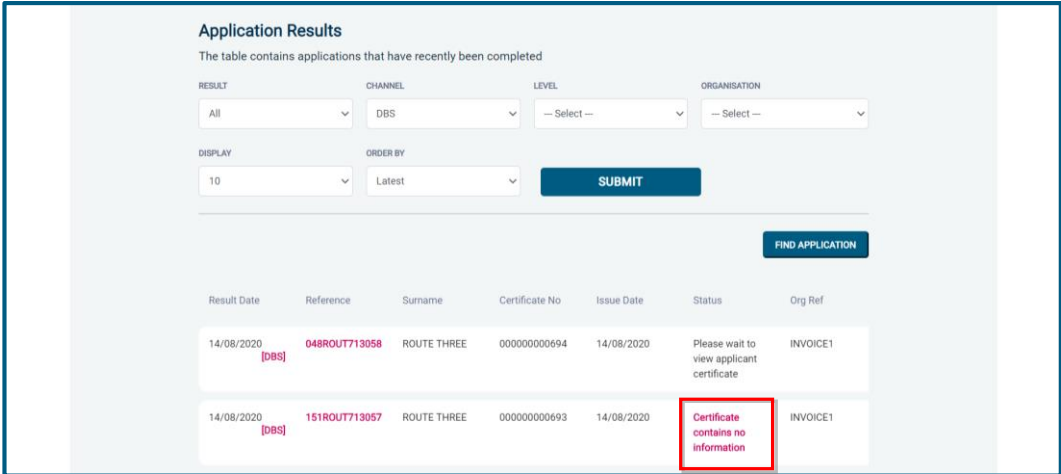
Clear results i.e. applicant has no criminal record

Step 1 - Notification – refer back to screen shot 20 above.

- The DBS will send notification online once an application has been completed. To view a result please return to the Dashboard and click on ‘**Completed**’ in the Submitted section.

Step 2 - Viewing a clear certificate result– see screen shot 23.

- To view the information of a certificate e.g. certificate issue date, reference number and result status, click on the applicant’s reference number (see screen shot 23). **This information will stay in the ‘Completed’ folder for 180 days from the issue date of the certificate.**
- Clear certificate results will state “*Certificate contains no information*” in the status column – This means the certificate contains no criminal convictions, cautions, warnings or reprimands.



Screen Shot 23

Step 2 - Viewing a Result Snapshot for clear applications – see screen shots 23 & 24.

- As an Application Manager you can click on the '**Certificate contains no information**' wording in the status column to view a Result Snapshot for this application (see screen shot 24 below).

Please note that the Result Snapshot is for information purposes only, it does not represent a DBS certificate or act as a DBS certificate alternative. The information contained within the snapshot is not to be viewed by or passed to any individual who does not have the appropriate authority to view it.

The screenshot displays a 'Result Snapshot Results' page. At the top, there is a 'DOWNLOAD RESULT SNAPSHOT' button. Below this is a 'Result Snapshot' section with a 'View Application' link. The page is divided into three main sections: Certificate Details, Applicant Personal Details, and Employment Details. The Certificate Details section shows: LEVEL OF CHECK: Enhanced; CERTIFICATE NO: 00000000693; ISSUE DATE: 14/08/2020; CERTIFICATE RESULT: Certificate contains no information. The Applicant Personal Details section shows: SURNAME: ROUTE THREE; FORENAME(S): COUNTERSIGNED; OTHER NAMES: PREVIOUSSURNAME, Surname from 1985 to 2000; PREVIOUSFORENAME, Forename from 1985 to 2000; SURNAME AT BIRTH: PREVIOUSSURNAME; DATE OF BIRTH: 02/10/1985; PLACE OF BIRTH: UK TOWN; GENDER: Male; CURRENT ADDRESS: FLAT 1, UK STREET, UK TOWN, UK COUNTY, AA100 0AA, GB. The Employment Details section shows: POSITION APPLIED FOR: POSITION - CHILD WORKFORCE; NAME OF EMPLOYER: INVOICE CLIENT 1. Below these sections are three boxes for DBS records: 'Police Records of Convictions, Cautions, Reprimands and Final Warnings' (none recorded), 'DBS Children Barred List Information' (none recorded), and 'DBS Adults Barred List Information' (not requested). A disclaimer at the bottom states that the result snapshot is for information purposes only and does not represent a DBS certificate. A 'BACK' button is located at the bottom of the page.

