disclosure services
Expert Support. Informed Clients. Clear Decisions.

MANAGING POSITIONS

The **Positions** section within the **Organisation** tab will display all the positions for your organisation that require a criminal background check.

When initiating a new application, the positions drop-down will be driven by the organisation name that you have selected.

ADDING MORE POSITIONS

To add more positions for your organisation, please contact Disclosure Services. We will ensure that the correct level of check and workforce are allocated to the position being applied for.

MAKING POSITIONS INACTIVE

Should you not need a certain position to be displayed in the drop-down for your organisation, you can make the position **Inactive**.

To do this:

1. Go to your **Organisation** tab
2. Navigate to the **Positions** section
3. Untick the positions that you no longer wish to be displayed
4. Click on the '**Save changes**' button

The '**Inactive**' positions should no longer appear in your positions drop-down when initiating a new application.

You can re-activate the positions by:

1. Going to your **Organisation** tab
2. Navigating to the **Positions** section
3. Clicking the '**Show Inactive Positions**' button
4. Ticking the positions you would like to re-activate
5. Clicking on the '**Save changes'** button