

DBS Disclosure Online (E-Bulk) Applicant Manager Guide

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Applicant Manager Guidance Notes

Section A

E-Bulk online DBS checks can be completed by accessing the internet from any PC/Laptop that has this facility. The software is simplistic and easy to use. You can gain access to the system within minutes.

Logging onto the System

You have been granted access to e-Bulk in the role of an Applicant Manager. An Applicant Manager can view all applications created under the organisation or specific division they have been created under. An Applicant Manager can stipulate what ID has been seen in relation to an applicant and complete Section Y details. After an applicant's ID has been verified and Section Y completed an Applicant Manager has the authority to approve an application for countersigning.

How to Login

Please enter the following address into your web browser:

<https://disclosure.capitarvs.co.uk/warwickshire>

You will now be on the main login page that shows three coloured boxes. Please note at this stage of the process, your login details are case sensitive.

- Click on '**Application Management**'.
- 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**).

EBULK DISCLOSURES
Approved E-Bulk Software Solution

Please enter your Organisation Reference, Username and Date of Birth

Manage Applications

Organisation Reference (*):

Username (*):

Date of Birth (*): -DD- -MM- -YYYY-

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

Information

First Login:
Please note that when you login for the first time you must enter the temporary DOB & Password as supplied to you in the two automated login emails, these can then be changed to your own choice.

Enter

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 Vetting Services on 01926 418264, 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.**

The screenshot shows the E-Bulk Disclosures login interface. At the top, it says 'EBULK DISCLOSURES Approved E-Bulk Software Solution'. Below a dark bar, it prompts 'Please enter your password'. The 'Manage Applications' section contains a 'Password:' label next to a text input field, which is highlighted with a red rectangle. Below this is a link for 'Forgotten your password?' and a yellow 'Login' button.

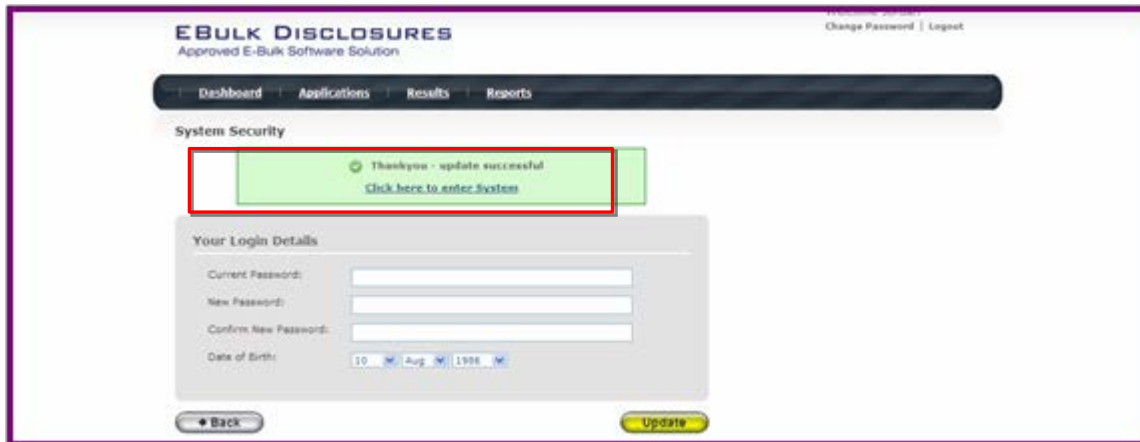
Screen Shot 2

- 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 capital letter and at least one number.
- Please then enter a date of birth of your choice for future login purposes.
- Please then click '**Update**'.

The screenshot shows the E-Bulk Disclosures password update interface. At the top, it says 'EBULK DISCLOSURES Approved E-Bulk Software Solution'. Below a dark bar, it has a 'System Security' section with instructions to create a new password and enter a date of birth. The 'Your Login Details' section contains four fields: 'Current Password' (highlighted with a red rectangle), 'New Password', 'Confirm New Password', and 'Date of Birth' (with dropdown menus for DD, MM, and YYYY). A yellow 'Update' button is at the bottom right.

