

Batch Screening - Benefits and Uses

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Batch Screening

- Background & History at INL
 - Need:
 - INL Hosting large groups of visitors, on site training and sponsoring of conferences
 - Not all attendees are U.S Citizens
 - Tool currently being used to perform background screens supports batch screening (Visual Compliance)

Batch Screening

Current INL Uses:

- Foreign Visitors (10 or more at a time)
- Group tours
- Training Sessions
- INL Sponsored Conferences
- Vendors
- Shipping
- Off site visits / meetings
- Future / TBD ?

Batch Screening

It is a 3 stage process:

- Set up your data & convert to text file
- Upload data
- Retrieve results

Batch Screening

- Batch files are in a specific format :
 - Text file with a custom set of delimiters to separate the data
 - Fields required:
 - ID or other identifying comment
 - Name First Middle Last (all in one field)
 - OR Name of Company (if both company will be screened)
 - Street address
 - City
 - State or Province
 - Country

Batch Screening

- Hard to get large files into proper format, so eCustoms has a utility
 - MSR Excel Converter
 - Need admin rights to install
 - Supports only Microsoft OS at this time
 - Supports only the 97-2003 format (*.xls)
 - Will convert to *.txt format

Batch Screening

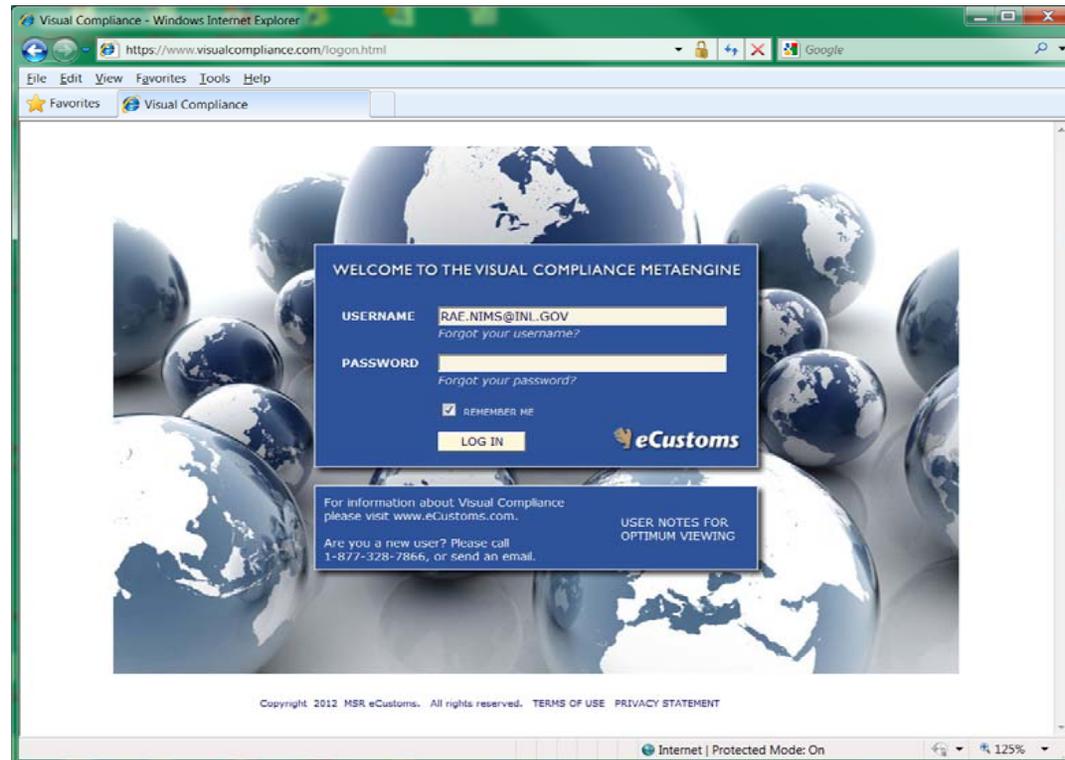
- Sample Excel File
- Sample Text File

Batch Screening

- Steps to be taken:
 - Upload text file
 - Wait (1 minute or less)
 - Auto email when finished
 - Download results one or more files
 - Green => No issues were flagged
 - Yellow => One issue flagged
 - Red => Two or more issues flagged

