DESCRIPTION

Batch Processing is a method of submitting large groups of names for background checks to LexisNexis Screening Solutions via an Excel spreadsheet. When large numbers of requests are involved, users have found this process to be more expeditious than individually requesting reports.

Each batch of names is uploaded via a secure site. Once the names are uploaded, clients can view the status or print reports from Full Service Screening—the same program used for individually requested background checks.

The most common uses for this program are new store or division openings requiring large volumes of background checks or for organizations that complete annual screening.

FEATURES AND BENEFITS

Excel format provided. LexisNexis provides the Excel template format you use to guarantee a smooth upload into Full Service Screening.

Redundant data entry eliminated. Copy and paste all names at once rather than individually entering names. This saves our clients hours of work.

Is accessed online—right from your desktop. Connection to Full Service Screening/upload is made over a secure connection to the Internet, so your information is always safe and always available.

Reports requested within 10 minutes. While some batch processing requires a lengthy lead time for loading the data, LexisNexis’s proprietary system begins work on the submitted names immediately. The upload normally takes a few minutes and rarely exceeds 10.

Quick result turnaround times once the request has been received. Results can be immediate or 24-72 hours depending on the products ordered for each applicant.

FAQS

Is there a limit to how many names can be included in each batch?
Yes. Batches must be done in groups of 10,000 or less.

How do I know what should be ordered for each job code?
LexisNexis customer service and sales representatives can work with you to identify the types of checks that demonstrate due diligence for your organization.

TYPICAL RESULTS

Results are viewed in Full Service Screening. You can filter by batch to print results, or look at each applicant individually.

ORDERING

Contact a Sales Representative to get started developing a background screening solution, including delivery and pricing that will meet your needs. Call toll-free at 1-877-447-9473.