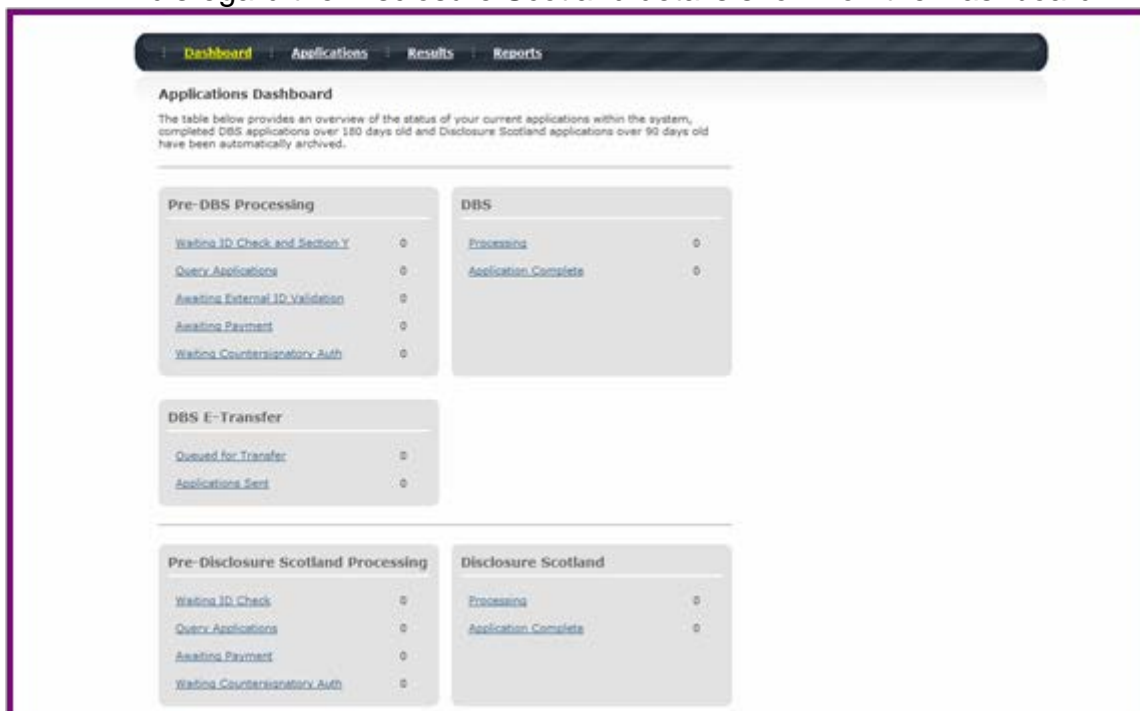
Screen Shot 3

- 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 main e-Bulk Home Page called the '**Dashboard**' (see screen shot 5 below).
- Please note that the Dashboard will also include fields in regards to Disclosure Scotland processing, this is due to the online system being capable of processing both DBS & Disclosure Scotland applications. If you are only registered with us to process applications through the DBS please disregard the Disclosure Scotland details shown on the Dashboard.



Screen Shot 5

Section A

How to Verify ID and Complete Section Y

Step 1 - On the Dashboard page (see screen shot 5 above), in the top left hand box entitled Pre-DBS Processing, click on 'Waiting ID Check and Section Y'. Please note that you will be able to see the total number of application forms you have awaiting ID verification and Section Y to be completed.

Step 2 - Opening an application form:
Applicant Manager Guidance Notes

Click on an applicant's reference number to open up their application form (see screen shot 6 below).

EBULK DISCLOSURES
Approved E-Bulk Software Solution

Welcome Applications
Change Password | Logout

Dashboard | **Applications** | Results | Reports

Applications for Checking [Find Application](#)

The table contains applications waiting for ID verification (and/or Section Y for DBS) to be completed and approved.
Click the reference number to view the application details and complete the required sections.

Organisation: -- Select -- Display: 10 Order: Latest First [Go](#)

Date Created	Our Ref	Surname	Date of Birth	Org Ref	Application Ref
29/05/2013	[E] 206DUMMY1	DUMMY	06/05/1990	CHEQSORG	
29/05/2013	[E] 245TEST10	TESTAPP	04/06/1982	CHEQSORG	
29/05/2013	[E] 424TEST12	TESTTHREE	01/01/1988	CHEQSORG	
29/05/2013	[E] 078TEST18	TESTTWO	04/07/1989	CHEQSORG	
29/05/2013	[E] 022TEST17	TESTONE	01/01/1997	CHEQSORG	
28/05/2013	[E] 240TEST15	TEST	10/05/1986	CHEQSORG	
08/05/2013	[E] 182TEST14	TESTING	10/05/1986	CHEQSORG	

Showing 7 results

© 2014 Capita. All rights reserved. [Applicant Consent Form](#) [Rehabilitation of ex-offenders Policy Template](#) [Version/Powered by E-Bulk 9.0.0](#)

Screen Shot 6

Applicant Manager Guidance Notes

Section B

Step 3 – Overview, you will now see two tabs of the applicant's completed form (see screen shots 7 & 8 below).

The screenshot shows the 'Overview' tab of an application for '240TEST25'. The page is titled 'EBULK DISCLOSURES Approved E-Bulk Software Solution'. The navigation bar includes 'Dashboard', 'Applications', 'Results', and 'Reports'. The 'Applications' tab is selected, showing a list of applications with '240TEST25' highlighted. The 'Overview' tab is active, displaying the 'Application Header' and 'Section Y' details. The 'Application Header' section includes fields for 'Applicant Name' (TEST TEST), 'Date of Birth' (10/08/1986), 'Status' (Waiting ID Check and Section Y), 'Our Reference' (240TEST25), and 'DBS Reference'. The 'Section Y' section includes fields for 'Application Type' (With Adults, With Children, Volunteer, Working At Home Address, Workforce: None specified) and 'Identity Check' (ID Checked By: [redacted]). A 'Processing Details' sidebar on the right shows 'App Created: 26/05/2013', 'Check ID: Incomplete', and 'Section Y: Incomplete'. A 'Withdraw' button is present at the bottom of the sidebar.

Application Header	
Applicant Name:	TEST TEST
Date of Birth:	10/08/1986
Status:	Waiting ID Check and Section Y
Our Reference:	240TEST25
DBS Reference:	

Section Y	
Application Type:	With Adults, With Children, Volunteer, Working At Home Address, Workforce: None specified
Identity Check:	ID Checked By: [redacted]

Processing Details

App Created: 26/05/2013
Check ID: Incomplete
Section Y: Incomplete

[Withdraw](#)

If the application is no longer required it can be withdrawn from the system.