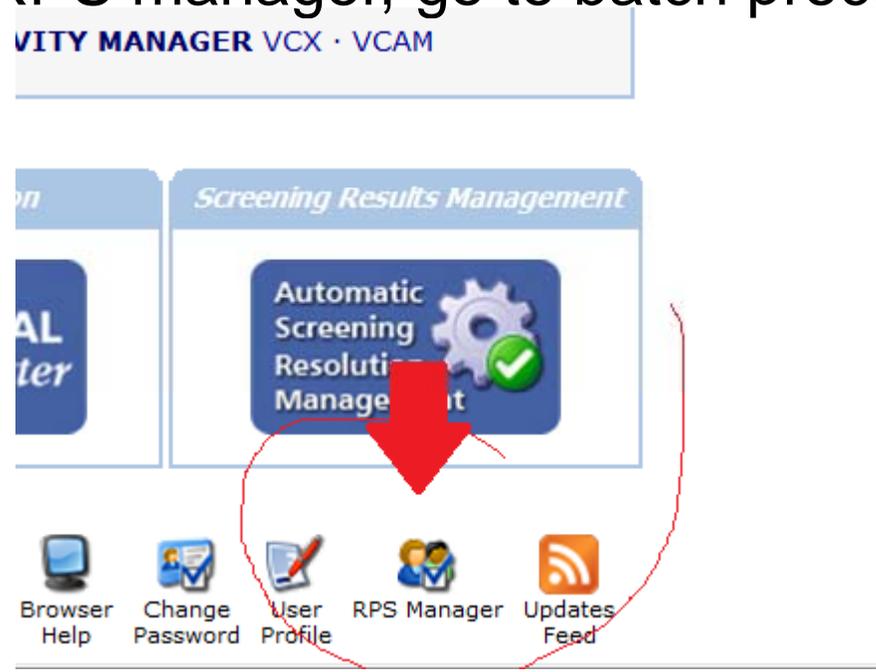
Batch Screening

Using the Visual Compliance Tool:

