

HOW TO SCREEN A FILE

A step by step example of how to login,
upload a file, screen and download your-
results.

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TPS Services

Telephone: 0343 005 9576
Fax: 0844 774 8411
www.tpsservices.co.uk

TPS Checker

Telephone: 0844 774 8410*
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www.tpschecker.co.uk

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Acton, London, W3 8BL

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*Calls cost 5p per minute plus your phone company's access charge.

This is a step by step guide on how to:

) **Login to your TPS Services account**

) **Upload a file of data**

) **Screen your data**

) **Download your results**

We aim to make this guide as simple and self-explanatory as possible. If you don't understand something, please contact one of our team on **Live Chat** on www.tpsservices.co.uk, contact us on 0343 005 9576 or via the contact form on our website.

Any feedback on this guide is always welcome.

TPS Services
Unit A, 5 Colville Road
Acton
London
W3 8BL

www.tpsservices.co.uk
Tel: 0343 005 9576

A guide on how to screen data against the Telephone Preference Service (TPS)

1. Go to www.tpsservices.co.uk



The screenshot shows the homepage of the TPS Services website. At the top, there is a navigation bar with links for 'Send to a friend', 'Sign up for a FREE TRIAL', 'Sign up', and 'Login'. Below this is the 'TPS Services' logo and a navigation menu with links for 'HOME', 'PRICING', 'BUSINESSES', 'CONSUMERS', 'NEWS', 'FAQ', and 'CONTACT US'. A phone number '0343 005 9576' is also displayed. The main content area features a large blue banner with the text 'Fully Automated Online TPS, CTPS & FPS Screening'. Below this text, it states: 'Our service allows you to screen, clean and download your data within minutes against the Telephone Preference Service, Corporate Telephone Preference and Fax Preference Service registers.' There are two buttons: 'HOW IT WORKS' and 'START SCREENING'. To the right of the text are three circular images: a man wearing a headset, an older woman smiling while on a phone call, and a man looking at a tablet. At the bottom of the banner, a pink bar contains the text: '30% free Loyalty Credits on every purchase * - [Find out more](#)'.

Send to a friend Sign up for a **FREE TRIAL** Sign up Login

TPS Services Call us today on: 0343 005 9576

HOME PRICING BUSINESSES CONSUMERS NEWS FAQ CONTACT US

Fully Automated Online TPS, CTPS & FPS Screening


Our service allows you to screen, clean and download your data within minutes against the Telephone Preference Service, Corporate Telephone Preference and Fax Preference Service registers.

HOW IT WORKS START SCREENING

30% free Loyalty Credits on every purchase * - [Find out more](#)

2. Log in to your account

[Send to a friend](#) [Sign up for a FREE TRIAL](#) [Sign up](#) [Login](#)

 [HOME](#) [PRICING](#) [BUSINESSES](#) [CONSUMERS](#) [NEWS](#) [FAQ](#) [CONTACT US](#)

Call us today on: 0343 005 9576

Login

Log into your account

We're glad to see you return! Please log in to continue.

Email:

Password:

Forgot your password? [Reset it here.](#)

[LOGIN](#)





Don't have an account?

By creating an account with us, you will have the ability to upload, screen and download your data. You also have the ability to manage your own DNC lists and purchase any additional credits.

[SIGN UP HERE](#)

[Home](#) [Pricing](#) [My Account](#) [FAQ](#) [Terms of Use](#) [Privacy Policy](#) [Cookie Policy](#) [Contact Us](#)