Screen Shot 7

The screenshot shows the 'Application' tab of an application for '448TEST46'. The page is titled 'EBULK DISCLOSURES Approved E-Bulk Software Solution'. The navigation bar includes 'Dashboard', 'Applications', 'Results', and 'Reports'. The 'Applications' tab is selected, showing a list of applications with '448TEST46' highlighted. The 'Application' tab is active, displaying the 'Personal Details', 'Contact Details', and 'Address History' sections. The 'Personal Details' section includes fields for 'Title' (MISS), 'Forename' (TEST), 'Middle Names' (TEST), 'Surname' (TEST), 'Date of Birth' (01/01/2001), 'Gender' (FEMALE), and 'NI Number' (367878780). The 'Contact Details' section includes fields for 'Language' (ENGLISH), 'Telephone No.', and 'Email Address'. The 'Address History' section is empty. A 'Processing Details' sidebar on the right shows 'App Created: 16/07/2012', 'Check ID: Incomplete', and 'Section Y: Incomplete'. A 'Withdraw' button is present at the bottom of the sidebar.

Personal Details	
Title:	MISS
Forename:	TEST
Middle Names:	TEST
Surname:	TEST
Date of Birth:	01/01/2001
Gender:	FEMALE
NI Number:	367878780

Contact Details	
Language:	ENGLISH
Telephone No:	
Email Address:	

Address History

Processing Details

App Created: 16/07/2012
Check ID: Incomplete
Section Y: Incomplete

[Withdraw](#)

If the application is no longer required it can be withdrawn from the system.

Screen Shot 8

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 and to verify any ID given by the applicant in a previous surname or previous address (see screen shot 8).

Step 5 - Verifying ID

- You will notice on the right hand side of the screen a box which highlights if the ID has been verified or not (see screen shot 7 above), with a section completion date. It will say in red 'Incomplete' with a flag if the section has not been completed for either ID verification or Section Y. If there is a green tick 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 7 above), access to this section is located in two places – to the right of the screen or on the overview of the actual form itself. You will now be on the ID screen (see screen shot 9 below).

EBULK DISCLOSURES
Demonstration System

Change Password | Logout

Dashboard | Applications | Results | E-Bulk Admin | RB Admin | Reports

Applications > 986BLOG1138 > Identity Check

Please select the physical documents seen using the dropdown lists below, for further information please refer to the Information panel on the right hand side of this screen.

Route 1 - Identity Documents

Applicant Name: JO BLOGGS
Applicant Category: UK_EEA_LONGTERM_RESIDENT (European Economic Area national resident in UK for more than 5 years)
Current Address: 52 HORSEFERRY RD WESTMINSTER SW1P 3QR UNITED KINGDOM
Date of Birth: 01/01/1980

Please note - the DBS have requested that if an Applicant indicates they have a Passport and/or a Driving Licence then this information must be provided.

Group 1 Document: -- select --
Document 2: -- select --
Document 3: -- select --
Current Address Checked: No
Date of Birth Checked: No

ID Checking Process Information

Route One must **always** be attempted to be taken. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

If you are unable to validate the applicant's identity via Route One due to the absence of a Group 1 document you must satisfy yourself of a valid reason for using Route Two before continuing. To proceed to Route 2 select the button within the ID Checking screen entitled 'Unable to verify ID via Route 1 - proceed to Route 2'.

Group 1 - Primary Trusted Identity Credentials
Group 2a - Trusted Government/State Issued Documents
Group 2b - Financial/Social History Documents

Screen Shot 9

e-Bulk will automatically ascertain the route that should (or must) be taken based on the nationality stated by an applicant within their application form and will also take into account their 5 year address history. 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 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. Now you are ready to complete Section Y of the form (this is the equivalent to Section X on the new lilac paper DBS application forms).

Please note, that if an applicant cannot verify their identity via Routes 1, 2 or 3 they will not be able to process their application through e-Bulk and will need to complete a paper application stating 'NO' in section W59. Fingerprints will need to be taken and consent will be required by the applicant. An applicant who is a non-EEA national can only go through Route 1, if Route 1 cannot be taken then they will have to go straight to completing a paper application.

A full list of DBS acceptable ID for each route can be found at the end of this guide (SECTION G)

Step 6 - Completing Section Y

- To complete Section Y click on 'Complete Section Y' (please refer back to screen shot 7). Access to this section is located in two places – to the right of the screen or on the overview of the actual form itself. You will now be on the 'Section Y' screen – (see screen shot 10).
- Please read the information guidance notes located on the right hand side of the screen if you require any clarification in regards to the application type required or any other drop-down boxes within Section Y.

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Welcome Applications
Change Password | Logout

Dashboard | Applications | Results | Reports

Applications > 977TST36Z > Section Y

Please complete the following information to enable the application for submission.

Application Details

Application Type: -- select --

Workforce: -- select --

Working with Adults in Regulated Activity: -- select --

Working with Children in Regulated Activity: -- select --

Working with vulnerable groups at the applicant's home address: -- select --

Is Volunteer: -- select --

DBS Adult First Check Required: -- select --

Additional Information

Use this box to provide any other information relevant to the application (max 250 characters)

Back Save

Information

Application Type
This is the level of criminal record check required for the application

Working with Adults - Regulated Activity
Please select 'Yes' if the position involves contact with adults within the definition of regulated activity. [To view the full definition of regulated activity in relation to adults, select this link.](#)

Working with Children - Regulated Activity
Please select 'Yes' if the position involves working with children within the definition of regulated activity. [To view the full definition of regulated activity in relation to children, select this link.](#)

Working at Home Address
If an Enhanced application is selected, this field must be completed to indicate to the DBS whether the work is with vulnerable groups at the applicant's home address.

Workforce
Please select the relevant workforce in relation to the duties an individual will be undertaking. [To view details about workforce categories, select this link.](#)

Volunteer
A volunteer is a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.
[To view the full definition of regulated activity in relation to volunteers, select this link.](#)

Screen Shot 10

- Please complete the application details by selecting Yes/No answers from each of the drop down boxes. You can add additional information about an applicant and their job role if you wish in the box at the foot of this screen.

