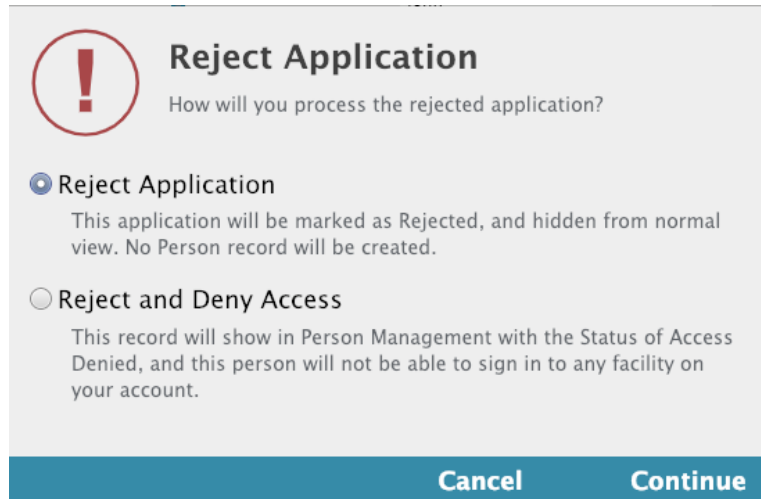


Approve or Reject Application

On the first tab and all subsequent tabs, you can either **Approve** or **Reject** the **Volunteer Application**. This determination should be made once all the pertinent information, including CBC and SOR reports have been either run or reviewed.

Reject Application

If the **Volunteer Applicant** has failed their background check and the **Operator** clicks on **Reject Application** they will be presented with an alert dialogue in which they must decide whether to either **Reject Application** or **Reject and Deny Access**.



The dialog box has a light gray background. At the top left is a red circle with a white exclamation mark. To its right is the title 'Reject Application' in bold, followed by the subtitle 'How will you process the rejected application?'. Below this are two radio button options. The first option, 'Reject Application', is selected and has a description: 'This application will be marked as Rejected, and hidden from normal view. No Person record will be created.' The second option, 'Reject and Deny Access', is unselected and has a description: 'This record will show in Person Management with the Status of Access Denied, and this person will not be able to sign in to any facility on your account.' At the bottom are two blue buttons: 'Cancel' and 'Continue'.

Reject Application
How will you process the rejected application?

☒ **Reject Application**
This application will be marked as Rejected, and hidden from normal view. No Person record will be created.

☐ **Reject and Deny Access**
This record will show in Person Management with the Status of Access Denied, and this person will not be able to sign in to any facility on your account.

Cancel **Continue**

Reject Application

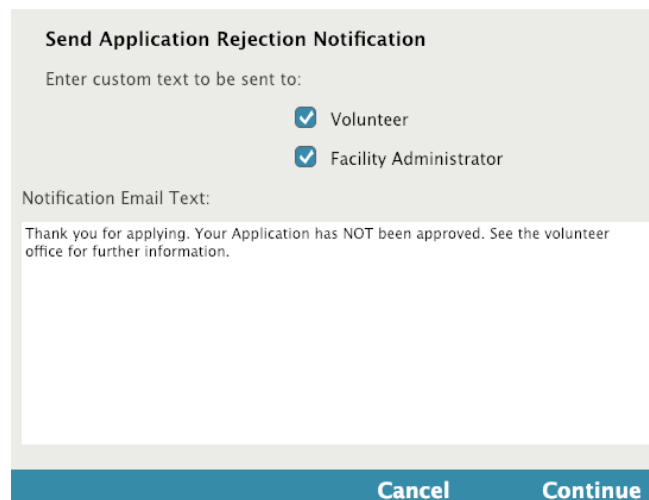
The Applicant will not be a Volunteer, however, they may attend future events as a Visitor or other classification.

Reject and Deny Access

If anything was discovered in the Volunteer Application research that deems it necessary, you can reject the application and deny the person from future access to any of the Facilities being managed by KeepnTrack.

Make a selection, then click **Continue**.

If your preferences are set to send rejected notifications, you can customize that on the next screen. Choose if you want to send the notification to the volunteer, facility administrator, or both, then customize the message text, and click **Send** when you're done.



The form has a light gray background. At the top is the title 'Send Application Rejection Notification'. Below it is the label 'Enter custom text to be sent to:' followed by two checked checkboxes: 'Volunteer' and 'Facility Administrator'. Below this is the label 'Notification Email Text:' followed by a text area containing the message: 'Thank you for applying. Your Application has NOT been approved. See the volunteer office for further information.' At the bottom are two blue buttons: 'Cancel' and 'Continue'.

Send Application Rejection Notification

Enter custom text to be sent to:

☒ Volunteer

☒ Facility Administrator

Notification Email Text:

Thank you for applying. Your Application has NOT been approved. See the volunteer office for further information.

Cancel **Continue**

Remove Rejected Applications

When an application is rejected, it gets hidden away in Volunteer Management so you don't see it anymore. Rejected applications will be removed automatically after 13 months, but they can pile up in the meantime, so it's a good idea to clear those out every once in a while. Use the Remove Rejected Applications utility to permanently remove all rejected duplicate person records.

Approve Application

If the Volunteer applicant has failed their background check and you click **Approve Application**, you'll be asked to confirm that you do, in fact, want to approve an application that has failed the background check.

Selecting **Cancel** will close the screen, *not* reject the application.

A new Person record will be created for the volunteer once they have passed the CBC and their application is approved.



If your preferences require a background check to be performed for all volunteer applicants, the application cannot be approved until that has been completed and the applicant has passed.



Are You Sure?

This person has been identified as a positive SOR match. Are you sure you want to Approve their application?

Cancel

Approve



Background Check Not Passed

Volunteers are required to pass a Background Check for their application to be approved. Run a Background Check or change the Background Check Status from the Checks tab.

OK