



The Master Disclosure Manager and Disclosure Manager User Guide

Contact Details

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How do I Activate my Account?

Once you have been added on Online Disclosures, you will automatically receive an activation email.

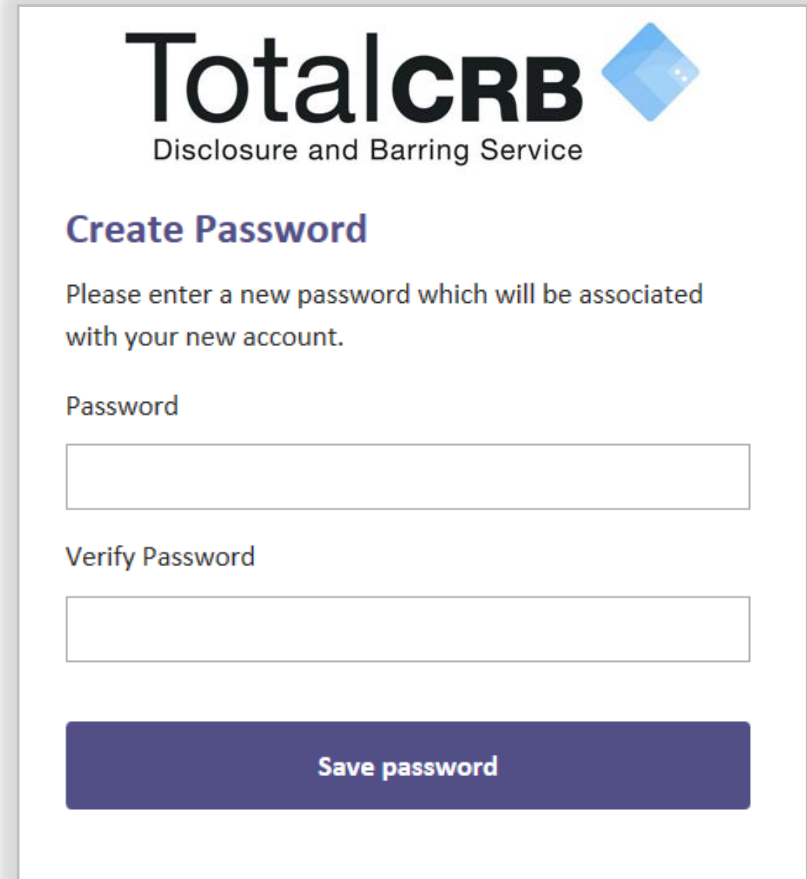
Open the email and click on the link contained. (To see an example of the activation email click the button below.)

You will be asked to create a password. Verify the password by entering it again.

The password **has** to be **at least** eight characters in length using a combination of **UPPER CASE, lower case** and **numbers** (0-9). Click **Save Password**.

Once activated you will be directed to the Application tab, Awaiting Verification. This will be your home page.

To access Online Disclosures again in the future you just have to Sign In.



The screenshot shows the TotalCRB account activation interface. At the top is the TotalCRB logo and the text 'Disclosure and Barring Service'. Below this is the heading 'Create Password' in blue. A message reads: 'Please enter a new password which will be associated with your new account.' There are two input fields: 'Password' and 'Verify Password'. At the bottom of the form is a dark blue button labeled 'Save password'.

[Example Activation Email](#)

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How do I Sign In?

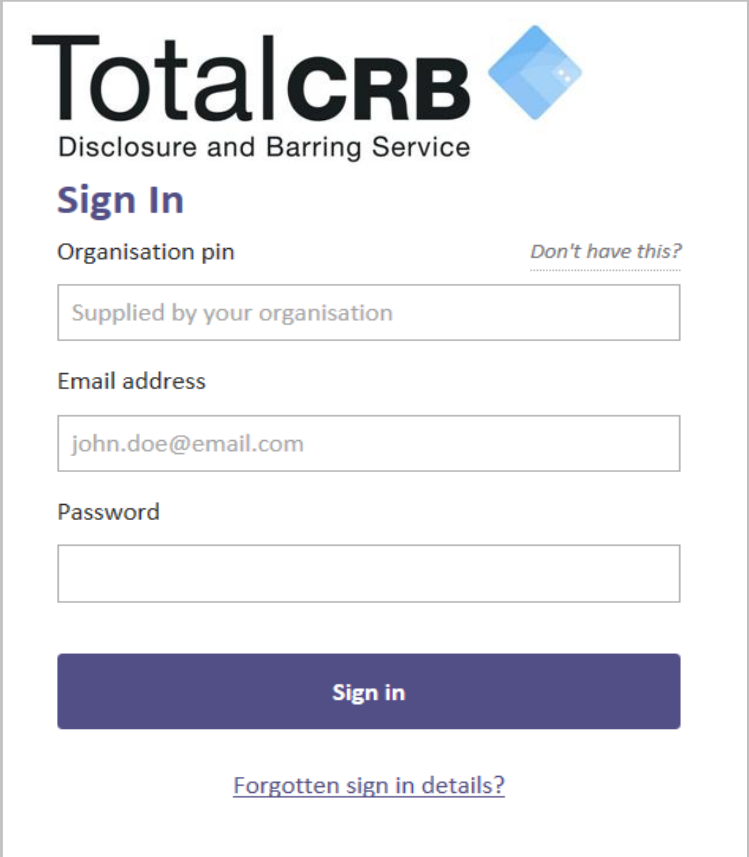
Organisation Pin: This is a number specific to your organisation. You will find it in your activation email.

