

# Ordering Background Checks with Verified Volunteers

Background checks are ordered in several ways:

From the Admin > User Profile

1. From the User Profile > Volunteer Tab

Background Checks <span style="float: right;">+ new</span>			
✉ Resend Background Check Email			
Status: Needs Review 08/16/2017			
Date	Type	Status	Expiration
08/16/2017	Volunteer + MVR	Needs Review	08/16/2018

2. See the Background Checks Panel
  - a. Create a new Background Check
  - b. Resend the Background Check Email to the volunteer

From More > Tags

1. Tag users that you would like to order background checks for
2. Go to More > Tags

## Background Check

### Existing Background Check Applications x

The following users have an application submission within the last 30 days. Consider un-tagging these users:

- Aaron Boyd
- Ashlee Decker
- Ryan Smith

Submit a new Background Check Application for all tagged volunteers:

Volunteer ▼

Submit Background Checks

3. Select the type of background check to order
  - a. Note: the system will let you know if there is an existing order for any of the tagged users.

## From More > Background Checks

1. Go to the Background Check screen

Search Background Checks [View Statuses](#) Show Advanced Search Options

[+ new background check](#)

Status Filter: [Submitted](#) | [In Progress](#) | [Needs Review](#) | [Reviewed](#) | [Eligible](#) | [Request Failed](#) | [All](#)

Show  entries Search:

	First Name	Last Name	Date Requested	Type	Status Date	Status	Expiration Date
<input type="checkbox"/>	Aaron	Boyd	08/15/2017	Volunteer + MVR	08/16/2017	Needs Review	
<input type="checkbox"/>	Ashlee	Doty	08/15/2017	Volunteer + MVR	08/16/2017	Eligible	08/16/2018
<input type="checkbox"/>	Tina	Hodge	08/15/2017	Volunteer		Submitted	
<input type="checkbox"/>	Teddy	Jackson	08/15/2017	Volunteer + MVR		Submitted	
<input type="checkbox"/>	Jeremy	Manes	08/15/2017	Volunteer + MVR		Submitted	
<input type="checkbox"/>	Angela	Munoz	08/15/2017	Volunteer + MVR		Submitted	
<input type="checkbox"/>	Angle	Reynolds	08/15/2017	Volunteer + MVR		Submitted	
<input type="checkbox"/>	Larry	Schneider	08/15/2017	Volunteer + MVR		Submitted	
<input type="checkbox"/>	Steven	Tyler	08/15/2017	Volunteer + MVR		Submitted	
<input type="checkbox"/>	Jason	White	08/11/2017	Volunteer + MVR	08/15/2017	Eligible	08/15/2018

Showing 1 to 10 of 447 entries Previous **1** [2](#) [3](#) [4](#) [5](#) [...](#) [45](#) Next

2. This screen will show all users that have had a background check ordered.
3. Click on the status filter to view background checks by status
4. Clicking View Statuses will provide a description of each
5. Click New Background Check to order a new one for a single user

### + New Background Check

Warning!  
Aaron Boyd already has an application submission within the last 30 days. Are you sure you want to submit another?

User:\*

Last Background Check: 08/16/2017 - Volunteer + MVR - Needs Review

Type:\*

\* denotes required fields

### Admin Home Page

The Admin home page will display up to 10 background checks needing review and close to expiration/expired.

#### Background Checks Needing Review ? [more >](#)

Tag Name	Status Date	
<input type="checkbox"/> Jane Doe	09/23/2017	

**View All 'Needs Review' Background Checks**

**Link to VV Review**

#### Expiring Background Checks ? [more >](#)

Tag Name	Expiration Date	
<input type="checkbox"/> John Doe	04/25/2016	 

**View All 'Expiring Soon' Background Checks**

**Re-order Background check or Dismiss Alert**