



SQUARES: Quick Reference Guide

Standard Users – Conduct a Bulk Search

WARNING

Bulk Search may not work correctly in Internet Explorer or Microsoft Edge. If you have difficulty in either of those, try another web browser like Google Chrome or Firefox.

Part 1: Submit A New Search

Prepare a Bulk Search Spreadsheet

1. To conduct a bulk search, you must submit your search data using a **correctly formatted** Bulk Veteran Spreadsheet. **A template is available** when you select **New** on the **Bulk Veteran Search page**; or, create a spreadsheet with the following header names:

- A. First Name
- B. Last Name
- C. Date of Birth
- D. SSN
- E. Gender

	A	B	C	D	E
1	First Name	Last Name	Date of Birth	SSN	Gender
2	John	Testveteranone	1/1/1950	123456789	M
3	Sera	Veterantwo	6/1/1985	444444444	
4	Andrew	Vetestthree		987654321	M
5	Emilu	Testingvet	4/23/1989	121212121	Female
6		Veteran-Ten	5/20/1940		M
7	Roberto	Testvetfour	3/14/1996	777777777	
8	Claire	Veteran-One	12/10/1971	909090909	F
9	Ahmed	Veteran-Test-Nine	10/10/1963	222334444	Male
10		Testing-Vet	7/30/1978	666554444	Male

2. Add data for the individuals you want to search. Save the file as either a .CSV or .XLSX file.

Note: SQUARES cannot accept .XLS files.

Submit the Bulk Veteran Search to SQUARES

Tip: Select any of the linked training resources listed at the lower left of the Bulk Veteran Search page for additional information.

1. Select the **Bulk Veteran Search** tab
2. Select the **New** at the left of the page

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Bulk Veteran Search

New

All bulk searches you submitted in the last 24 hours are listed below. Searches are deleted after 24 hours, so be sure to save any results you need on your local device.

SEARCH #	LABEL	SEARCH DATE/TIME	STATUS
You have no recent bulk Veteran searches to display. Click New to start a new search.			

[Bulk Search Guide](#)
[Online Training](#)
[Summary of Eligibility Status](#)



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6. Select the appropriate file to upload
7. Select **Open**
8. When the upload is complete, select **Done**

Note: Your new search will appear in your list of recent searches, with the status “In Process.” Searches take several seconds per individual, so large files may be fairly slow; a file with 400 individuals could take over half an hour to process. You do **not** need to keep SQUARES open while you wait for your search to complete.

The screenshot shows a Windows File Explorer window titled 'Open' with the path 'This PC > Desktop'. The file list contains: Directory (4/19/2019 15:57), Misc (10/3/2019 08:06), SV (10/1/2019 07:35), and Sample Bulk Search Sheet (10/3/2019 08:10, 15 KB). The 'Sample Bulk Search Sheet' file is highlighted with a red box and a red circle containing the number 6. The 'Open' button at the bottom right is also highlighted with a red box and a red circle containing the number 7.

The screenshot shows the 'Bulk Veteran Search' interface. An 'Upload Files' dialog box is open, showing 'Sample Bulk Search Sheet.xlsx' (14 KB) being uploaded. A red circle with the number 8 is over the 'Done' button. Below the dialog, a table shows search results with the second row highlighted in red:

SEARCH #	LABEL	SEARCH DATE/TIME	STATUS
VS-58300	Oct 2.1	10/2/2019, 08:50 AM EDT	In Process
VS-58318	10.3 Training Example	10/3/2019, 08:01 AM EDT	In Process



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Part 2: Access Search Results

1. Select the **Bulk Veteran Search** tab
2. Select the appropriate **Search #**. Note that you can only select a search once it is complete and the Status no longer shows as “In Process.” Results list in chronological order with the most recent at the top. Searches are deleted after 24 hours.

3. Select **Download** at the left of the Search Results page
4. Open the search results spreadsheet
5. Review the search results, keeping in mind the caveats outlined in the training

J	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Submitted First Name	Submitted Last Name	Submitted DOB	Submitted SSN	Submitted Gender	Matched First Name	Matched Last Name	Matched DOB	Matched SSN	Matched Gender	Veteran Eligibility Status	Character of Discharge	Discharge Year
2	SUBMITTED TRAITS					MATCHED TRAITS							
3													
4	1-VHA ELIGIBLE												
5	John	Testveteranone	1/1/1950	123456789	M	John	Testveteranone	1/1/1950	123456789	M	1-VHA Eligible	Honorable	1980
6	Claire	Veteran-One	12/10/1971	909090909	F	Claire	Veteran-One	12/10/1971	909090909	F	1-VHA Eligible	General	1999
7	8-2-VHA INELIGIBLE; SSVF/GPD ELIGIBLE												
8	Ahmed	Veteran-Test-Nine	10/10/1969	222334444	M	Ahmed	Veteran-Test-Nine	10/10/1969	222334444	M	2-VHA Unknown; SSVF/GPD Eligible	General	1990
9	11-3-VHA INELIGIBLE; SSVF/GPD ELIGIBLE												
10	Sera	Veterantwo	6/1/1985	444444444	F	Sarah	Veterantwo	1/6/1985	444444445	F	3-VHA Ineligible; SSVF/GPD Eligible	Bad Conduct	2012
11	14-6-MULTIPLE MATCHES FOUND												
12	Andrew	Vettestthree		987654321	M	Andrew	Vettestingthree	3/15/1962	987654321	M	2-VHA Unknown; SSVF/GPD Eligible	Other Than Honorable	1990
13	Andrew	Vettestthree		987654321	M	Andy	Vettestthree	4/20/1972	987654312	M	4-Dishonorably Discharged; VHA/SSVF/GPD Ineligible	Dishonorable	1996
14	Testing-Vet	7/30/1978	66654444	Male	Francis	Testing-Vet	7/30/1978	66654444	M	5-Conflicting Records	Other Than Honorable	2004	
15	Testing-Vet	7/30/1978	66654444	Male	Albert	Testing-Vet	7/30/1978	66654445	M	1-VHA Eligible	Honorable	2006	
16	Testing-Vet	7/30/1978	66654444	Male	Katharine	Testing-Vet	7/30/1968	66654444	F	2-VHA Unknown; SSVF/GPD Eligible	General	1992	
17	22-7-NOT A VETERAN												
18	Roberto	Testvetfour	3/14/1996	77777777	M	Roberto	Testvetfour	3/1/1996	77777777	M	7b-Activity Duty		
19	25-8-NOT FOUND												
20	Emily	Testingvet	4/21/1989	121212121	Female						8-Not Found		
21	28-10-TOO MANY MATCHES												
22	Veteran-Ten	5/20/1940			M						10-Too Many Results		

Tip: Please contact SQUARESAdmin@va.gov if you need assistance in determining eligibility status. Do not forward Personally Identifiable Information (PII) without using encryption software. *Be sure to follow your organization's protocol for securing Veterans' PII.* Visit <https://www.va.gov/homeless/squares/> for additional information.