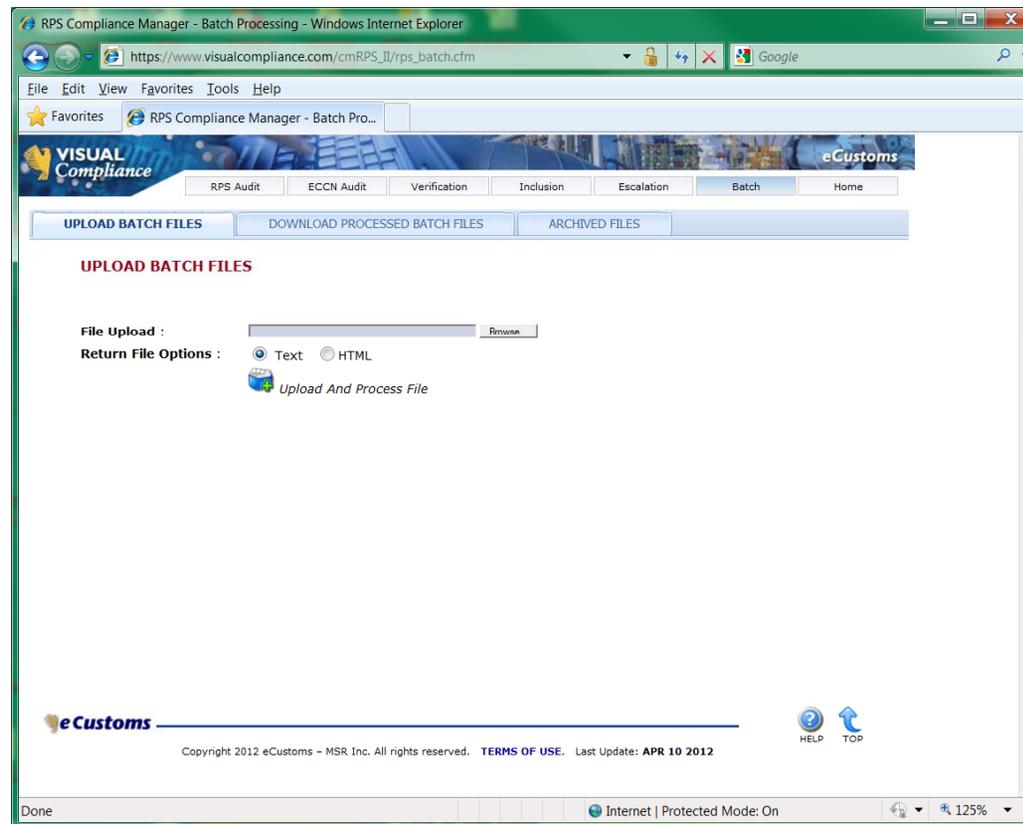


Batch Screening

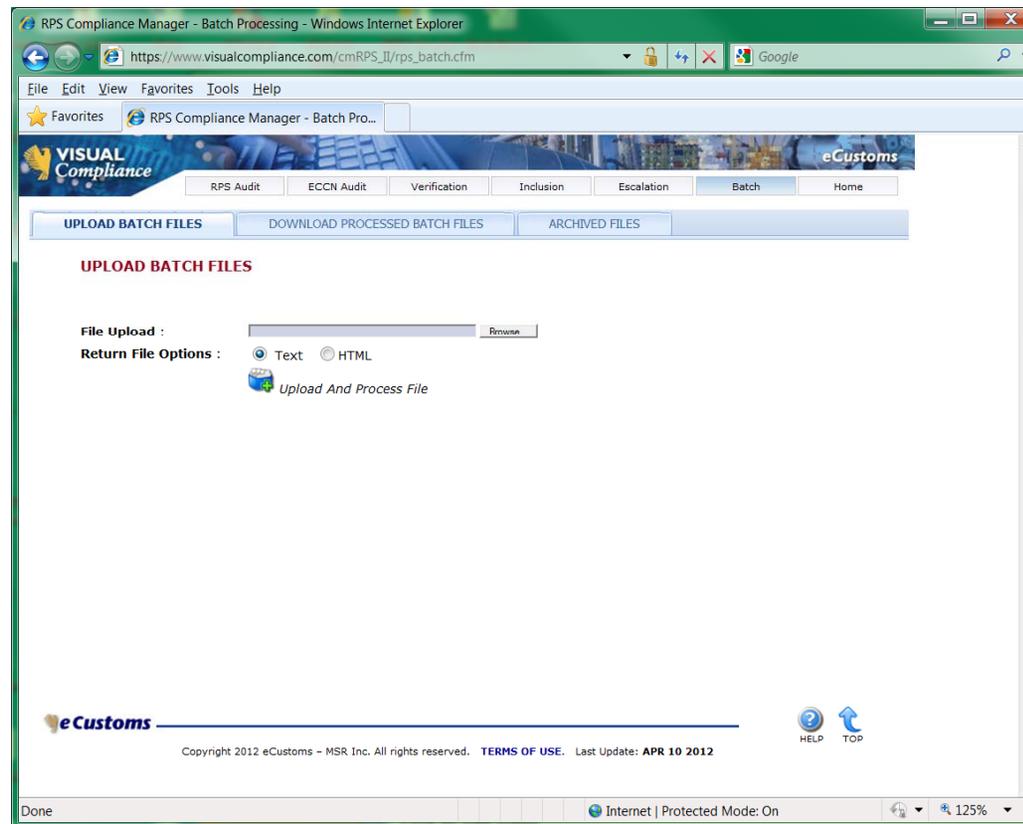
Go to the RPS manager, go to batch processing



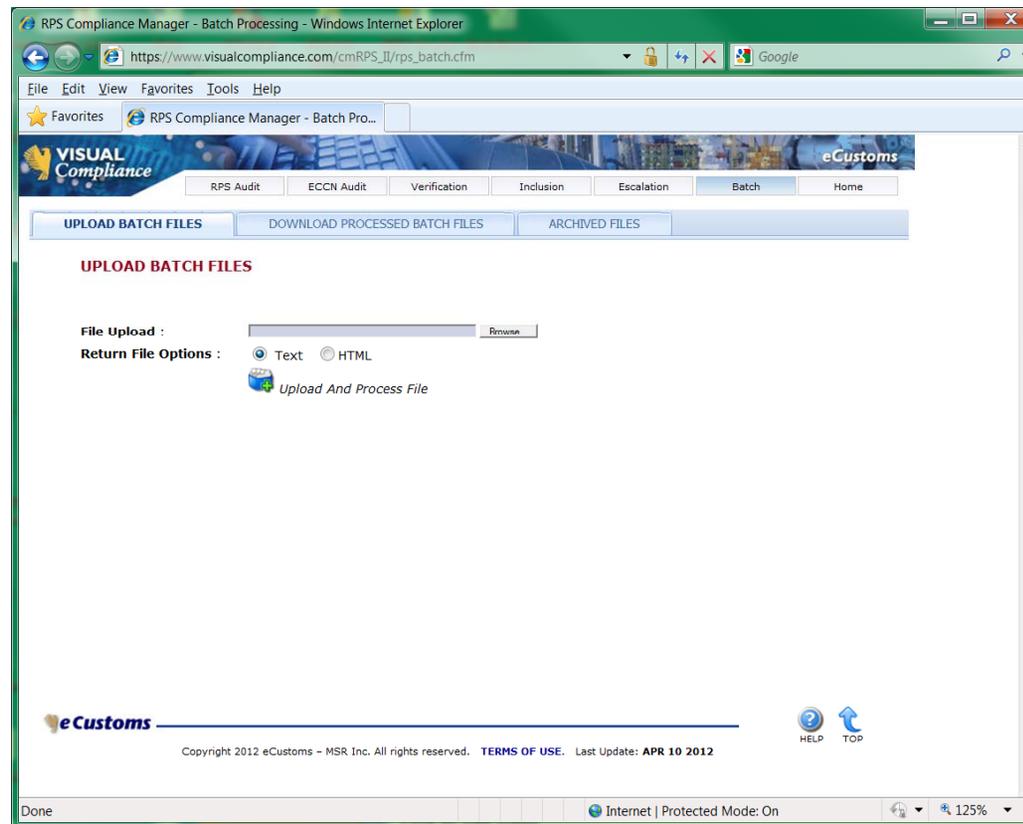
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DEMO

Batch Screening

Questions ?