# How to perform a Batch VEVO Search

The Batch VEVO Search function enables you to perform a VEVO Visa Entitlements search for multiple individuals across multiple matters in the one process. The following article sets out how to perform a Batch VEVO Search

Important: Your ImmiAccount must have VEVO search enabled in order for this function to work. If you do not have VEVO search enabled you need to contact the Department of Immigration to have this feature made available on your ImmiAccount.

The Batch VEVO search function is operated via the Reports window. You use the reports function to generate a list of all of the people that you want to perform a Batch VEVO search on. For instructions on how to create a report, please see this <u>article</u>. Otherwise the following article shows an example of how to create a report and perform a VEVO search for all of your migrants who are applying for a Subclass 457 Visa.

#### 1. Click the Reports button



The Report creator window will now open.

Jser-Defined Reports	Saved Reports	Preset Reports	Accounts Reports	System Reports	Limit Migra	ant results to Primary Applicant only
Automatically Inc	lude					
Applicant Sun	name 🗹 Ap	plicant Given Nar	nes 🗹 Applicant	Preferred Name	Applicant Prefix Applica	ant D.O.B. 🗹 Applicant Gender
Visa Applying	For 🗹 Alt	emative Reference	e 🗹 File Status	4		Clear All Select All
Add Columns to	Report					
1. Select Categon	/		2. Choose Report C	olumn		3. Set Filters (optional)
CLIENT	,	^				~
LATEST BUSIN	ESS					
ALL CONTACTS	PERSON					4. Set Values for Filters. Separate
SPOUSE						multiple values with 'or'. E.g
DEPENDANTS	IN ORDER					ingrant of openeor
NOMINATIONS	AND SPONSOR	SHIPS				
LATEST VISA						5. Add the Column
LATEST QUALI	YMENT					Add Column
SKILLS						
AGENT / STAF		~	Search Columns			]
//defit/ of/it	•					
		Column Name			Filter Type	Filter Value
	dit Rer	nove Remo	ve All			
Y T	1101					
¥ 1						

## 2. Create the Report

Using the Report Creator window, set the paramaters on which you want to generate a report. As a minimum you should include fields for the migrant's Surname, Given Names, Date of Birth, Passport Number and Passport Country of Issue. In this example the report has been set to include the recommended information plus modified to filter the result to just show the firm's Subclass 820 matters along with details on who the RMA is each matter.

Automatically Include ✓ Applicant Sumame ✓ Applicant Given Na ↓ Visa Applying For ↓ Atternative Referen	mes Applicant Preferred Nam	e 🗌 Applicant Prefix 🗹 App	licant D.O.B. Applicant Gender			
Add Columns to Report     1. Select Category     2. Choose Report Column     3. Set Filters (optional)						
CLIENT LATEST BUSINESS MAIN CONTACT PERSON ALL CONTACTS SPOUSE DEPENDANTS IN ORDER SPONSOR NOMINATIONS AND SPONSORSHIPS LATEST VISA LATEST GUALIFICATION LATEST EMPLOYMENT SKILLS PREVIOUS GSM POINTS AGENT / STAFF	ClientID Atemative Reference Atemative Ref 2 Atemative Ref 2 Atemative Ref 3 ClientOrProspect ReferralSource ClientTypeCorpOrfamily VisaApphyingFor FileFirstCreationDate ClientEngagementDate Search Columns		4. Set Values for Filters. Separate multiple values with 'or'. E.g migrant or sponsor     5. Add the Column     Add Column			
Column Name		Filter Type	Filter Value			
ApplicantPassportNumber						
ApplicantPassportCountryOflssue						
VisaApplyingFor		Contains (Text)	820			
RMAName						

Tip - It is recommended that you save a copy your Report Creator for future repeated use. To do this, click the Save button and follow the prompt.

	LATEST QUALIFICATION LATEST EMPLOYMEN New Report Title	×	J.
	PREVIOUS GSM POIN AGENT / STAFF	OK Cancel	
	ApplicantPassportNuml ApplicantPassportCoun		
	VisaApplyingFor	Contains (Text) 8	320
+	RMAName		
	Edit Remove All		_
	Delete Save		

# **3. Click Process**

When you are ready to generate your report, click 'Process'.



## 4. Review the Report Results

Once you have clicked 'Process', the Reports Results window will appear with a list of matters and/or applicants which meet the search criteria.