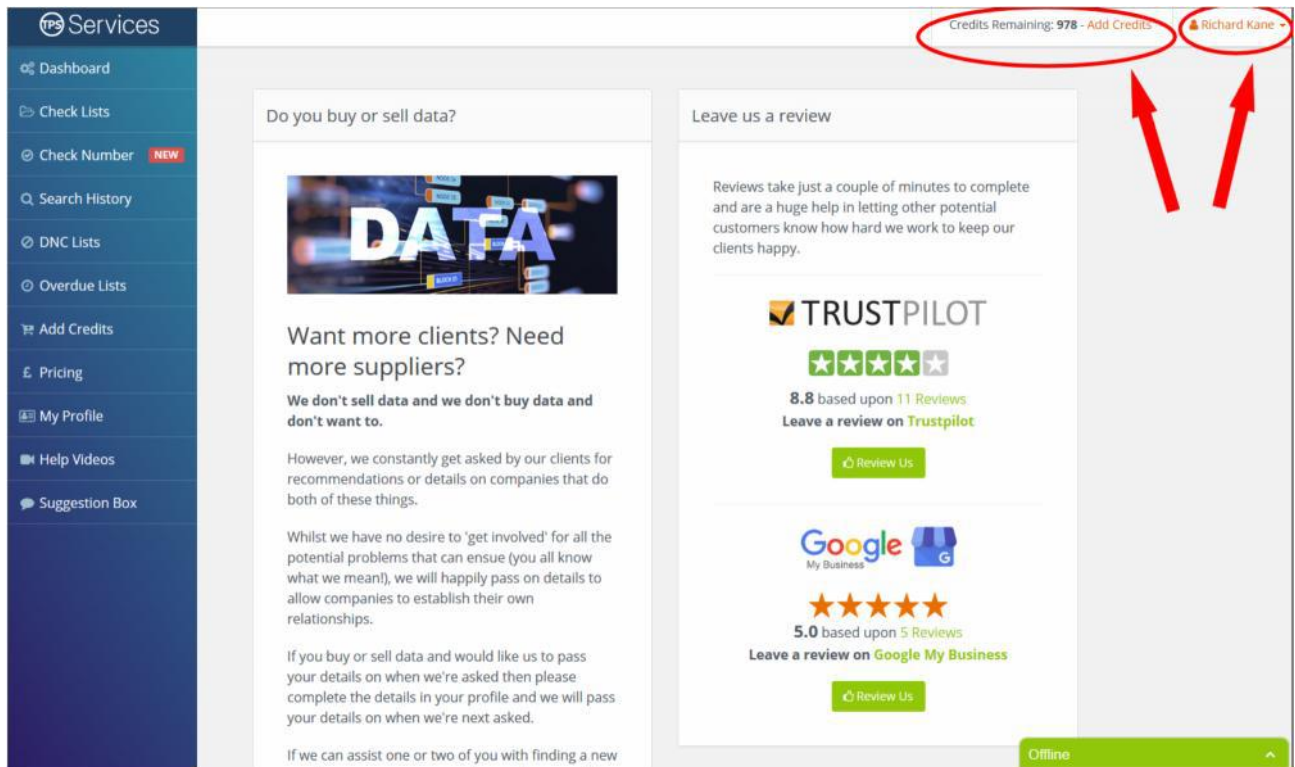
The TPS Services service from IWT is operated on a "best endeavours" basis and provided "as is". Whilst we make every effort to ensure that the information provided is accurate, IWT does not give any warranty or other assurance as to the information provided.

If you don't have an account you can create one for free by visiting:

<https://www.tpsservices.co.uk/signup.aspx>

3. Once you're logged in, you will see your username and the amount of credits you have on your account.



4. Upload your file

Click on CHECK LIST item on the menu and then click ADD NEW LIST

The screenshot shows the 'New List' page in the TPS Services application. The left sidebar contains a menu with items: Dashboard, Check Lists, Check Number (marked NEW), Search History, DNC Lists, Overdue Lists, Add Credits, Pricing, My Profile, Help Videos, and Suggestion Box. The top right of the page shows 'Credits Remaining: 978 - Add Credits' and the user's name 'Richard Kane'. The main content area is titled 'New List' and 'Create New List'. It displays 'Stage 1 of 5' and explains that the process involves uploading a file and screening it against TPS, CTPS, FPS, or DNC files. It prompts the user to provide a 'Short Name' (50 chars max) and a 'Description'. A 'Next' button is visible. A note box states: 'Once uploaded, your file will remain available for a period of 60 days from the most recent date your file was uploaded or the date you last screened it. You can change the number of days we hold your data in your profile settings.' An 'Offline' status bar is at the bottom right.

TPS Services

Credits Remaining: 978 - Add Credits Richard Kane

New List

Create New List

Stage 1 of 5

This process will take you through the stages to upload your file and screen it against any combination of the TPS, CTPS, FPS or your own Do Not Call (DNC) files.