Workforce Categories

- Adult Workforce - use this for any position that involves working/volunteering with adults
- Child and Adult Workforce - use this for any position that involves working/volunteering with both children and adults
- Child Workforce - use this for any position that involves working/volunteering with children
- Other Workforce - use this for any position that does not involve working/volunteering with Children or Adults (e.g. security guard / electrician)

Warning message displayed when YES selected for volunteer and working at home questions in Section Y

To help reduce the number of incorrect DBS applications submitted, e-Bulk will now flag a warning message when YES is selected to either the 'Is Volunteer' or 'Working with vulnerable groups at home address' questions at Section Y. We hope that these additional flags will help in reducing the number of applications incorrectly marked as a volunteer or incorrectly stated as working at home, which should in turn reduce the number of queries received from the DBS. The screenshot below shows the volunteer flag, the working from home flag follows similar lines and the wording on both of these new flags have been approved by the DBS.

The screenshot shows a web form titled "Volunteer Declaration". The form has a yellow background for the main text area. The text reads:

To qualify for a free-of-charge criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification

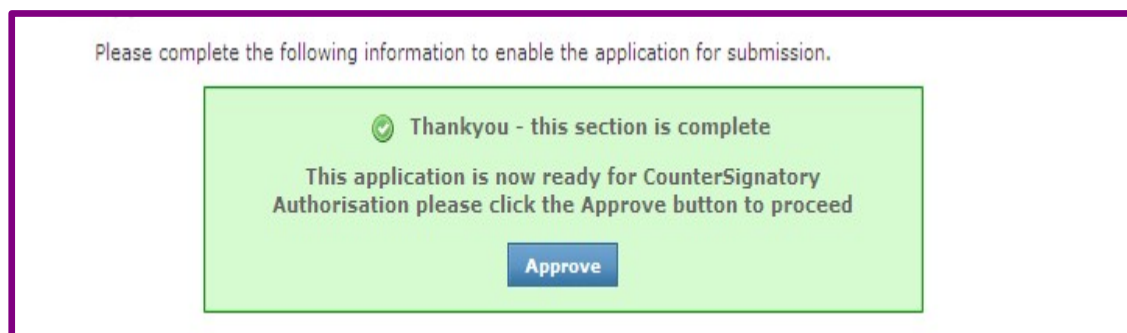
Capita closely scrutinises each DBS application before it is submitted to the DBS and all applications stated as volunteers are audited by the DBS and an organisation could be contacted directly to check the validity of any check they receive.

If an organisation falsely submits a volunteer application then the full application fee will be recovered including additional administration costs.

I understand it is a criminal offence to knowingly make a false statement when applying for a DBS check.

At the bottom of the form, there are two buttons: "Applicant is a volunteer" and "Applicant is not a volunteer". Below the buttons, there is a section titled "Additional Information".

- Finally click **'Save'** then scroll to the top of the screen to the green box and click **'Approve'**



- **Please ensure you click on 'Approve' – 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 CRVS to be countersigned, ready for onwards transmission to the DBS.
- **If an application does require further clarification from CRVS prior to submission to the DBS, a query will be flagged on the application and CRVS will contact you for clarification. During this time, a copy of the application record move into the 'Query Applications' folder on the Dashboard (see Screen Shot 5).***
- Once a form has been countersigned by CRVS, the application will be moved to the 'DBS E-Transfer' section. Applications at this stage are awaiting collection by the DBS. Once the DBS have collected them they will move into the processing stage – please see below for further details.

NB. An application form can be withdrawn at anytime up to and including Countersignatory stage. Once a form has been electronically transferred to the DBS from CRVS we cannot withdraw it without incurring the DBS charge. If you wish to withdraw an application at Countersignatory stage, please contact CRVS immediately, to enable the process to be halted

Applicant Manager Guidance Notes

Section C

DBS Processing

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Welcome Applications
Change Password | Logout

Dashboard | Applications | Results | Reports

Applications Dashboard

The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.

Pre-DBS Processing	
Waiting ID Check and Section Y	0
Query Applications	0
Awaiting External ID Validation	0
Awaiting Payment	0
Waiting Counter-signatory Auth	0

DBS	
Processing	0
Application Complete	0

DBS E-Transfer	
Queued for Transfer	0
Applications Sent	0

Screen Shot 11

- To track an application with the DBS click on 'Processing', this will take you to a screen which will show all the applications for your company that are currently being processed by the DBS. To track an individual's application click on 'Track' next to their DBS reference number in the right hand column (see screen shot 12). This will take you directly into the DBS's tracking page for that applicant.

EBULK DISCLOSURES
Approved E-Bulk Software Solution

Change Password | Logout

Dashboard | Applications | Results | Reports

Applications Being Processed

The table contains applications currently at the DBS or Disclosure Scotland.
For DBS applications, click the track link for a progress update via the DBS tracking service.

