



Background Check Exceptions Report

GMS allows you to track whether any of your program's background checks have incurred any issues based on the criteria you specify using the **Background Check Exceptions Report**. To launch this tool, from the **Applicant screening Panel**, select the **Exceptions reports link**.

GMS 7 (64 bit) > Background check exceptions reports

Special Olympics, Inc. Back

Tools
[Load settings](#) [Save settings](#)
[Properties](#) [Clear settings](#)

Address types
[Set preferred address type](#)
[Include](#) records without a matching address
(known bad addresses are always excluded)

Sorting
 Sort #1: [Group](#) [with page break](#)
 Sort #2: [Name](#)
[Add sort](#)

Output options
 Print to: [Screen](#)

Settings: Background check exceptions reports

Report title:
 Background checks

Statures:
 (all)

Groups:
 (no filter)

Include addresses

Background check types:
 Automated Background Check Request: IntelliCorp, Automated Background Check Requ

Min signature date: 01/01/2016 Maximum: 07/31/2016

Min expiration date: 10/01/2016 Maximum: 12/31/2016

Print

Once launched, this tool allows you to customize the report to capture the exact exceptions data in which you are interested.

Statuses: Use this field to select all of the background check statuses which apply to your inquiry.

Groups: Use this field to select all the **Groups** whose exceptions data you wish to capture.

Include addresses: Use this checkbox to configure whether you wish to include addresses in your report.

Background check types: Use this field to specify which **background check types** shall be included in your report.

Signature date: Use these fields to configure the date range for the signature/effective date on the certifications.

Expiration date: Use these fields to configure the date range for the expiration date on the certifications.

Address types (if **Include addresses** is selected), **Sorting** and **Output options** can be configured from the left-hand tools panel.

When configuration is complete, select **Print** to run report.