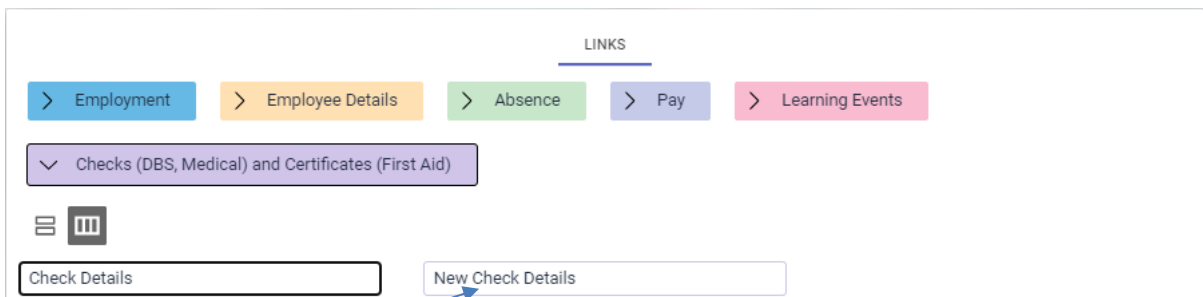
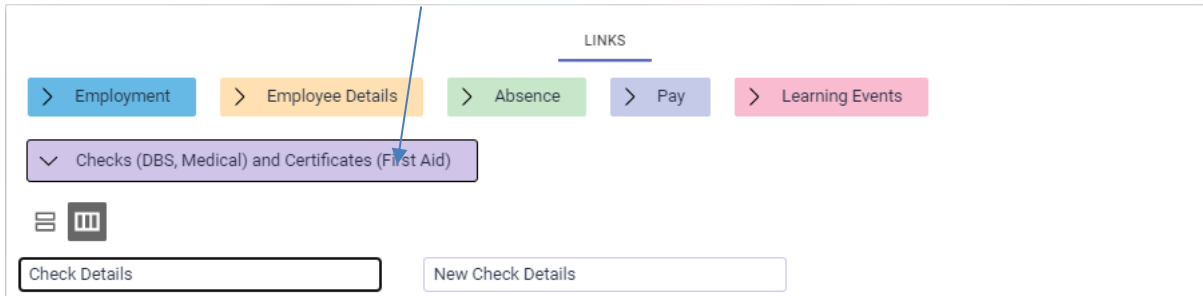
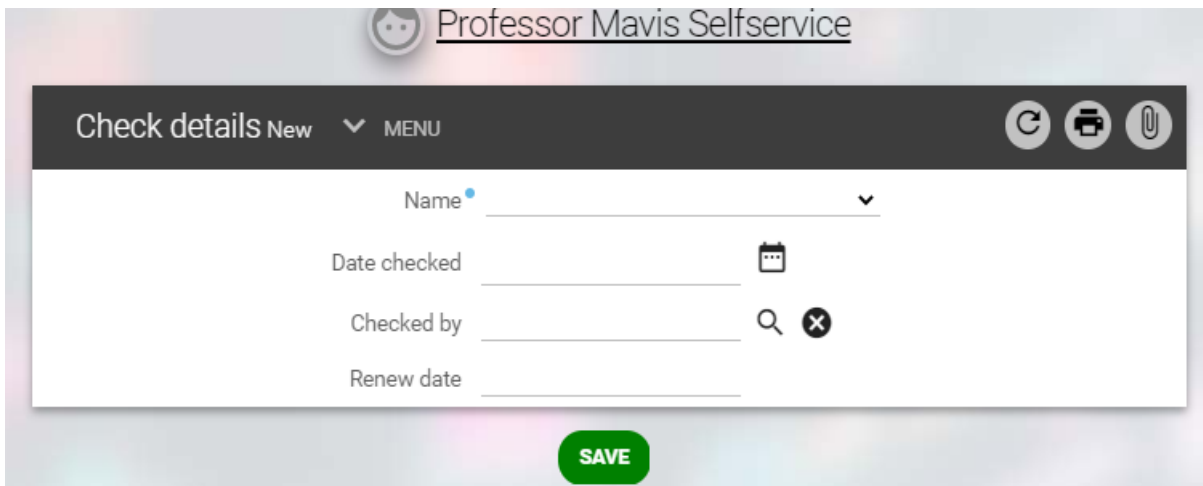


## How to enter DBS Checks

Search for the person and select Checks






Select New Check Details




Complete as shown:


Professor Mavis Selfservice



Check details New ▾ MENU   

Name  ▾

Check method  ▾

Date consent given  

Date checked  

Checked by   

Renew date

**SAVE**

- Select the type of DBS check (Name)
- All DBS checks are done online (Check method)
- Consent is required from the individual so the date should be recorded here (Date consent given)
- You ensure that you check the certificate and enter the date (Date checked)
- Renew date will auto fill once the record is saved. 3 years for DBS