Find Application

Organisation: -- Select -- | Display: 10 | Order: Latest First | Go

Date Created	Our Ref	Surname	Date of Birth	Org Ref	Application Ref
29/05/2013	[X] Z080UMM31	DUMMY	06/05/1990	CHEQSORG	E0000000018 Track

Showing 1 result

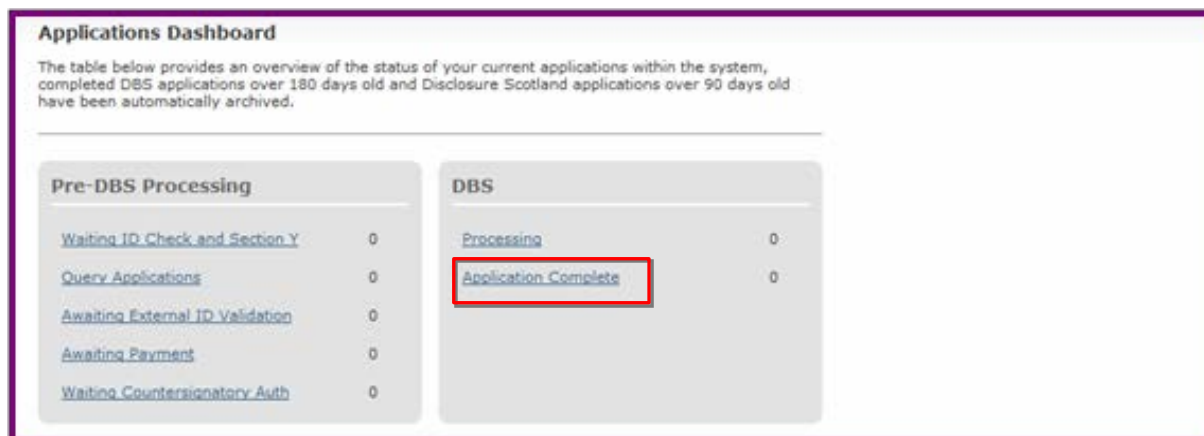
Screen Shot 12

Section D

Results with Content

Step 1 - Notification – see screen shot 13.

- The DBS will send notification online once an application has been completed. To view a result please return to the Dashboard and click on 'Application Complete' in the DBS section.



Screen Shot 13

Step 2 - Viewing a Certificate result with content – see screen shot 14.

- 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 14). This information will stay in the 'Application Complete' folder for 180 days from the issue date of the certificate.
- Certificate results with content will state **"Please wait to view applicant's certificate"** in the Status column – This means the certificate contains information and you will have to view the applicant's certificate to see this information.

The screenshot shows the 'Application Results' table with a filter set to 'All'. The table contains the following data:

Result Date	Received Date	Reference	Surname	Certificate No	Issue Date	Status	Org Ref
03/01/2014 [X]	N/A	003TEST8	TESTHER	0000000000007	03/01/2014	Certificate contains no information [i]	CHQSOORG
02/01/2014 [X]	N/A	007WHIT13	WHITE	0000000000006	02/01/2014	Please wait to view applicant certificate	CHQSOORG
02/01/2014 [X]	N/A	006TEST2	TESTONE	0000000000005	02/01/2014	Certificate contains no information [i]	CHQSOORG
02/01/2014 [B]	N/A	003TEST10	TESTPAPERTWO	001237896545	30/12/2013	Please wait to view applicant certificate	CHQSOORG

Screen Shot 14

Step 3 - Indicating sight of the applicant's certificate – see screen shot 15.

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 Applicant Manager, you are unable to add this date on to an application but you are able to view whether an application has had a date added to it or not

To view whether a date has been added to indicate sight of an applicant's certificate, click on the reference number of the application from the 'Application Complete' folder (see screen shot 13 above). Once in the application, the date will be visible in the 'Applicant's Certificate' section of the Processing Details box on the right of the screen (see screen shot 15 below).

Only someone with Primary Applicant Manager or Countersignatory level of access is able to add this date in.

Screen Shot 15

Step 4- Uploading a scanned copy of the applicant's certificate – see screen shot 15.

As an Applicant Manager, you may have been granted permission to upload and/or view uploaded certificates attached to results with content. If you have been granted the upload privilege, you are able to upload a scanned copy of the applicant's certificate to their application as long as you obtain their consent. If you wish to use this facility, you will need to mark the '*Written consent has been obtained from the applicant?*' box, once ticked you will have facility to select the required file to upload (see screen shot 15 above).

Once a file has been uploaded, you will be able to view this as many times as you wish by clicking the 'Download Certificate' button until the application is archived after 180 days (see screen shot 16 below). If you have been granted the appropriate privilege, you may also have the ability to remove the uploaded certificate by clicking the 'Remove Certificate' button. Please note a sample '*Applicant Consent Form*' can be downloaded from the footer of e-Bulk to use to obtain applicant's consent.

Applications > 007WHIT13
The details of this application can be viewed below.

Overview Application

Certificate Information

Certificate Result: [Please wait to view applicant certificate](#)
 Certificate No: 000000000006
 Issue Date: 02/01/2014
[Download Certificate Chase Letter](#)

Application Header

Applicant Name: JOANNA WHITE
 Date of Birth: 01/01/1990
 Status: **Application Complete**
 Our Reference: 007WHIT13
 DBS Reference: E00000000006

Processing Details

App Created: 02/01/2014
 Check ID (Route 1): 02/01/2014 ✓
 Section Y: 02/01/2014 ✓
 Approved: 02/01/2014
 Csig Auth: 02/01/2014
 E-Sent: 02/01/2014
 E-Receipt: 02/01/2014
 E-Result: 02/01/2014
 Applicant's Certificate: ☐ Seen ☒ Not required

Upload Certificate
 Written consent has been obtained from the applicant? ☒ [Choose File](#)
[Download Certificate](#)
[Remove Certificate](#)

Screen Shot 16

Clear Results

Step 1 - Notification – refer back to screen shot 13 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 **'Application Complete'** in the DBS section.

Step 2 - Viewing a clear certificate result– see screen shot 17.

- 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 17). This information will stay in the **'Application Complete'** 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.