Give your List a name and description to help make identification easier.

Short Name 50 chars max

Description

Please note:

Once uploaded, your file will remain available for a period of 60 days from the most recent date your file was uploaded or the date you last screened it. You can change the number of days we hold your data in your [profile settings](#).

Next

Offline

5. Enter a short name for your file and a longer description if you wish

The screenshot shows the 'New List' page in the TPS Services dashboard. The left sidebar contains navigation links: Dashboard, Check Lists, Check Number (marked NEW), Search History, DNC Lists, Overdue Lists, Add Credits, Pricing, My Profile, Help Videos, and Suggestion Box. The top right shows 'Credits Remaining: 978 - Add Credits' and the user 'Richard Kane'. The main content area is titled 'New List' and 'Create New List'. It indicates 'Stage 1 of 5' and explains that the process involves uploading a file and screening it against TPS, CTPS, FPS, or DNC files. It prompts the user to give the list a name and description. There are input fields for 'Short Name' (containing 'test list') and 'Description' (containing 'Sample test list to check'). A 'Next' button is visible. A 'Please note' box states that files remain available for 60 days and can be managed in profile settings. An 'Offline' status bar is at the bottom right.

TPS Services

Credits Remaining: 978 - Add Credits Richard Kane

New List

Create New List

Stage 1 of 5

This process will take you through the stages to upload your file and screen it against any combination of the TPS, CTPS, FPS or your own Do Not Call (DNC) files.

Give your List a name and description to help make identification easier.

Short Name

Description

Please note:

Once uploaded, your file will remain available for a period of 60 days from the most recent date your file was uploaded or the date you last screened it. You can change the number of days we hold your data in your [profile settings](#).

Next

Offline

Click **NEXT**

6. Now you need to tell us what type of file you will be uploading.

The screenshot shows the 'New List - TEST LIST' interface in the TPS Services application. The left sidebar contains navigation links: Dashboard, Check Lists, Check Number (marked NEW), Search History, DNC Lists, Overdue Lists, Add Credits, Pricing, My Profile, Help Videos, and Suggestion Box. The top right shows 'Credits Remaining: 978 - Add Credits' and the user 'Richard Kane'. The main content area is titled 'New List - TEST LIST' and 'Create New List'. It is 'Stage 2 of 5' and prompts the user to 'Please select the file type you would like to upload.' It notes that files from Microsoft Excel (XLS or XLSX), text (TXT) or comma separated values (CSV) can be uploaded. The form includes four dropdown menus: 'File Type' (set to 'Delimited File (*.txt, *.csv)'), 'File Has Headers' (set to 'Yes'), 'Text Delimiter' (set to 'Comma (,)'), and 'Text Qualifier' (set to 'Double Quote (")'). Below these is a 'Select File' button. At the bottom are 'Back' and 'Next' buttons, and an 'Offline' status indicator.

You can upload:

-) Text files such as .TXT or .CSV
-) Microsoft Excel Files in both XLS and XLSX formats
-) Excel files with passwords

7. In this example, we will select an XLS file

The screenshot displays the 'New List - TEST LIST' interface in the TPS Services application. The left sidebar contains navigation links: Dashboard, Check Lists, Check Number (marked NEW), Search History, DNC Lists, Overdue Lists, Add Credits, Pricing, My Profile, Help Videos, and Suggestion Box. The top right shows 'Credits Remaining: 978 - Add Credits' and the user 'Richard Kane'. The main content area is titled 'New List - TEST LIST' and contains a 'Create New List' section. This section is at 'Stage 2 of 5' and prompts the user to 'Please select the file type you would like to upload.' It states that supported file types are Microsoft Excel (XLS or XLSX), text (TXT), or comma separated values (CSV). The 'File Type' dropdown is set to 'Microsoft Excel (*.xls, *.xlsx)'. The 'File Has Headers' dropdown is set to 'Yes'. Below these, there is a 'Select File' button and a 'Select File' link. At the bottom of the form are 'Back' and 'Next' buttons. A green 'Offline' status bar is visible at the bottom right.

TPS Services

Credits Remaining: 978 - Add Credits Richard Kane

New List - TEST LIST

Create New List

Stage 2 of 5

Please select the file type you would like to upload.