Export Batch VEVO mode III OFF View Close								
	ClientID	ApplicantSurname	ApplicantGivenN	ApplicantDOB	ApplicantPasspo	ApplicantPasspo	VisaApplyingFor	RMAName
·	BELLCH.16.0001	Bellson	Chris	01/09/1976	906724101	United Kingdom	820 - Partner	Kelly Seal
	BENS0001	Benson	Damien				820 - Partner	Kelly Seal
	FLEM0007	Fleming	Anthony Tony	08/12/1979	234567890	United Kingdom	820 - Partner	Kelly Seal
	HARR0002	Harristead	Veronica	16/12/1989	LM253381	New Zealand	820 - Partner	Kelly Seal

# 5. Enable the Batch VEVO mode

To activate Batch VEVO mode, drag the slider to the 'ON' position.

🖳 Report Resu	lts							
Export					Batch VEVO mod		View Client	<u>C</u> lose
Search	ClientID	ApplicantSurname	ApplicantGivenN	ApplicantDOB	ApplicantPasspo	ApplicantPasspo	VisaApplyingFor	RM/

## 6. Take note of any issues

In order for the VEVO search to be able to be performed on a given person, they must have the requisite bio and passport data available and shown in the report. If the report does not show sufficient details, a pop up will appear notifying you of how many Matters do not have sufficient details.

Please Note!	×
1 of 4 applicants have insufficient information entered for a VEVO search.	
ОК	

At this point you can either carry forward with the search, which will exclude the individuals with insufficent information, or you select the deficient matter and edit the details the Matter details by clicking the 'View Client' button.

Report Results							- • •	
l	Export	ort			Batch VEVO mode 💷 OFF View Client			
	ClientID	ApplicantSurname	ApplicantGivenN	ApplicantDOB	ApplicantPasspo	Applican*Puespo	VisaApplyingFor	RMAName
+	BELLCH.16.0001	Bellson	Chris	01/09/1976	906724101	United Kingdom	820 - Partner	Kelly Seal
	BENS0001	Benson	Damien	_			820 - Partner	Kelly Seal
	FLEM0007	Fleming	Anthony Tony	08/12/1979	234567890	United Kingdom	820 - Partner	Kelly Seal

## 7. Click 'Perform VEVO Searches'

VEVO search options     Select All     Deselect All	VEVO legend         Search successful       Variation detected         Search unsuccessful	Perform VEVO Searches

## 8. Login to your ImmiAccount

<ul> <li>Login a</li> </ul>	s ImmiAccount Usertra	aining@migrationmanager.com.au
O Use Imr	miAccount of Another	Person
	ImmiAccount User Name	
K	elly Seal – 🔪	training@migrationmanager.co
Use Oth Usem Passv	ner ImmiAccount (Use ame vord	this to change mmiAccount Details)

## 9. The Search Process

Migration Manager will now proceed to logon to your ImmiAccount and perform a VEVO search for each of the individuals in your report for whom their is sufficient details. You will see a progress bar across the bottom of the window indicating how the search is progressing. Note - the speed of the search will be affected by the speed of your internet connection and how efficient the Department of Immigration's VEVO search system is operating at the time of the search.

VEVO Search —		×
Searching Processing 2/3		I
Estimated time remaining 0 hr 00 min 06 sec		
	Can	cel

## **10. The Search Results**

	Report Results							
	Export				Batch VEV	'O mode <mark>ON </mark> III	View Client	Close
	VevoSearchDate	VevoSearchOutc	VevoCategorySe	evoCategorySe VevoVisaDescrip VevoPassportNu VevoClassSubCl V			VevoVisaApplica	VevoVisaGran
•	14/06/2016 15:03:28	Successful	Work entitlements		Batch VEVO results summary X Successful searches: 2 Unsuccessful searches: 1 Aborder Gearches: 0			20/04/2016
	14/06/2016 15:03:36 14/06/2016 15:03:44	Unsuccessful - T Successful - vari	Work entitlements					29/09/2015
					Total searches: 3 Total search time: 7 Average time per s	7 seconds earch result: 2 seco	OK	
	VEVO search options Select All Deselect All	Show only searchat	ole applicants	VEVO legend Search succ	:essful 🗌 Variati uccessful	on detected		erform VEVO Searches
								Starting

When the search has completed, a window will appear with details of the search results and a summary of the results. The results grid also includes a colour coded response to show you what has happened:

• Green - Successful. The search was successful and the results obtained from VEVO show that no information indicating that circumstances are different to what has previously been recorded in Migration Manager;

- Yellow Variation Detected. The search was able to find a match for the person in VEVO, but the results that were returned are different to the information either currently stored in the Visas table or that were captured during a previous VEVO Search;
- Red Unsuccessful. The search was unable to find this person in VEVO or there was an error with their results.
- Blank No search was performed for this person. Insufficient information to perform a search.