Email: Enter the email address you received the activation e-mail to.

Password: Enter the password you created for yourself.

Click **Sign In**

Please Note: The password is case sensitive and must be entered **exactly** as you created it.



The screenshot shows the TotalCRB Sign In page. At the top, it features the TotalCRB logo and the text 'Disclosure and Barring Service'. Below this is the heading 'Sign In'. The form consists of three input fields: 'Organisation pin' with a placeholder 'Supplied by your organisation' and a link 'Don't have this?'; 'Email address' with the placeholder 'john.doe@email.com'; and 'Password'. A dark blue 'Sign in' button is positioned below the fields. At the bottom of the form, there is a link 'Forgotten sign in details?'.

The difference between a Master Disclosure Manager, Disclosure Manager and a Verifier

This table shows what actions can be carried out by different users within your organisation.

Actions	Master Disclosure Manager	Disclosure Manager	Verifier
Create a Disclosure Manager	✓	x	x
Create a Verifier	✓	✓	x
Create an Applicant	✓	✓	✓
View the Outcome of the Check & Associated Letters	✓	✓	✓
Export Information	✓	✓	x

How do I Create a Disclosure Manager? (Master Disclosure Manager Only)

Click the **Organisation tab** along the top, this will show information about your organisation.

If you are a multiple organisation, search for and select the relevant organisation first. To see how to do this click the button below.

Click the **Organisation tab** and click **Organisation Actions**.

A dropdown list of actions will appear. Select **Create Disclosure Manager**.

Enter the Disclosure Manager's full name and their email address.

Click **Save**.

The Disclosure Manager will be sent an activation email.

The screenshot shows the TotalCRB web application interface. At the top, the 'Organisation' tab is highlighted with a red box. Below the navigation bar, a dropdown menu for 'Organisation actions' is open, with 'Create disclosure manager' selected and highlighted by a red box. The main content area displays the 'Create Disclosure Manager' form. The form includes fields for 'Disclosure manager name', 'Require login' (radio buttons for Yes and No, with 'No' selected), 'Email address', and 'Contact phone number (Optional)'. Below these fields is the 'Disclosure Manager Address Details' section, which includes a 'Copy main address' button, a 'Postcode (Optional)' field, a 'Find' button, and a link to 'Enter address manually'. At the bottom of the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

How do I search for a particular branch of the Organisation?

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How do I Deactivate a DM? (Master Disclosure Manager Only)

Click the **Organisation tab** along the top, this will show information about your organisation.

If you are a multiple organisation, search for and select the relevant organisation first. To see how to do this click the button below.

From the list on the left hand side click **Verifiers and Disclosure Managers**

Click the '+' symbol against the name of the verifier you wish to **deactivate**.

Click **Deactivate**.

To **edit** the details, click **edit** and make the changes required.

The screenshot shows the TotalCRB web interface. At the top, the 'Organisation' tab is highlighted with a red box. Below the navigation tabs, the 'Verifiers & Disclosure Managers' section is visible. A red box highlights the 'Verifiers & Disclosure Managers' link in the left-hand navigation menu. In the main content area, a 'Demo Verifier' is listed with a '+' icon next to it. A modal window is open over the 'Demo Verifier', showing 'Contact Details' and the email address 'disclosure.manager@outlook.com'. Two buttons are visible at the bottom of the modal: 'Edit' and 'Deactivate'.

How do I search for a particular branch of the Organisation?

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How do I Create a Verifier?

Click the **Organisation tab** along the top, this will show information about your organisation.

If you are a multiple organisation, search for and select the relevant organisation first. To see how to do this click the button below.

Click **Organisation Actions**, from the drop down, select **Create Verifier**.

