



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, simply 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 that SQUARES cannot accept .XLS files.**

Submit the Bulk Veteran Search to SQUARES

- Select the **Bulk Veteran Search** tab
- Select the blue **New** button at the left of the page
- Enter **a name for your Bulk Veteran Search in the Label field**. This is so that you can easily find your search again later.
- Select the **Next** button
- Select the **Upload Files** button



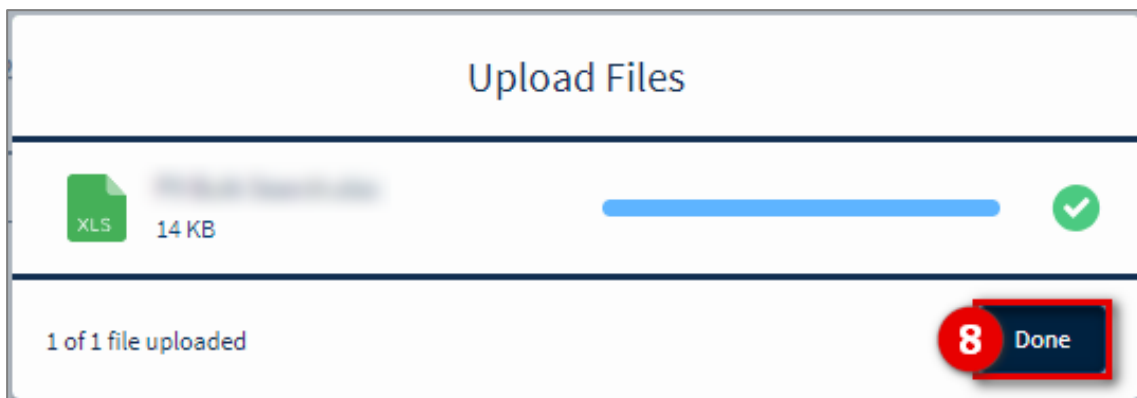
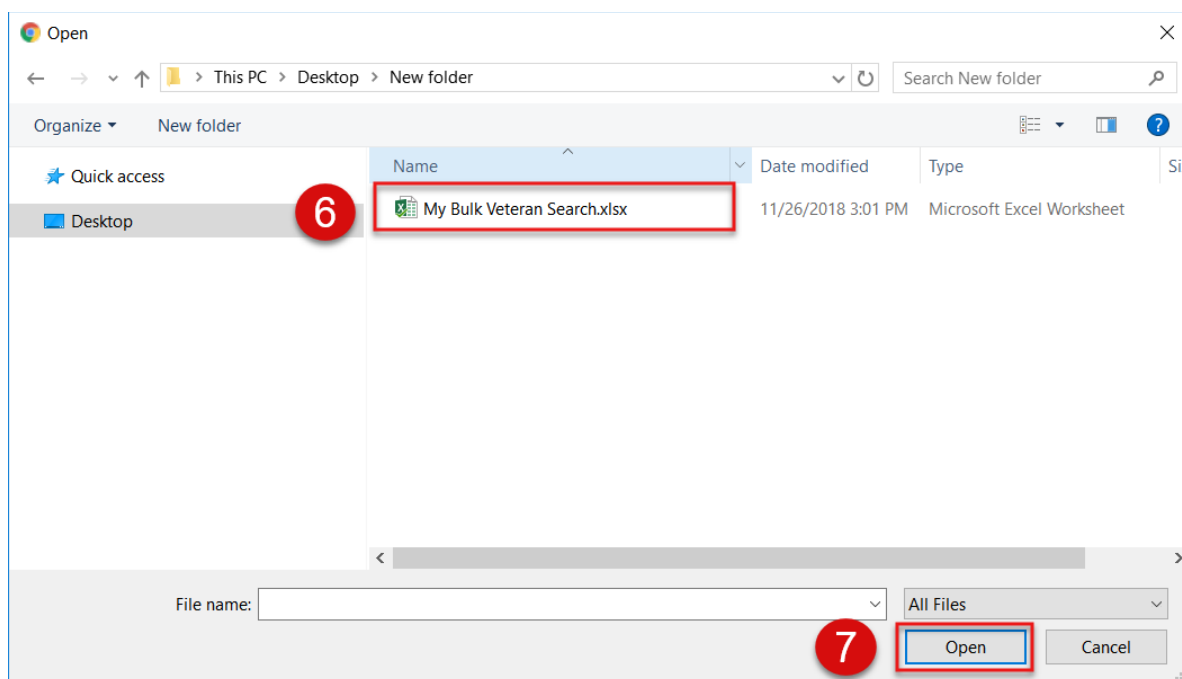
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Submit the Bulk Veteran Search to SQUARES