Result Snapshot Results >

[DOWNLOAD RESULT SNAPSHOT](#)

Result Snapshot [View Application](#)

Certificate Details

LEVEL OF CHECK: Enhanced
CERTIFICATE NO: 00000000693
ISSUE DATE: 14/08/2020
CERTIFICATE RESULT: Certificate contains no information

Applicant Personal Details

SURNAME: ROUTE THREE
FORENAME(S): COUNTERSIGNED
OTHER NAMES: PREVIOUSSURNAME, Surname from 1985 to 2000
PREVIOUSFORENAME, Forename from 1985 to 2000
SURNAME AT BIRTH: PREVIOUSSURNAME
DATE OF BIRTH: 02/10/1985
PLACE OF BIRTH: UK TOWN
GENDER: Male
CURRENT ADDRESS: FLAT 1
UK STREET
UK TOWN
UK COUNTY
AA100 0AA
GB

Employment Details

POSITION APPLIED FOR: POSITION - CHILD WORKFORCE
NAME OF EMPLOYER: INVOICE CLIENT 1

Police Records of Convictions, Cautions, Reprimands and Final Warnings
none recorded

DBS Children Barred List Information
none recorded

DBS Adults Barred List Information
not requested

Disclaimer

Please note that this result snapshot is for information purposes only. It does not represent a Disclosure & Barring Service (DBS) certificate and does not act as a DBS certificate alternative in any way. The information contained within this result snapshot is not to be viewed by, distributed or passed on to (directly or indirectly) any individual who does not have the appropriate authority to view this information.

[BACK](#)

Screen Shot 24

As Mayflower (the Registered Organisation) or the Employer does not receive a copy of a completed Basic DBS certificate, we advise that you have sight of the applicant's certificate regardless of the status outcome on the online system; however, this is for your organisation to decide based on your own internal policies. For completed applications with a result status of "Please wait to view applicant's certificate" you **must** view the applicant's certificate before making a recruitment decision.

Completed Results – Basic Disclosure Scotland

Notification and Viewing Disclosure Certificate Meta Data

Step 1 – Notification

- Our System will send you an email notification when an application form has been completed and a Disclosure Certificate has been completed. **To view all disclosures that have been sent to you within the last 90 days**, click on 'Completed' found on the Dashboard (see screen shot 20).

Step 2 – Viewing Disclosure Certificate Meta Data

- To view the disclosure Meta Data, for example disclosure issue date, reference number and disclosure status, click on the applicant's reference number (see screen shots 25 & 26). **This disclosure result will be retained on the system for 90 days, the rest of the metadata will be retained on the system**, even after the disclosure has been archived until it has been purged or deleted.

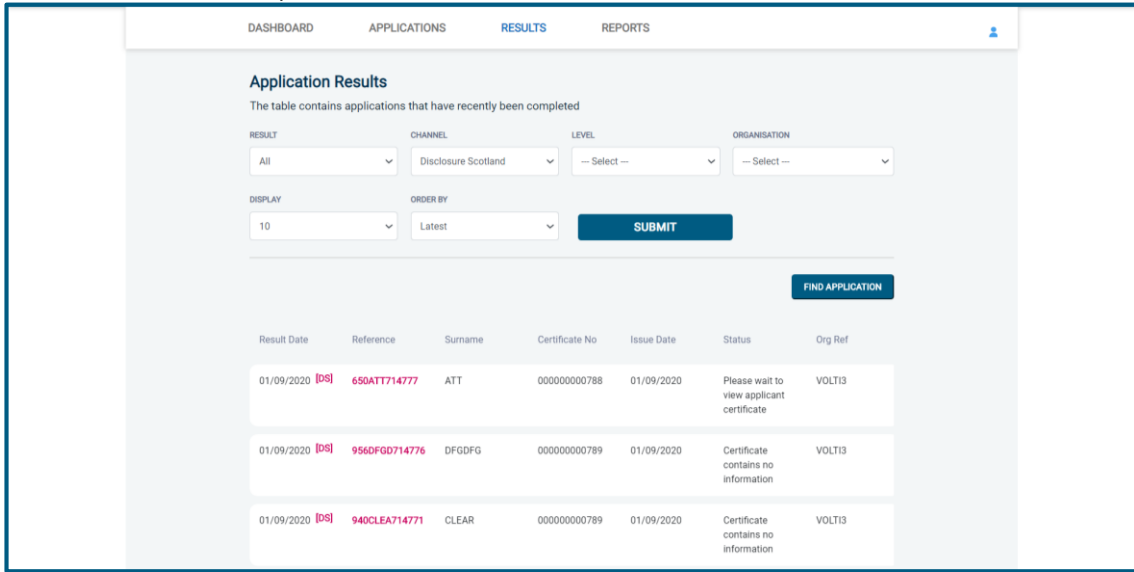
Hard-copy Basic Scotland Results certificates:

Step 1 – Mayflower receives the Hardcopy Disclosure Certificate for every Basic Scotland application

- Mayflower will update the 'Disclosure Sent On' date on the online system.
- The hardcopy Basic Scotland Certificate will then be sent to the Primary Application Manager, by post.

