

Guide to Using Rescreen Manager

Rescreen Manager is designed to display employees and volunteers who need to be rescreened in Enterprise Advantage.

Below is a sample screen print of what the Rescreen Manager will look like in Enterprise Advantage.

â	0		Filter	Results				
٠	Home	,	C	Search Res	sults			
÷	Direct Advantage		All fully displayed personally identifiable information is customer provided or is masked based on custom configuration settings.					
	Employment Screening		All ID			Social Security Number		
			685713	8 Rescreen Now	DISABLED PACKAGE, TESTING	123-12-3123	11/Apr/2017	
►	New Order		1-1 of 1					
Þ	Process Batch		Action: Please se	alect	•			
►	Search Orders		Action. Fieldade at	51001				
►	Rescreening Management		L					
►	View Batches							
÷	Administration							
٠	Help	,						
٠	Reports							

When the Rescreen Management link is clicked in Enterprise Advantage, the requester will be given a search screen where they can enter specific criteria related to individual applicants, or they leave the applicant information blank and search for all orders that need to be rescreened within a certain time frame.

a 0	Filter						
€ Home	💋 Search Criteria						
• Direct Advantage	All fully displayed personally identifiable information is customer provided or is masked based on custom configuration settings.						
Employment Screening New Order Process Batch Search Orders Rescreening Management View Batches Administration	Escarch Criteria Last Name First Name Social Security Number Order ID Customer Defined Field Status From						
	То	10/May/2017 to (DD/MMM/YYYY)					
• Reports	Search	Reset					

All searches that meet their criteria will appear on the screen. At this point the requester will have three options: 1) they can select the applicants to rescreen, 2) they can delay screening selected applicants, or 3) they can delete applicants from the listing.



- 1. To place a new background check order, they would click on the box next to the employee or volunteer and click on the *Rescreen Now* button. This will take the requester to the Order Entry screen where they can update the employee's personal information, and select a package to order.
- 2. The *Remove From Current Cycle* option under Actions removes the employee or volunteer from the current rescreen cycle. The employee will appear on the next cycle.
- 3. The *Permanently Delete* option allows the requester to remove the selected employees or volunteers permanently from rescreen manager. Typically, this option is selected if the employee no longer works for the company or the volunteer has retired from their service.