Enter Verifiers name, their e-mail address. Enter their email **again** to confirm it.

You **can** enter their address details, but this is **not** compulsory. Click **Save**.

The screenshot shows the TotalCRB web application interface. At the top, the 'Organisation' tab is highlighted with a red box. Below the navigation bar, the 'Organisation actions' dropdown menu is open, and 'Create verifier' is highlighted with a red box. The main content area is titled 'Create Disclosure Manager' and contains a form with the following fields: 'Disclosure manager name' (text input), 'Require login' (radio buttons for Yes and No, with 'No' selected), 'Email address' (text input), and 'Contact phone number (Optional)' (text input). Below the form, there is a 'Disclosure Manager Address Details' section with a 'Copy main address' button, a 'Postcode (Optional)' field, and a 'Find' button. A 'Save' button is highlighted with a red box at the bottom of the form.

How do I search for a particular branch of the Organisation?

Please Note: After the application has been submitted, the applicant will be shown the name and email details of all verifiers.

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How do I Deactivate a Verifier?

Click the **Organisation tab** along the top, this will show information about your organisation.

If you are a multiple organisation, search for and select the relevant organisation first. To see how to do this click the button below.

From the list on the left hand side click **Verifiers and Disclosure Managers**.

Click the '+' symbol against the name of the verifier you wish to **deactivate**.

Click **Deactivate**.

To **edit** the details, click **edit** and make the changes required.

The screenshot shows the TotalCRB web interface. At the top, the 'Organisation' tab is highlighted with a red box. Below the navigation tabs, a list of status filters is visible. The main content area shows the 'Organisations' section with a search bar and a dropdown menu for 'Organisation actions'. The 'Verifiers & Disclosure Managers' section is active, and a red box highlights the 'Verifiers & Disclosure Managers' link in the left-hand navigation menu. A modal window is open, displaying the details for a 'Demo Verifier'. The modal has a title 'Demo' and a close button. Under 'Contact Details', the email address 'disclosure.manager@outlook.com' is listed. At the bottom of the modal, there are two buttons: 'Edit' and 'Deactivate'.

How do I make a single/bulk payment(s)?

Click the **Payments** tab.

Tick the box alongside the application(s) you want to pay for.

If you wish to make a bulk payment, please be aware bulk payment can only be used for applications under the same Organisation Pin.

Click **Pay for these Applications**.

Enter the billing details. Click **Purchase**.

Please Note: You **do not** need a PayPal account to make a payment. Payment can be made by credit/debit card. This will be processed through PayPal.

Select	Org ID	Organisation Name	Name	DOB	Postcode	E-Number	Completed By	Last Modified On
<input checked="" type="checkbox"/>	18	Demonstration Organisation	A Z	01/01/1991	NG11 7EP			20/06/2014

First Name

Last Name

Address Line 1

Address Line 2

Town/City

Country

Postcode

Country

Email Address

[Change Details](#)

Select payment

PayPal

[Pay Later](#) [Cash](#) [Purchase](#)

How do I make a Payment Without a PayPal Account?

How do I make a Payment With a PayPal Account?

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How do I make a single/bulk payment(s) Without a PayPal Account?

Check the billing details.

If different from the payees **or** no details are visible entered click **Change Details** and enter the correct payees details.

Click **Purchase**.

You **do not** need a PayPal account to make a payment.



Payment can be made by credit/debit card. This will be processed through PayPal.

The screenshot displays the TotalCRB web interface for making a payment. At the top, the TotalCRB logo and 'Disclosure and Barring Service' are visible. The main section is titled 'Billing details' and contains several input fields: 'First Name' (Demonstration), 'Last Name' (Payment), 'Address Line 1' (1 GB Group), 'Address Line 2' (empty), 'Town/City' (Nottingham), 'County' (Nottinghamshire), 'Postcode' (NG11 7EP), 'Country' (United Kingdom), and 'Email Address' (testverifier@outlook.com). A red-bordered 'Change Details' button is positioned below the email field. Below the billing details is a 'Select payment' section with a radio button selected next to the 'PayPal' logo. At the bottom of the form, there are three buttons: 'Pay Later', 'Cancel', and a prominent 'Purchase' button.

How do I make a single/bulk payment(s) Without a PayPal Account?

Click the **Pay with a Credit/Debit card**.

Choose a way to pay

▼ **Pay with my PayPal account**  

Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

[Log In](#)

[Forgotten your email address or password?](#)

▶ **Pay with a debit or credit card**

(Optional) Sign up to PayPal to make your next checkout faster

[Cancel and return to GB Group's Test Store.](#)

How do I make a single/bulk payment(s) Without a PayPal Account?