Step 2 – Application Manager receives Disclosure Certificate with content

- Please ensure that you follow the [Disclosure Scotland Code of Practice](#) – secure storage, handling, use, retention and disposal of disclosure information.



The screenshot shows the 'Application Results' section of the Mayflower system. It includes a navigation bar with 'DASHBOARD', 'APPLICATIONS', 'RESULTS', and 'REPORTS'. Below the navigation bar, there are filters for 'RESULT', 'CHANNEL', 'LEVEL', and 'ORGANISATION', and a 'SUBMIT' button. A table lists three completed applications with columns for Result Date, Reference, Surname, Certificate No, Issue Date, Status, and Org Ref.

Result Date	Reference	Surname	Certificate No	Issue Date	Status	Org Ref
01/09/2020	650ATT714777	ATT	00000000788	01/09/2020	Please wait to view applicant certificate	VOLTIS
01/09/2020	956DFG0714776	DFGDFG	00000000789	01/09/2020	Certificate contains no information	VOLTIS
01/09/2020	940CLEA714771	CLEAR	00000000789	01/09/2020	Certificate contains no information	VOLTIS

Screen Shot 25

Applications → 956DFGD714776


The details of this application can be viewed below.

App Created:	10/09/2020	Certificate Received:	01/09/2020
Check ID:	10/09/2020	Certificate Sent On:	01/09/2020
Approved:	10/09/2020		
Csig Auth:	10/09/2020		

OVERVIEW APPLICATION

Disclosure Information

DISCLOSURE RESULT	Certificate contains no information
CERTIFICATE NO	00000000789
ISSUE DATE	01/09/2020

 [Download Cover Letter](#)

Application Header

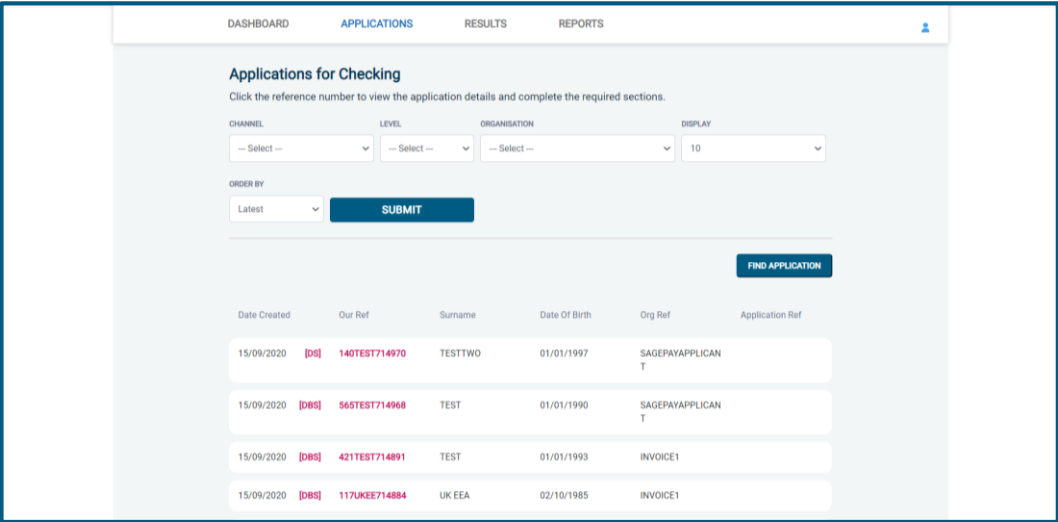
APPLICANT NAME	DFG DFGDFG
DATE OF BIRTH	02/09/2000
ORGANISATION NAME	VOLT13
STATUS	Application Complete