You can upload files from Microsoft Excel (XLS or XLSX), text (TXT) or comma separated values (CSV).

File Type Microsoft Excel (*.xls, *.xlsx)

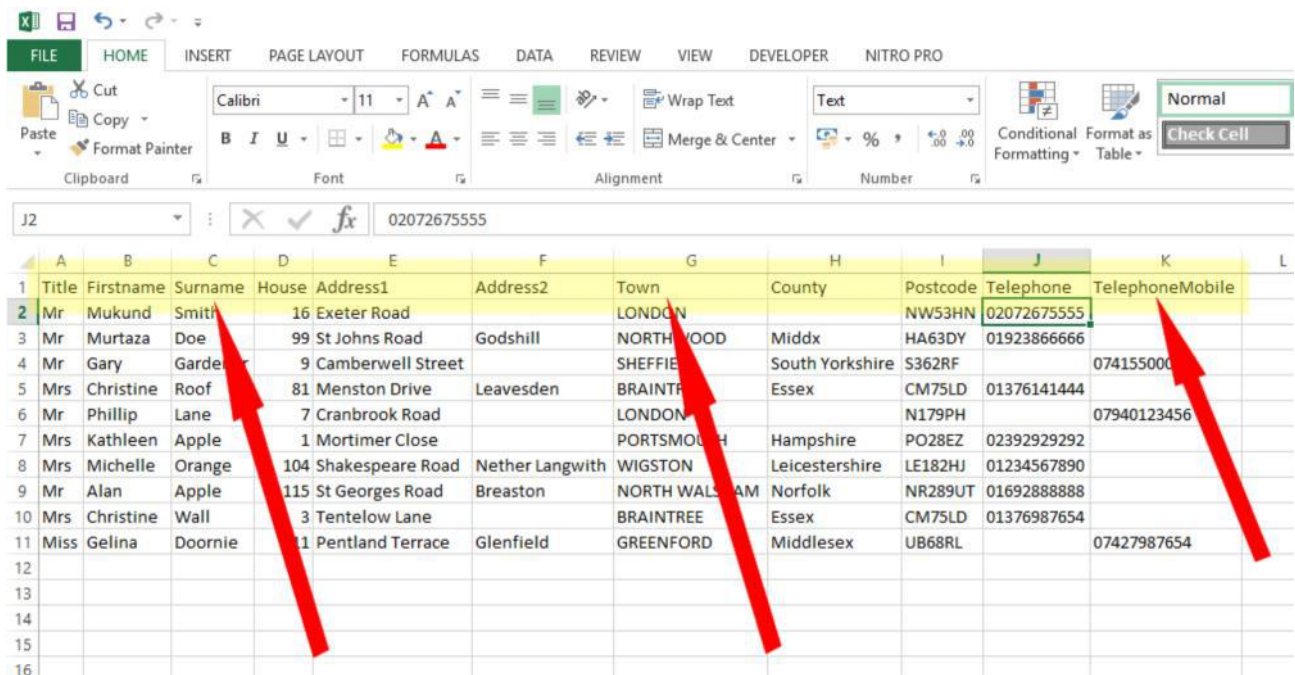
File Has Headers Yes

Select File Select File

Back Next

Offline

8. You now need to tell us if your file has ‘Headers’ in it. Headers are column headings like this:



The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Title	Firstname	Surname	House	Address1	Address2	Town	County	Postcode	Telephone	TelephoneMobile	
2	Mr	Mukund	Smith	16	Exeter Road		LONDON		NW53HN	02072675555		
3	Mr	Murtaza	Doe	99	St Johns Road	Godshill	NORTHWOOD	Middx	HA63DY	01923866666		
4	Mr	Gary	Gardner	9	Camberwell Street		SHEFFIELD	South Yorkshire	S362RF		074155000	
5	Mrs	Christine	Roof	81	Menston Drive	Leavesden	BRAINTREE	Essex	CM75LD	01376141444		
6	Mr	Phillip	Lane	7	Cranbrook Road		LONDON		N179PH		07940123456	
7	Mrs	Kathleen	Apple	1	Mortimer Close		PORTSMOUTH	Hampshire	PO28EZ	02392929292		
8	Mrs	Michelle	Orange	104	Shakespeare Road	Nether Langwith	WIGSTON	Leicestershire	LE182HJ	01234567890		
9	Mr	Alan	Apple	115	St Georges Road	Breaston	NORTH WALSHAM	Norfolk	NR289UT	01692888888		
10	Mrs	Christine	Wall	3	Tentelow Lane		BRAINTREE	Essex	CM75LD	01376987654		
11	Miss	Gelina	Doornie	11	Pentland Terrace	Glenfield	GREENFORD	Middlesex	UB68RL		07427987654	
12												
13												
14												
15												
16												

