Batch Order Template Guide

	A	B	C	D	E	F	G	H
1	TrackingId	QuickApp	FirstName	LastName	Email	RequestingUser	ProductName	Screenings
2	What you Want in the Reference Field	yes	Candidate First Name	Candidate Last Name	Candidate Email Address	RequesterLast, RequesterFirst	Package Name in the System	Default
3								
4								
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11								

TrackingID: This is where you put what you want to show in the reference field on the report. If this is a required field for you when you are placing a standard QuickApp order then it is required here as well.

QuickApp: Leave this as yes. If you put no, it will not send out the QuickApp and will error since you will not have an authorization for the report.

FirstName: Candidate first name only.

LastName: Candidate last name only.

Email: Candidate email address only.

RequestingUser: Must be in LastName, FirstName format – Doe, Jane

ProductName: This needs to be exactly as it is in the system. If you have an extra space it will error. Copying it directly is the easiest way to ensure the name of the package is correct.

Screenings: Always leave this as default.