Screen Shot 26

Find an Application

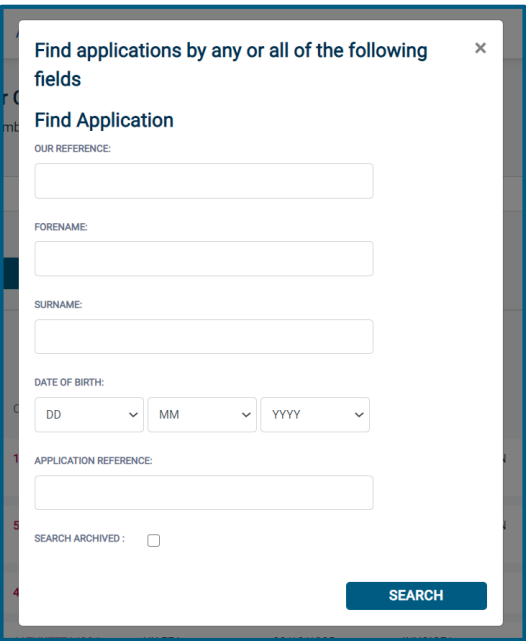
Step 1 - Finding an individual application – see screen shots 27 & 28.

- To find an individual application pre or post processing or that has been archived, select from the Dashboard the Applications tab and then click on 'Find Application'.



Screen Shot 27

- The following box will appear for you to enter as much of the applicant's details as you have available. E.g. if you only enter the surname without date of birth or DBS/Disclosure Scotland reference, it will bring up a list of every applicant with that surname. However, if you enter their date of birth as well, then this will define the search results accordingly. If you tick the 'Search Archived' button, this will display applications that have been archived from the system.

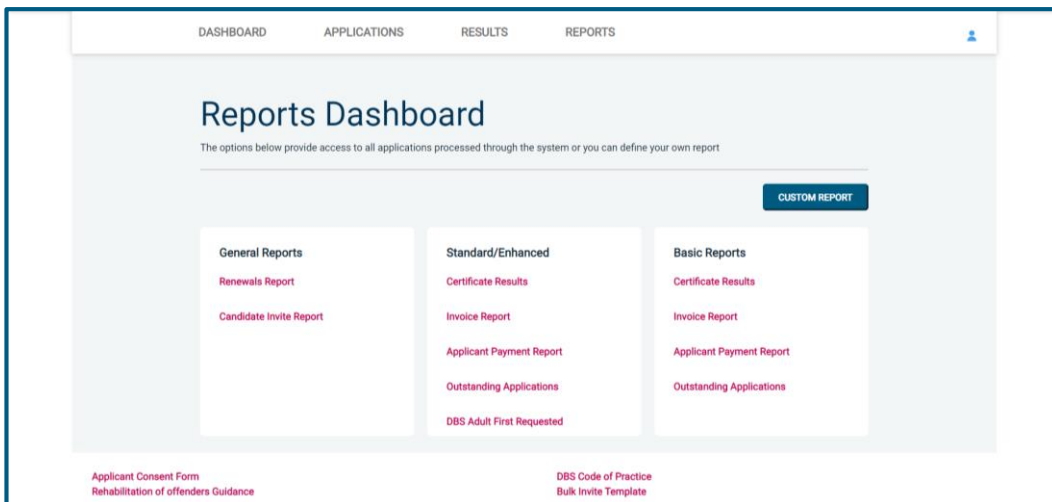


Screen Shot 28

Reports

Step 1 - Running a report – see screen shot 29.

- To run a report, you need to return to the Dashboard and select the tab 'Reports' and then select the report you wish to run. There are currently a number of standard reports that you can choose from, however we recommend you **run a customised report** (please note that if you only process Basic Disclosure checks, you can ignore the middle section of the reports screen containing Standard / Enhanced report information).



Screen Shot 29

Stage 3 - Customised Reports and selecting field headings – see screen shot 30 (next page).

- To run a customised report, you can select the field headings and date criteria that you wish the report to contain. For example, this is an ideal opportunity to run a report when carrying out re-checks on your staff or for capturing cost codes for invoicing purposes. All reports can be printed or saved into an Excel spreadsheet (.CSV file) or PDF document.