Application Results
The table contains applications that have recently been completed

Result: All [Go](#)

Result Date	Received Date	Reference	Surname	Certificate No	Issue Date	Status	Org Ref
03/01/2014 [E]	N/A	001TEST1	TESTHER	000000000007	03/01/2014	Certificate contains no information	CHEQSORG
02/01/2014 [E]	N/A	002WHIT13	WHITE	000000000006	02/01/2014	Please wait to view applicant certificate	CHEQSORG
02/01/2014 [E]	N/A	004TEST1	TESTONE	000000000005	02/01/2014	Certificate contains no information	CHEQSORG
02/01/2014 [E]	N/A	003TEST10	TESTRAPERTWO	001237896545	30/12/2013	Please wait to view applicant certificate	CHEQSORG

Screen Shot 17

Step 2 - Viewing a Result Snapshot for clear applications – see screen shots 17 & 18.

- As an Applicant 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 18 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.

Dashboard Applications Results E-Bulk Admin RB Admin Reports

Result Snapshot Results >

Result Snapshot

Certificate Details

Level of Check: Enhanced
Certificate No: 001406774195
Issue Date: 05/06/2013
Certificate Result: Certificate contains no information

Applicant Personal Details

Surname: RYALL
Forename(s): HANNAH MARY
Other Names: None Declared
Date of Birth: 29/01/1988
Address: Belgravia House
115 Rockingham Street
Sheffield
S1 4EB

Employment Details

Position Applied For: TEMPORARY TEACHER OF RE
Name of Employer: ST JOAN OF ARC CATHOLIC SCHOOL

Police Records of Convictions, Cautions, Reprimands and 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) to any individual who does not have the appropriate authority to view this information.

Screen Shot 18

As the Registered Body/Employer does not receive a copy of a completed DBS certificate, we advise that you have sight of the applicant's certificate regardless of the status outcome on e-Bulk; 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.

Section E

Find an Application

Step 1 - Finding an individual application – see screen shots 19 & 20.

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

EBULK DISCLOSURES
Approved E-Bulk Software Solution

Welcome Applications
Change Password | Logout

Dashboard Applications Results Reports

Applications for Checking [Find Application](#)

Click the reference number to view the application details and complete the required sections.

Organisation: -- Select -- Display: 10 Order: Latest First

Date Created	Our Ref	Surname	Date of Birth	Org Ref	Application Ref
29/05/2013	[E] 708DUMM31	DUMMY	06/05/1990	CHEQSORG	E0000000018 Track
29/05/2013	[E] 245TEST30	TESTAPP	04/06/1982	CHEQSORG	
29/05/2013	[E] 424TEST29	TESTTHREE	01/01/1988	CHEQSORG	
29/05/2013	[E] 078TEST28	TESTTWO	04/07/1989	CHEQSORG	
29/05/2013	[E] 022TEST27	TESTONE	01/01/1997	CHEQSORG	
28/05/2013	[E] 240TEST25	TEST	10/08/1986	CHEQSORG	
28/05/2013	[E] 452PEEZ24	PEEZEE	13/01/1977	CHEQSORG	E0000000017
09/05/2013	[E] 110PEEZ20	PEEZEE	13/01/1977	CHEQSORG	E0000000016
09/05/2013	[E] 708PEEZ19	PEEZEE	13/01/1977	CHEQSORG	E0000000013
09/05/2013	[E] 193PUTL18	PUTLANE	01/01/1994	EMMAORG	E0000000015

Showing 1 - 10 of 24 results [\[<\]](#) [Previous](#) | Page: [1](#) [2](#) [3](#) | [Next](#) [>](#)

Screen Shot 19

- 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 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

Find Application CLOSE X

Find applications by any or all of the following fields:

Our Reference:

Surname:

Date of birth: -DD- -MM- -YYYY-

Application Reference:

Screen Shot 20

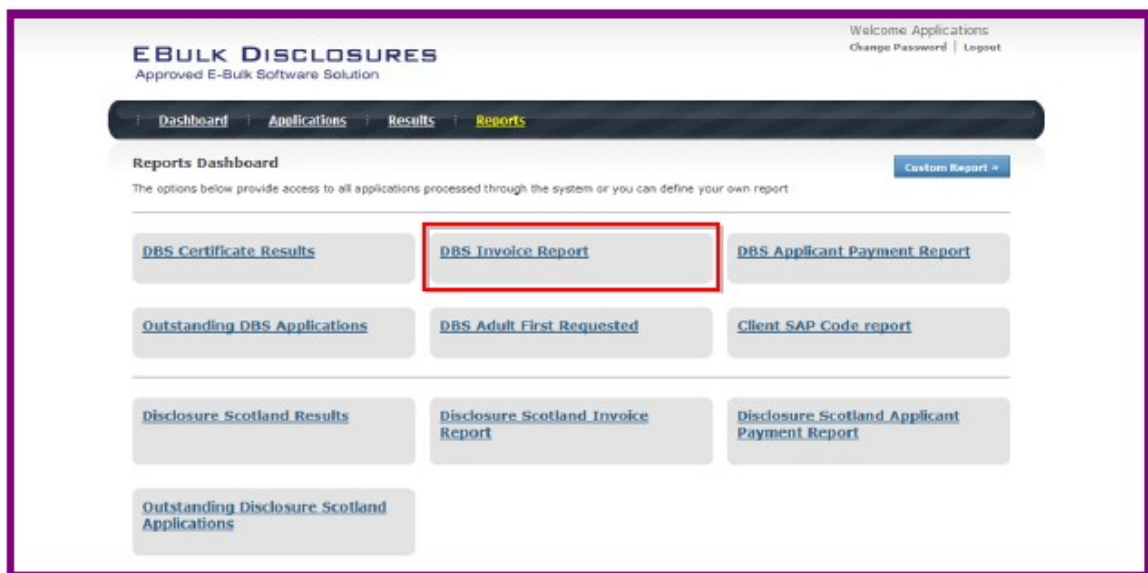
Applicant Manager Guidance Notes

Section F

Reports

Step 1 - Running a report – see screen shot 21.