6. Select the appropriate file to upload
7. Select the **Open** button
8. Select the blue **Done** button when the upload is complete

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.





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Part 2: Access Search Results

1. Select the **Bulk Veteran Search** tab
2. Select the **Search number for the search whose results you want to see**. 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 and are erased after 24 hours.

SEARCH #	LABEL	SEARCH DATE/TIME	STATUS
VS-0097	11.21 Training Test	11/21/2018, 11:46 AM EST	Success
VS-0098	11.21 Training Test2	11/21/2018, 12:38 PM EST	In Process

3. Select the blue **Download** button 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

Be sure to follow your organization's protocol for securing Veterans' Personally Identifiable Information (PII).

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	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												
3	MATCHED TRAITS												
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	Clare	Veteran-One	12/10/1971	909090909	F	Clare	Veteran-One	12/10/1971	909090909	F	1-VHA Eligible	General	1999
7	2-VHA INELIGIBLE; SSVF/GPD ELIGIBLE												
8	2-VHA Unknown; SSVF/GPD Eligible												
9	Ahmed	Veteran-Test-Nine	10/10/1963	222344444	M	Ahmed	Veteran-Test-Nine	10/10/1963	222344444	M	2-VHA Unknown; SSVF/GPD Eligible	General	1990
10	3-VHA INELIGIBLE; SSVF/GPD ELIGIBLE												
11	3-VHA Ineligible; SSVF/GPD Eligible												
12	Sera	Veterantwo	6/1/1985	444444444		Sarah	Veterantwo	1/6/1985	444444445	F	3-VHA Ineligible; SSVF/GPD Eligible	Bad Conduct	2012
13	6-MULTIPLE MATCHES FOUND												
14	Andrew	Vetttestthree		987654321	M	Andrew	Vetttestingthree	3/15/1962	987654321	M	2-VHA Unknown; SSVF/GPD Eligible	Other Than Honorable	1990
15	Andrew	Vetttestthree		987654321	M	Andy	Vetttestthree	4/20/1972	987654312	M	4-Dishonorably Discharged; VHA/SSVF/GPD Ineligible	Dishonorable	1996
16		Testing-Vet	7/30/1978	666544444	Male	Francis	Testing-Vet	7/30/1978	666544444	M	5-Conflicting Records	Other Than Honorable	2004
17		Testing-Vet	7/30/1978	666544444	Male	Albert	Testing-Vet	7/30/1978	666544444	M	1-VHA Eligible	Honorable	2006
18		Testing-Vet	7/30/1978	666544444	Male	Katharine	Testing-Vet	7/30/1968	666544444	F	2-VHA Unknown; SSVF/GPD Eligible	General	1992
19	8-Not a Veteran												
20	Roberto	Testvetfour	3/14/1996	777777777		Roberto	Testvetfour	3/13/1996	777777777	M	7b-Activity Duty		
21	9-Not Found												
22	Emily	Testingvet	4/23/1989	121212121	Female						8-Not Found		
23	10-TOO MANY MATCHES												
24		Veteran-Ten	5/20/1940		M						10-Too Many Results		
25													