DASHBOARD
APPLICATIONS
RESULTS
REPORTS

Create Report

Define Report Parameters

DATE FROM: 01 Aug 2020 DATE TO: 31 Aug 2020 DATE TYPE: Created Date

STATUS: --Select-- ROUTE TAKEN (DBS ONLY): --Select-- CHANNEL: All

DISPLAY: 10 ORDER: Oldest

SEARCH ARCHIVED **SUBMIT**

Select which fields you want to display in the report **TICK ALL** **UNTICK ALL**

Application Data

Forename <input checked="" type="checkbox"/>	NI Number <input type="checkbox"/>	DBS Profile Id <input type="checkbox"/>
Surname <input checked="" type="checkbox"/>	Position <input type="checkbox"/>	Employment Sector Type <input type="checkbox"/>
DOB <input checked="" type="checkbox"/>	Applicant Email <input type="checkbox"/>	Purpose Of Check Type <input type="checkbox"/>

Application Fields

Created Date <input checked="" type="checkbox"/>	Channel <input checked="" type="checkbox"/>	Application Ref <input checked="" type="checkbox"/>
View <input type="checkbox"/>	Our Ref <input type="checkbox"/>	Purged Flag <input type="checkbox"/>
Status <input checked="" type="checkbox"/>	Application Type <input type="checkbox"/>	

Processing

Approved Date <input type="checkbox"/>	Sent Date <input type="checkbox"/>	Withdrawn By <input type="checkbox"/>
Approved By <input type="checkbox"/>	Query Flagged Date <input type="checkbox"/>	Withdrawn Date <input type="checkbox"/>
City Auth Date <input type="checkbox"/>	Query Resolved Date <input type="checkbox"/>	Reason For Withdrawal <input type="checkbox"/>

Result

Certificate No <input type="checkbox"/>	Cert Issue Date <input type="checkbox"/>	Cert Seen Date <input type="checkbox"/>
Cert Result <input type="checkbox"/>	Cert Received Date <input type="checkbox"/>	Risk Assessment <input type="checkbox"/>
Result Date <input type="checkbox"/>	Cert Sent Date <input type="checkbox"/>	Cert Upload Consented <input type="checkbox"/>
Certificate Renewal Date <input type="checkbox"/>		

DBS Fields

DBS Reference <input type="checkbox"/>	External Validation Notes <input type="checkbox"/>	Interview Notes <input type="checkbox"/>
DBS Date <input type="checkbox"/>	External Validation Ref <input type="checkbox"/>	Leavers Date <input type="checkbox"/>
External Validation Checks <input type="checkbox"/>	Interview Completed <input type="checkbox"/>	Registered For Update Service <input type="checkbox"/>
Update Service Run Type <input type="checkbox"/>	Update Service Result <input type="checkbox"/>	Applicant Consent <input type="checkbox"/>
Include Update Service <input type="checkbox"/>	Update Service Date <input type="checkbox"/>	

ID / Section Y

ID Checked By <input type="checkbox"/>	Section Y Date <input type="checkbox"/>	Working At Home Address <input type="checkbox"/>
ID Checked Date <input type="checkbox"/>	Working With Children <input type="checkbox"/>	Workforce <input type="checkbox"/>
ID Route Taken <input type="checkbox"/>	Working With Adults <input type="checkbox"/>	Volunteer <input type="checkbox"/>

Screen Shot 30

ALL USERS – PLEASE LOG OFF AT THE END OF YOUR SESSION. IF A SESSION IS INACTIVE FOR MORE THAN TEN MINUTES YOU WILL BE AUTOMATICALLY LOGGED OFF FOR SECURITY REASONS.

CONTACT DETAILS

If you have any problems you can email us at mayflower@dbsdirect.co.uk.

DBS List of Acceptable Identification

Route 1 – For all applicants except paid non-UK nationals (2 documents to be seen)

1 document from Group 1.
1 further document from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 1, proceed to Route 2.

Route 1a – For paid non-UK nationals only (2 documents to be seen)

1 document from Group 1a.
1 further document from Group 1, 2a or 2b

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 1a, basic check cannot be submitted.

Route 2 – For all applicants except paid non-UK nationals (3 documents to be seen)

1 document from Group 2a.
2 further documents from Group 2a or 2b.

Combination of documents must confirm name, DOB & current address.

If unable to satisfy Route 2, basic check cannot be submitted.

Group 1

Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card (UK / Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued within 12 months of birth)
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK / Channel Islands)

Group 1a

Primary Identity Documents for non-UK nationals

- A current passport or passport card showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Group 2a

Trusted Government Documents

- Current Driving Licence – photo card only (All Countries except Group 1) (Full or Provisional)
- Current Driving Licence – paper version (UK / Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK / Isle of Man / Channel Islands) (Issued after the time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Isle of Man / Channel Islands)
- Immigration document, work permit or VISA (Issued outside of UK) (Valid only for roles whereby applicant is living and working outside of UK.)