Select the **type** of **card** being used to make the payment from the drop down list.

Enter the **card details** requested.

Check the **billing information**.

If the **billing information** is **incorrect** , click **change** and make any necessary changes to the billing information.

Enter a contact telephone number.

Check the **email address**, if **different** delete and enter the **correct** contact email address.

Click **Continue**.

▼ **Pay with a debit or credit card**
(Optional) Sign up to PayPal to make your next checkout faster

Country

Card type

Card number

Expiry date mm / yy /

CSC

Billing information
Alan Smith
GB Group Plc
1
NOTTINGHAM, Nottinghamshire
NG11 7EP
United Kingdom
[Change](#)

Delivery address Same as billing address

Contact information
Telephone
Email

[Save your information with PayPal](#) [Why?](#)
(Optional)

In order to process your payment, PayPal collects certain personal information from you which it holds in accordance with its [Privacy Policy](#). For more information on this process, click [PayPal Account Optional](#).

Note to seller [Add](#)

Click **Continue** to complete your purchase. Please review your information to make sure that it is correct.

Continue

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How do I make a single/bulk payment(s) Without a PayPal Account?

You will be shown the billing details again.

If incorrect, click **Change Details** and update with the correct address.

If Correct, click Confirm Payment.

When the payment has gone through a green box will appear.

Click **continue** to be taken back to the applications page.

Billing details

First Name

Last Name

Address Line 1

Address Line 2

Town/City

County

Postcode

Country

Email Address

[Change Details](#)

PayPal Checkout Information

Confirm Payment Amount £56.60

[Cancel](#) [Confirm Payment](#)

Payment made successfully. Click here to continue.

[Continue](#)

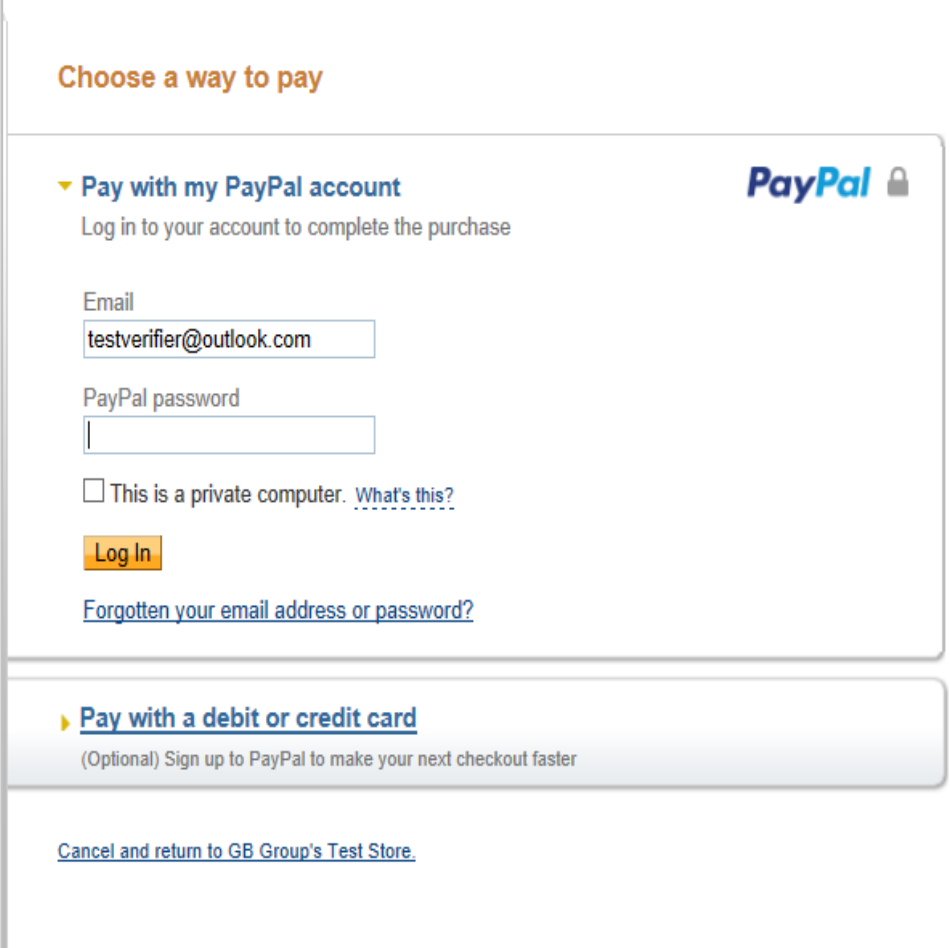
How do I make a single/bulk payment(s) With a PayPal Account?