So our example file does have headers so we will select ‘Yes’. If your file doesn’t have headers. Select ‘No’ and we will simply refer to the columns of data as Column1, Column2 and so on instead of by their names.

Now Click **SELECT FILE** and browse to the location of the file you wish to upload and click **OPEN**.

TPS Services

Credits Remaining: 978 - Add Credits

Richard Kane

Dashboard

Check Lists

Check Number NEW

Search History

DNC Lists

Overdue Lists

Add Credits

Pricing

My Profile

Help Videos

Suggestion Box

New List - TEST LIST

Create New List

Stage 2 of 5

Please select the file type you would like to upload.

You can upload files from Microsoft Excel (XLS or XLSX), text (TXT) or comma separated values (CSV).

File Type

Microsoft Excel (*.xls, *.xlsx)

File Has Headers

Yes

Select File

Select File

Sample Address.xlsx (10 KB) - Click Next to Start Upload

Back

Next

Offline

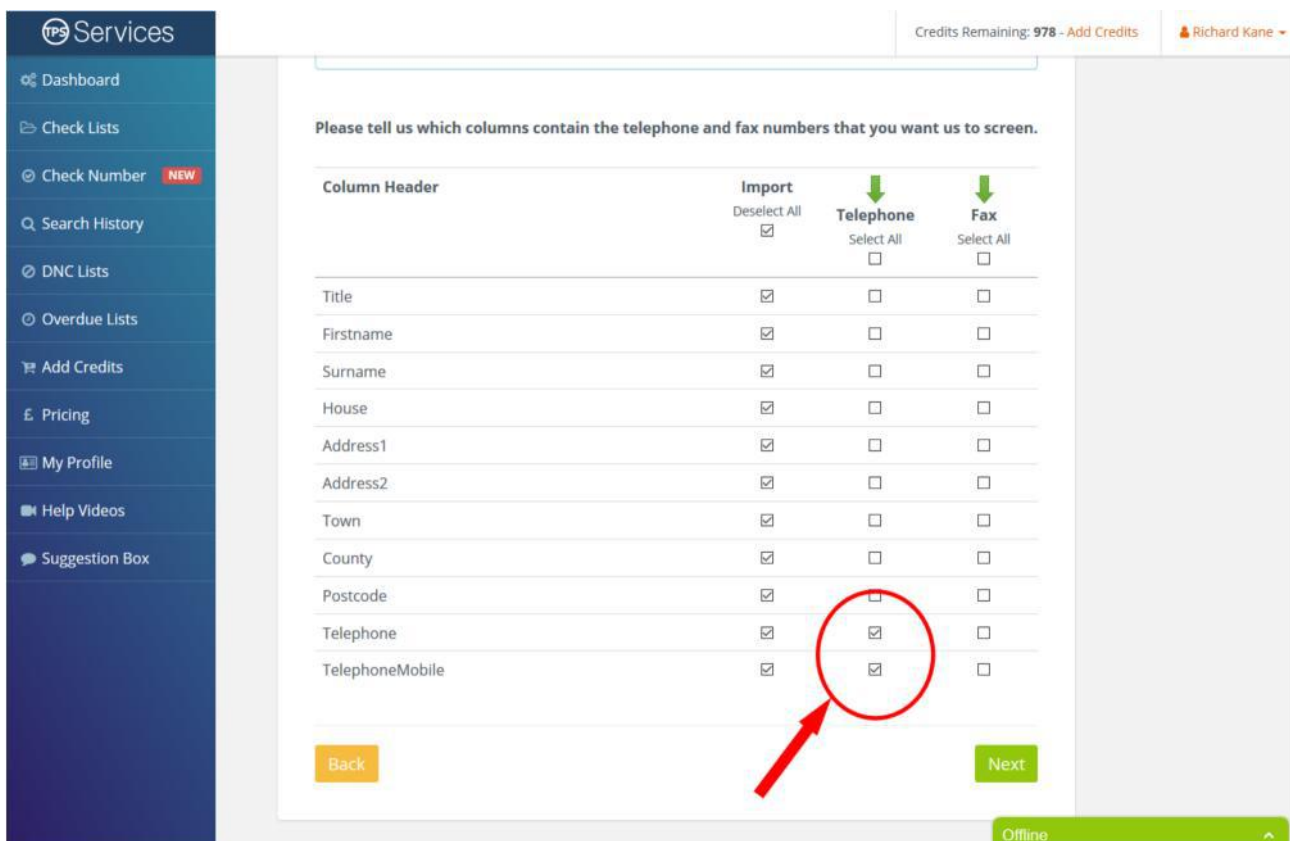
Once your file is selected it's ready to upload, click **NEXT**.

