


Manage Background Checks and Requirements

Make sure you've added keywords in the Background Check Descriptions and Requirement Descriptions lists.

To add background check information or requirements

1. Locate the individual's record.
2. In the navigation pane, click **Safe Environment**.
3. Under Background Check or Other Requirements, click the add icon , and enter the background check or requirements information. If you set up templates, click **Use Template** to quickly insert the necessary background check items or requirements.



Useful Information

These lists use entries from the Background Check and Requirement Descriptions keyword lists.

4. Click **Save**.

Related Topics

[Post Background Check Information](#)
[Post Legal Requirements](#)
[Define Safe Environment Templates](#)
[Keyword Descriptions](#)