If you have a PayPal account, check the email is the email used for logging in to PayPal. If not change it and **enter** your PayPal **Password** and press **Login**

Follow the instructions provided by PayPal.

If you **cannot** remember your PayPal account details, click **Forgotten your email address or Password?**

If you **do not** have a PayPal account, click Pay with a Credit/Debit card.



The screenshot shows the PayPal checkout interface. At the top, it says "Choose a way to pay". There are two main options:

- Pay with my PayPal account**: This option is selected. It includes the PayPal logo and a lock icon. Below it, the text says "Log in to your account to complete the purchase". There are two input fields: "Email" (containing "testverifier@outlook.com") and "PayPal password". Below the password field is a checkbox labeled "This is a private computer. What's this?". There is an orange "Log In" button and a link "Forgotten your email address or password?".
- Pay with a debit or credit card**: This option is not selected. It includes the text "(Optional) Sign up to PayPal to make your next checkout faster".

At the bottom of the form, there is a link: "Cancel and return to GB Group's Test Store."

How do I see the Outcome of a Disclosure Check?

To see the outcome click the **Application** tab and then click **Complete**.

Single click on the relevant applicant's name. Click on **Outcome**.

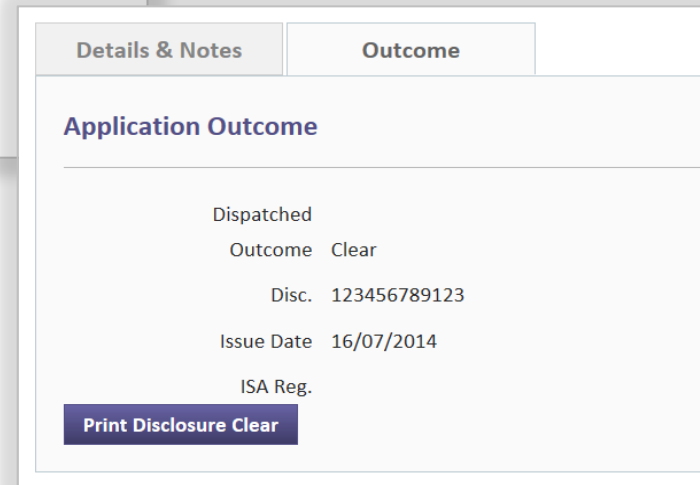
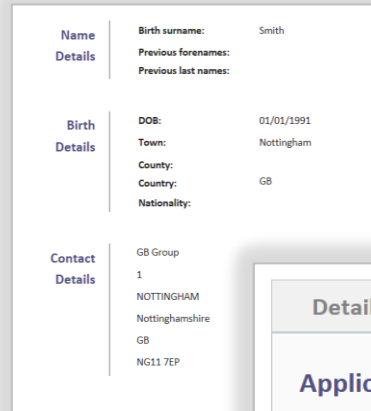
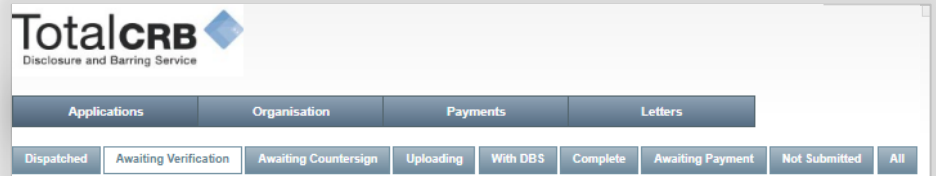
Dispatch: A date will only be shown here for those organisations that have a been set up for certificate retrieval.

Disc: This is the disclosure certificate number.

Issue Date: This is the date the certificate was issued.

Outcome: This will state if the out come is **Clear** or **See Paper Disclosure**

Different actions are required depending on the outcome of the Disclosure Check. **Click** on the relevant buttons to see what action is required.



Clear

See Paper Disclosure

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What do I do if the Outcome is Clear?

If the outcome of the disclosure check is **clear**, the organisation does not need to see the actual disclosure certificate. You can either work directly from the electronic record **or** open a letter confirming the status as clear.

To do this click the **Application** tab. To show completed applications click **Complete**.

Single click on the relevant applicant's name. Click on **Outcome**.

Click **Print Disclosure Clear**.

The letter will open as a PDF. You can print the document directly from the PDF or save it to your organisations computer.

It is also possible to **Batch Print** the PDF's. This can be done from the Letters tab, click on the button below to see how.

Details & Notes	Outcome
Application Outcome	
Dispatched	
Outcome	Clear
Disc.	123456789123
Issue Date	16/07/2014
ISA Reg.	
Print Disclosure Clear	

What do I do if the Outcome is See Paper Disclosure?