Group 2b

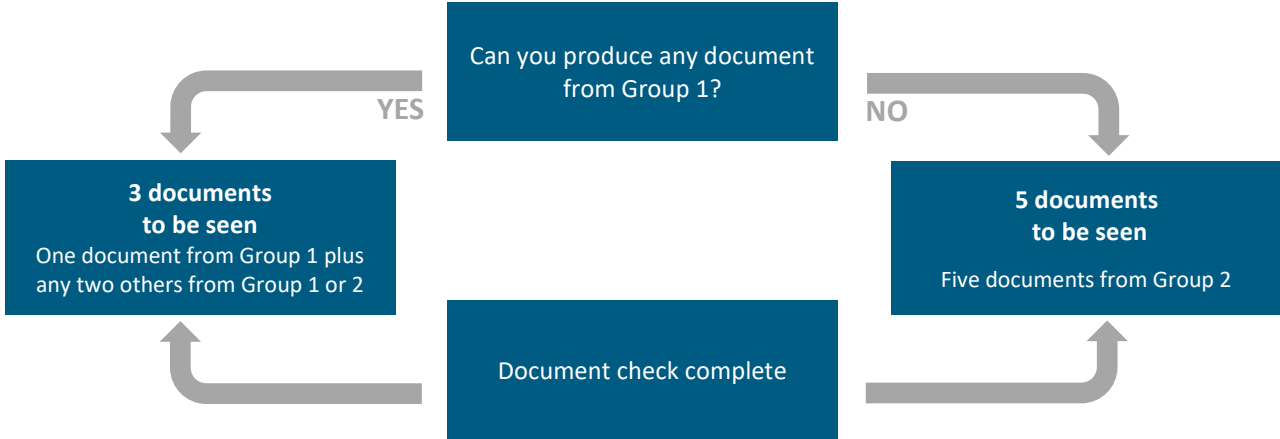
Financial & Social History Documents

- Mortgage Statement (UK) **
- Bank/Building Society Statement (UK / Channel Islands) *
Monzo statements or statements printed from the internet are not acceptable
- Bank/Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK) *
- Financial Statement e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK / Channel Islands) **
- Council Tax Statement (UK / Channel Islands) **
- Utility Bill (UK) - Not Mobile Phone *
- Benefit Statement (UK) e.g. Child Allowance, Pension *
- Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) *
e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
- EEA National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK / Isle of Man / Channel Islands) – must be valid
- Irish Passport Card – must be valid (Cannot be used with an Irish Passport)
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
- Non-UK Bank/Building Society Statement *
Branch must be located in the country in which the applicant lives and works
- Letter of Sponsorship from future employer
Non-UK only – valid only for applicants residing outside UK at time of application

Please note if a document in the List of Valid Identity Documents is:

- Denoted with * - issued in the last 3 months
- Denoted with ** - issued in the last 12 months

Disclosure Scotland List of Acceptable Identification



Group 1 Primary Identity Documents		
<ul style="list-style-type: none"> • Current valid Passport (any nationality) • Current UK Driving Licence – photo card or paper (England/Wales/Northern Ireland/Isle of Man) (Full or Provisional) • Original UK Birth Certificate (Issued within 12 months of date of birth) Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. • Adoption Certificate (UK) • Valid photo identity card (EU countries only) • UK Firearms licence • HM Forces ID card (UK) 		
Group 2 Issued whenever	Issued within last 3 months	Issued within last 12 months
<ul style="list-style-type: none"> • Non-original UK Birth Certificate (Issued after 12 months of date of birth, full or short form) • Marriage / Civil Partnership Certificate • P45/P60 Statement • Utility Bill (electricity, gas, water, telephone – including mobile phone contract/bill) • Valid TV licence • Credit card statement • Store card statement • Mortgage statement • Valid insurance certificate • Certificate of British nationality • Asylum Registration Card • Valid vehicle registration document • Court summons • Valid NHS card • Court Claim Form • National insurance number card • Examination certificate (e.g. GCSE, NVQ) • Child benefit book 	<ul style="list-style-type: none"> • Personal correspondence or a document from a Government Department • Mail order catalogue statement • Addressed payslip • Letter from a Head Teacher 	<ul style="list-style-type: none"> • British work permit/visa • Bank or Building Society Document • Financial statement e.g. pension, endowment, ISA