- 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 four main standard reports that you can choose from, however it is also possible to run a customised report (**please note that as you only process DBS checks, you can ignore the lower section of the reports screen containing Disclosure Scotland report information**).



Screen Shot 21

Stage 2 – Invoice Report – see screen shot 21 above.

This report can be used to produce an electronic version of the invoice you will receive from us or for you to calculate the company budget required in relation to DBS costs. This can be filtered by a specific division or can be run on all divisions within your organisation. The report captures applicant and organisation data with the addition of;

- Basic, Standard or Enhanced Fee
- Cost Code
- Organisation Postcode
- Admin Fee (referred to as Base Fee on the system)
- VAT
- Total application price

Applications that were submitted before the system was capable to produce invoice reports will not be captured in the report. These will have a zero value against them. Only applications processed after the system was capable of producing this report will be captured.

Stage 3 - Customised Reports and selecting field headings – see screen shot 22.

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.

The screenshot shows the 'EBULK DISCLOSURES' interface. At the top right, it says 'Welcome Applications' with links for 'Change Password' and 'Logout'. The navigation bar includes 'Dashboard', 'Applications', 'Results', and 'Reports' (which is highlighted). Below the navigation bar, the breadcrumb trail is 'Reports Dashboard > Create Report'. The main section is titled 'Define Report Parameters'. It contains several dropdown menus: 'Status' (set to '-- Optional Select --'), 'Sector' (set to 'All'), 'Route Taken (DBS Only)' (set to '-- Optional Select --'), 'Channel' (set to '-- Optional Select --'), 'Date Type' (set to 'Created Date'), 'Order' (set to 'Oldest First'), 'Date From' (set to '01/12/2013'), and 'Date To' (set to '31/12/2013'). There is a 'Go' button to the right of the date fields. Below the parameters section, there is a section titled 'Select which fields you want to display in the report'. It contains a grid of checkboxes for various fields: View, Application Type, Sent Date, Cert Seen Date, Approved Date, Cost Code, Created Date, Forename, Certificate No, Risk Assessment, Enhanced Fee, Org Postcode, Status, Surname, Cert Result, Organisation, Standard Fee, VAT, Channel, NI Number, Cert Issue Date, Org Internal Ref, Basic Fee, Invoice Sent Date, Our Ref, Date of Birth, Cert Received Date, ID Checked By, Admin Fee, Sector, Application Ref, Csrg Auth Date, Cert Sent Date, ID Checked Date, and Total. Below this grid, there is a section titled 'The following fields are for DBS Only:' which contains checkboxes for: Is Volunteer, Position, Section Y Date, DBS Reference, DBS Date, DBS Adult First Admin, DBS Adult First Fee, Working With Adults, Working With Children, ID Route Taken, External Validation Checked, External Validation Ref., Interview Completed, Interview Notes, Certificate Upload Consented, and External Validation Notes.