If the outcome of the disclosure check is **see paper disclosure**, the organisation **must see** the actual disclosure certificate. This should be requested from the applicant.

How the disclosure certificate is requested, and how you see this information varies between organisations. Therefore please follow the process set out for your particular organisation. If you are not sure what the process is, please contact your organisations master disclosure manager who will be able to advise you.

How do I Batch Print?

Being able to Batch Print is useful when managing several applicant accounts making the process of printing these letters faster and easier.

The screenshot shows the 'OnlineDisclosures' web application interface. At the top, there is a navigation bar with four tabs: 'Applications', 'Organisation', 'Payments', and 'Letters'. The 'Letters' tab is currently selected. Below the navigation bar is a table with the following columns: 'Organisation ID', 'Name', 'Date Of Birth', 'Postcode', 'Letter Type', and a checkbox column. The table contains two rows of data. The first row has '127518' for Organisation ID, 'Sally Smith' for Name, '01/01/1991' for Date Of Birth, 'NG11 7EP' for Postcode, and 'Disclosure Clear' for Letter Type. The checkbox for this row is checked. The second row has '127518' for Organisation ID, 'Matt Richards' for Name, '31/10/1980' for Date Of Birth, 'NG11 7EP' for Postcode, and 'Disclosure Clear' for Letter Type. The checkbox for this row is unchecked. To the right of the table is a 'Select All' checkbox. At the bottom right of the table area is a 'Print Letter(s)' button.

Organisation ID	Name	Date Of Birth	Postcode	Letter Type	<input type="checkbox"/> Select All
127518	Sally Smith	01/01/1991	NG11 7EP	Disclosure Clear	<input checked="" type="checkbox"/>
127518	Matt Richards	31/10/1980	NG11 7EP	Disclosure Clear	<input type="checkbox"/>

Click the **Letters** tab.

If you want to print all letters for the applicants listed, tick Select All.

If you only want to print certain letters, tick the box alongside the applicants name.

Click **Print Letters**.

Once a letter is printed from the batch list it will be removed. It can however be re-printed individually.

How do I Print Letters Individually?

Click the **Application** tab and click **Complete**.

Single click on the relevant applicant's name.

Click on **Outcome**.

Click **Print Disclosure Clear**

The letter will open as a PDF. You can print the document directly from the PDF or save it to your organisations computer.

It is also possible to **Batch Print** the PDF's. This can be done from the Letters tab, click on the button below to see how.

The screenshot shows the 'Online Disclosures' interface. At the top, there are four main tabs: 'Applications', 'Organisation', 'Payments', and 'Letters'. Below these, there is a row of sub-tabs: 'Dispatched', 'Awaiting Verification', 'Awaiting Countersign', 'Uploading', 'With DBS', 'Complete', 'Awaiting Payment', 'Not Submitted', and 'All'. The 'Complete' tab is highlighted with a red box.

Org ID	Name	DOB	Postcode	Status	Vol.	Product	E-Number	Position	VM
(O) 127518	Sally Smith	01/01/1991	NG11 7EP		No	DBS C	E0123456789	Childcare Assistant	
(O) 127518	Maggie Maple	31/10/1980	NG11 7EP		No	DBS C	E0123456789	Childcare Assistant	
(O) 127518	Matt Richards	31/10/1980	NG11 7EP		No	DBS C	E0123456789	Childcare Assistant	

Records per page: 10 | Export List | 1-3 of 3

The screenshot shows the 'Application Outcome' page. It has two tabs: 'Details & Notes' and 'Outcome'. The 'Outcome' tab is active. The page displays the following information:

- Dispatched
- Outcome: Clear
- Disc: 123456789123
- Issue Date: 16/07/2014
- ISA Ref:

A red box highlights the 'Print Disclosure Clear' button at the bottom of the page.

We are a multi-structured Organisation, how do I search for a particular Organisation branch?






Click the Organisation tab and then **Back to organisation search**

Type in the organisation name, all associated organisations will be listed.

To view all of an organisations details, click on the name of the relevant organisation.

To view the quick action list, click on the menu symbol and select the required action.

The screenshot shows the 'Organisations' tab selected in the top navigation bar. Below it, a button labeled '< Back to organisation search' is highlighted with a red box. The main content area has a search bar with 'demon' entered. Below the search bar, a table lists several organisations. The first row, 'Demonstration Organisation', has a menu icon on the left and a list of actions on the right: 'Create verifier', 'Create online applicant', 'Non-Activated users', and 'Verifiers'. This row is highlighted with a red box. The table also shows columns for the organisation name, a numerical ID, and a currency symbol (£).

