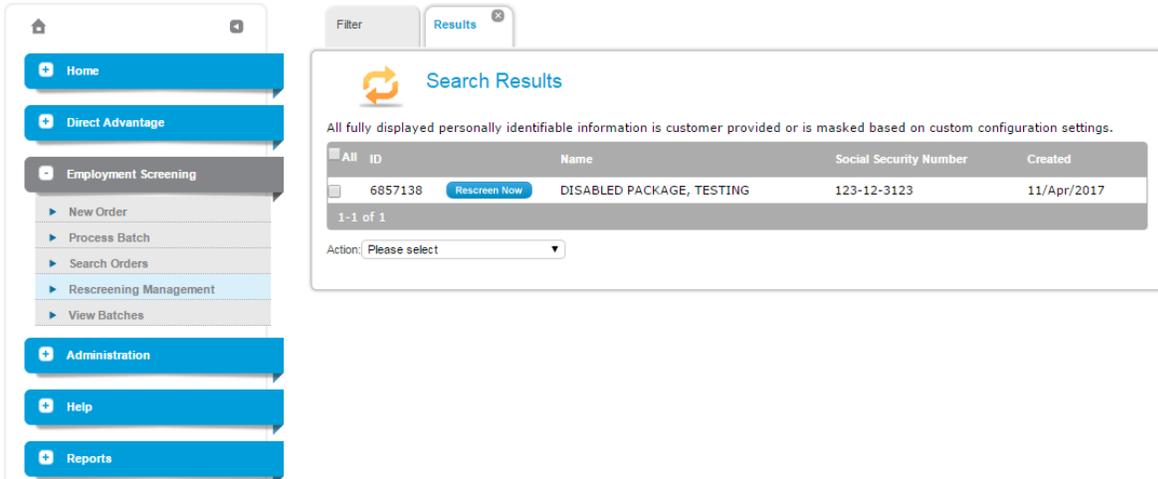




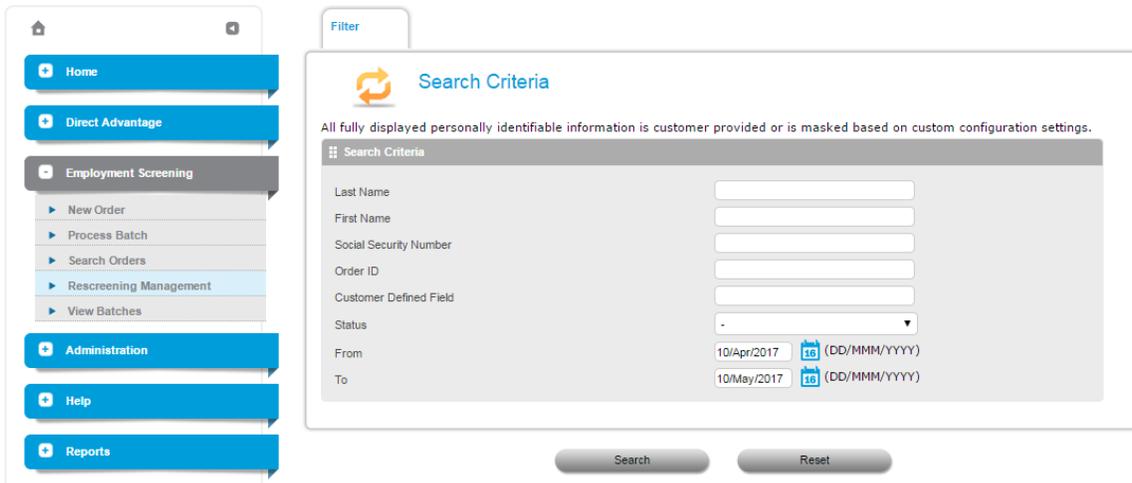
Guide to Using Rescreen Manager

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

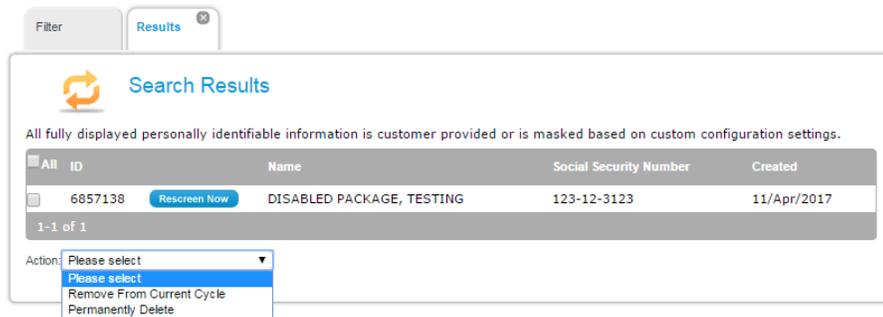
Below is a sample screen print of what the Rescreen Manager will look like in Enterprise Advantage.



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.



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.