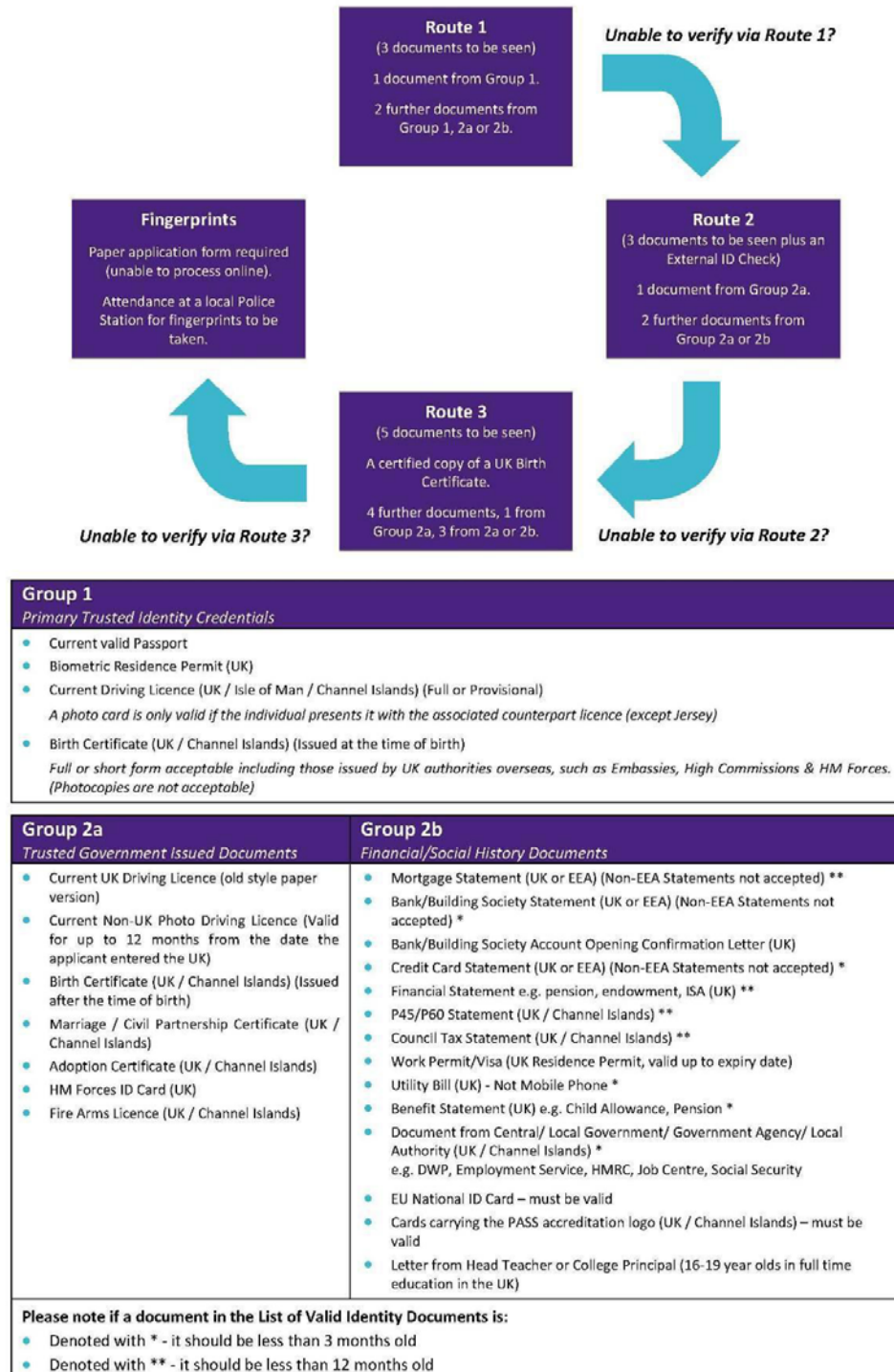
Screen Shot 22

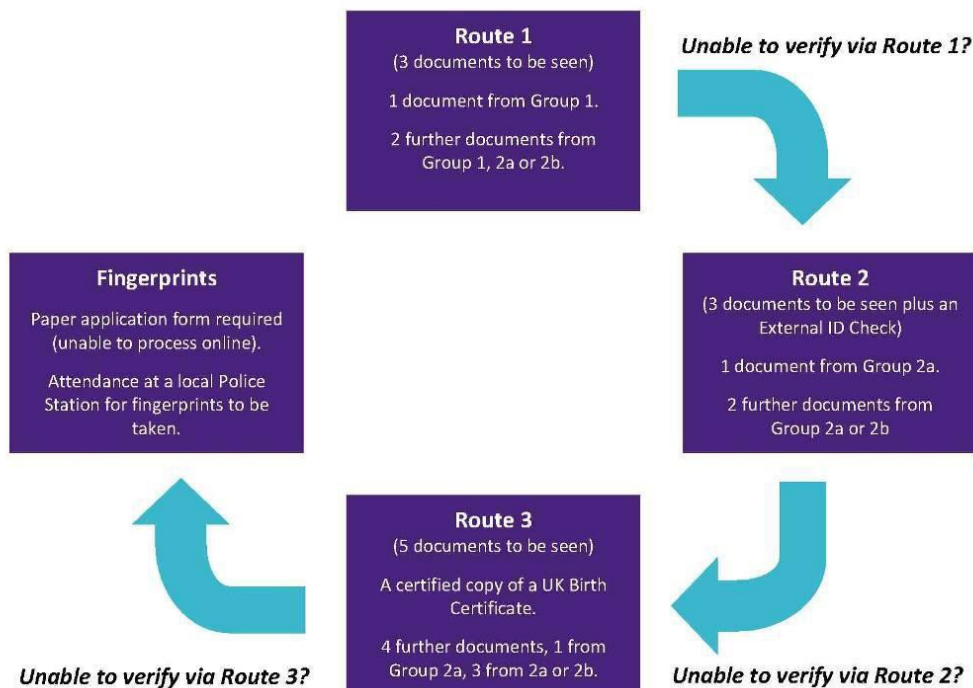
All Users – Please Log Off at the end of your session. If a session is inactive for more than ten minutes you will be automatically logged off (This is due to security reasons)

Contact Us: weshrandpayroll@warwickshire.gov.uk or 01926 418614

DBS List of Acceptable Identification

Section G





Group 1

Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK / Isle of Man / Channel Islands) (Full or Provisional)
A photo card is only valid if the individual presents it with the associated counterpart licence (except Jersey)
- Birth Certificate (UK / Channel Islands) (Issued at the time 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)

Group 2a

Trusted Government Issued Documents

- Current UK Driving Licence (old style paper version)
- Current Non-UK Photo Driving Licence (Valid for up to 12 months from the date the applicant entered the UK)
- Birth Certificate (UK / Channel Islands) (Issued after the time of birth)
- Marriage / Civil Partnership Certificate (UK / Channel Islands)
- Adoption Certificate (UK / Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK / Channel Islands)

Group 2b

Financial/Social History Documents

- Mortgage Statement (UK or EEA) (Non-EEA Statements not accepted) **
- Bank/Building Society Statement (UK or EEA) (Non-EEA Statements not accepted) *
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) (Non-EEA Statements not accepted) *
- Financial Statement e.g. pension, endowment, ISA (UK) **
- P45/P60 Statement (UK / Channel Islands) **
- Council Tax Statement (UK / Channel Islands) **
- Work Permit/Visa (UK Residence Permit, valid up to expiry date)
- 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
- EU National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK / Channel Islands) – must be valid
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)

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

- Denoted with * - it should be less than 3 months old
- Denoted with ** - it should be less than 12 months old