Search for organisation	Navigate organisations
Search Organisations	
Begin typing to search across all organisations	
<input type="text" value="demon"/>	
 Demonstration Organisation	127518 £
 Demonstration Organisation PO	127535 £
 Demonstration Organisation Sub A1	127537 £
 Demonstration Organisation Sub B	127536 £
 Sub Org Demonstration Organisation	127538 £

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Example Activation email

The **Organisation PIN** is specific to your organisation.

The **email** address listed, is the **one** you have been **added** as a **verifier** **against**.

When **accessing** Online Disclosures in the **future**, please **use** this **email**, and the **Organisation PIN** to **Sign In** to Online Disclosures.

To **activate** your **account** click on the **link**.

This is an automatically generated message. DO NOT REPLY TO THIS EMAIL.

Dear John,

You have been registered as a Disclosure Manager for GBG Organisation. An account has now been created for you with Online Disclosures.

Your login details are:

Organisation PIN: 123456

Email address: demoverifier@demo.com

In order to activate your account, you will need to create a password.

Please follow the link below to activate your account:

<http://onlinedisclosures.co.uk/ActivateAccount.aspx?OrgKey>

For full guidance on the role of Disclosure Manager please visit the Online Disclosures website at: <https://gbg.onlinedisclosures.co.uk>

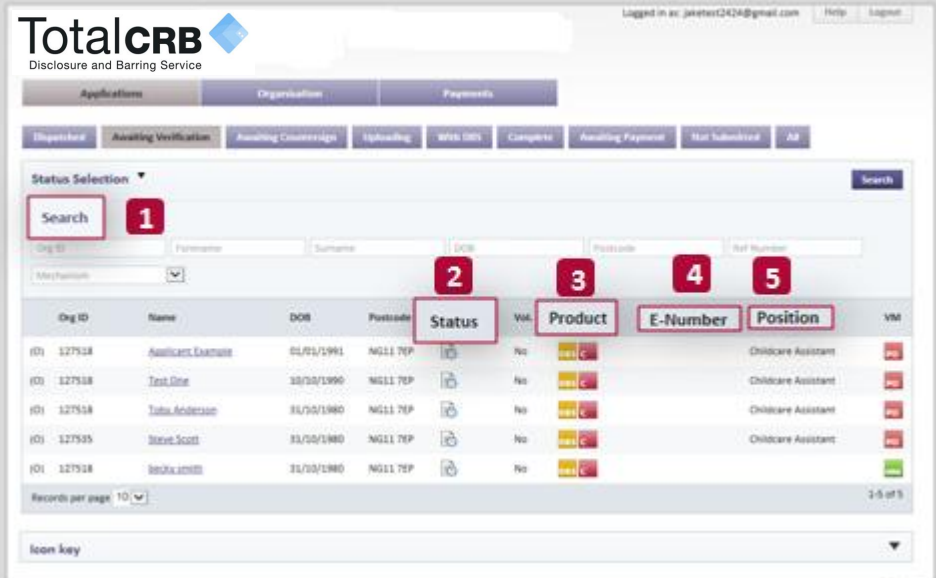
If you require any assistance, please contact our helpdesk using the details below.

Thank you for using our online service.

My Home Screen

Every time you access Online Disclosures you will land on this Awaiting Verification tab, this screen can be seen below...

1	You can use the search fields to search for a particular applicant.
2	The status of an application is indicated by the symbol in the status column. The Key to these can be seen by clicking the downward arrow alongside the Icon Key.
3	Product, this refers to the type of disclosure check requested for that applicant.
4	E-number, Once the application has been submitted each applicant will be generated a personal reference number. This is listed under E-Number.
5	Position states the role the applicant has within the organisation.



The screenshot shows the TotalCRB interface with the 'Awaiting Verification' tab selected. A search bar is at the top left, and a table of applicants is below it. The table has columns for Org ID, Name, DOB, Postcode, Status, Vol, Product, E-Number, Position, and VM. Red boxes and numbers 1-5 highlight specific features: 1 points to the search bar, 2 points to the status column, 3 points to the product column, 4 points to the E-Number column, and 5 points to the position column.

Org ID	Name	DOB	Postcode	Status	Vol	Product	E-Number	Position	VM
(01) 127518	Applicant Example	02/01/1991	NG11 7EP		No			Childcare Assistant	
(01) 127518	Test One	28/02/1990	NG11 7EP		No			Childcare Assistant	
(01) 127518	Taku Anderson	31/05/1980	NG11 7EP		No			Childcare Assistant	
(01) 127535	Steve Scott	31/05/1980	NG11 7EP		No			Childcare Assistant	
(01) 127518	Stachu Smith	31/03/1980	NG11 7EP		No				

For full details on what information/what action can be carried out with each tab see **Tab Functions** on the next slide.

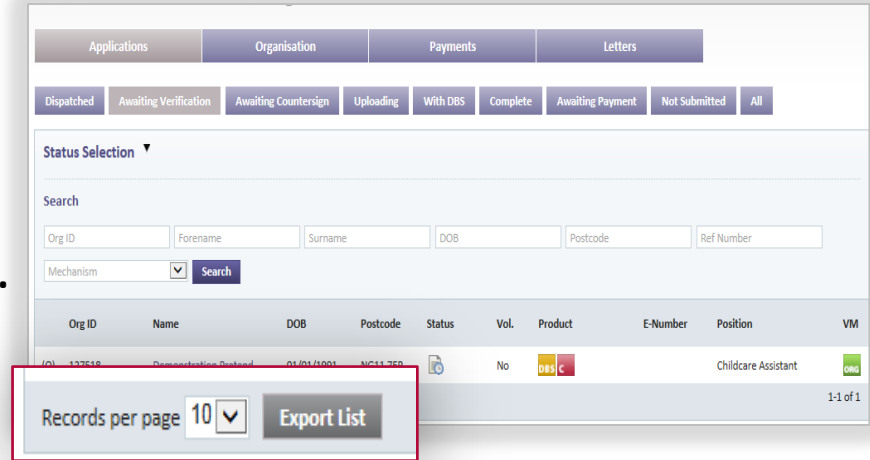
Tab Functions

Applications Tab	
All applications can be located within this tab. Use the sub-tabs to navigate between statuses or complete a search using the search fields and Status Selection.	
Awaiting Verification	The applications that have not yet been verified are listed here. Click on the Applicants name to verify their ID documents.
Awaiting Countersign	Applications which have been verified but are waiting for Online Disclosures to countersign them will be listed here. During countersigning applications are checked to ensure that there are no errors e.g. spelling or contradictions in the name or address
Uploading	When the application has been countersigned it will be uploaded to either Disclosure Scotland or the Disclosure and Barring Service. The applications in the queue for upload will be shown here.
With DBS	Once the application has been uploaded to either the Disclosure and Barring Service, or Disclosure Scotland who will be carrying out the background check itself, they will be listed here.
Complete	When the result of the disclosure check has come back from either the Disclosure Scotland or the Disclosure and Barring Service they are considered as complete and will be listed here.
Awaiting Payment	Applications which have not been paid for yet, either by the applicant or the organisation will be listed here. If the Organisation is to pay, then either the Verifier or Disclosure Manager can sign in and select the applications they wish to make a payment for.
Not Submitted	This will show applications that have not been fully completed by the applicant.
Organisation Tab	
Information relating to the organisation and user management can be found here.	
Organisation Details	The default settings for the organisation can be found here
Verifiers/Disclosure Managers	All verifiers and other disclosure managers are listed here.
Organisation Actions	
Create Online Applicant	This is used to register an applicant. The system will then send an activation email to the applicant with instructions on how to register.
Non-activated User	This will show the applicants that have been registered, but have not yet activated their account. From here you can re-send activation emails, if for example the applicant does not have access to the other email previously used or they have deleted it.
Payments Tab	
Only applications awaiting payment by the Organisation are listed here. Payment can be made for single or multiple applications which are listed under the same Organisation Pin	

How do I export Information?

Exporting information allows you to see and manage all the information on file for each applicant.

Click on the relevant tab, select how many files you wish to download (**up to 50**) and click **Export**. This will generate an excel file, which you can then filter and manage as you wish.



The information shown in the export file is listed below.

- Org ID
- Organisation
- First Name
- Last Name
- Personal Ref No
- Address 1
- Address 2
- Town/City
- County
- Post Code
- Date of birth
- Issue Date
- E number
- Disclosure Number
- Outcome
- ISA Reg No
- Dispatched Status
- Status Date Change
- Basic Standard Enhanced
- Enhanced/ISA
- Children’s Workforce
- Vulnerable Adult Workforce
- ISA Children’s Barred List
- DBS Adults Barred List
- Work at Home DBS
- Adult First Is Volunteer
- Applicant Email
- Verifier Name
- Created By Email
- Disclosure Printed
- Applicant Position



If you are still unsure about what to do, you can call or email us...

Helpdesk Telephone: 0300 810 1057

Opening Times: 9.00am to 4.30pm Monday to Friday

Email: support@totalcrb.co.uk

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