9. Once you click NEXT your file will upload.

The screenshot displays the 'New List - TEST LIST' interface in the TPS Services application. The left sidebar contains navigation links: Dashboard, Check Lists, Check Number (marked NEW), Search History, DNC Lists, Overdue Lists, Add Credits, Pricing, My Profile, Help Videos, and Suggestion Box. The top right shows 'Credits Remaining: 978 - Add Credits' and the user 'Richard Kane'. The main content area is titled 'New List - TEST LIST' and 'Create New List'. It is at 'Stage 2 of 5' with the instruction 'Please select the file type you would like to upload.' and a note: 'You can upload files from Microsoft Excel (XLS or XLSX), text (TXT) or comma separated values (CSV)'. The 'File Type' dropdown is set to 'Microsoft Excel (*.xls, *.xlsx)'. The 'File Has Headers' dropdown is set to 'Yes'. There is a 'Select File' button and a 'Sample Address.xlsx (10 KB) - Click Next to Start Upload' link. A progress bar is shown with a green segment. At the bottom are 'Back' and 'Next' buttons. A green status bar at the very bottom indicates 'Offline'.

The status bar will show you how much of the file has been uploaded so far.

10. You now need to tell us which columns in your file contain the telephone numbers you wish to screen. You do this by ticking the boxes under the 'Telephone' column to indicate to us that this field contains telephone numbers.



The screenshot shows the TPS Services interface. On the left is a sidebar with navigation links: Dashboard, Check Lists, Check Number (marked NEW), Search History, DNC Lists, Overdue Lists, Add Credits, Pricing, My Profile, Help Videos, and Suggestion Box. The main content area has a header with 'Credits Remaining: 978 - Add Credits' and a user profile 'Richard Kane'. Below the header is a message: 'Please tell us which columns contain the telephone and fax numbers that you want us to screen.' The main table has four columns: 'Column Header', 'Import Deselect All', 'Telephone Select All', and 'Fax Select All'. The 'Import Deselect All' column has a checked checkbox. The 'Telephone Select All' column has a red circle around the 'Telephone' and 'TelephoneMobile' rows, with a red arrow pointing to the 'Telephone' checkbox. The 'Fax Select All' column has unchecked checkboxes for all rows. At the bottom are 'Back' and 'Next' buttons. A green bar at the bottom right says 'Offline'.

Column Header	Import Deselect All <input checked="" type="checkbox"/>	Telephone Select All <input type="checkbox"/>	Fax Select All <input type="checkbox"/>
Title	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firstname	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surname	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postcode	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TelephoneMobile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You can also select to not import all the columns in your data file if you wish. By default, we import all columns, but you can tailor this to your specification by de-selecting columns you do not wish to import.

TPS Services

Credits Remaining: 978 - Add Credits

Richard Kane

Please tell us which columns contain the telephone and fax numbers that you want us to screen.

Column Header	Import Deselect All <input checked="" type="checkbox"/>	Telephone Select All <input type="checkbox"/>	Fax Select All <input type="checkbox"/>
Title	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firstname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surname	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postcode	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TelephoneMobile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

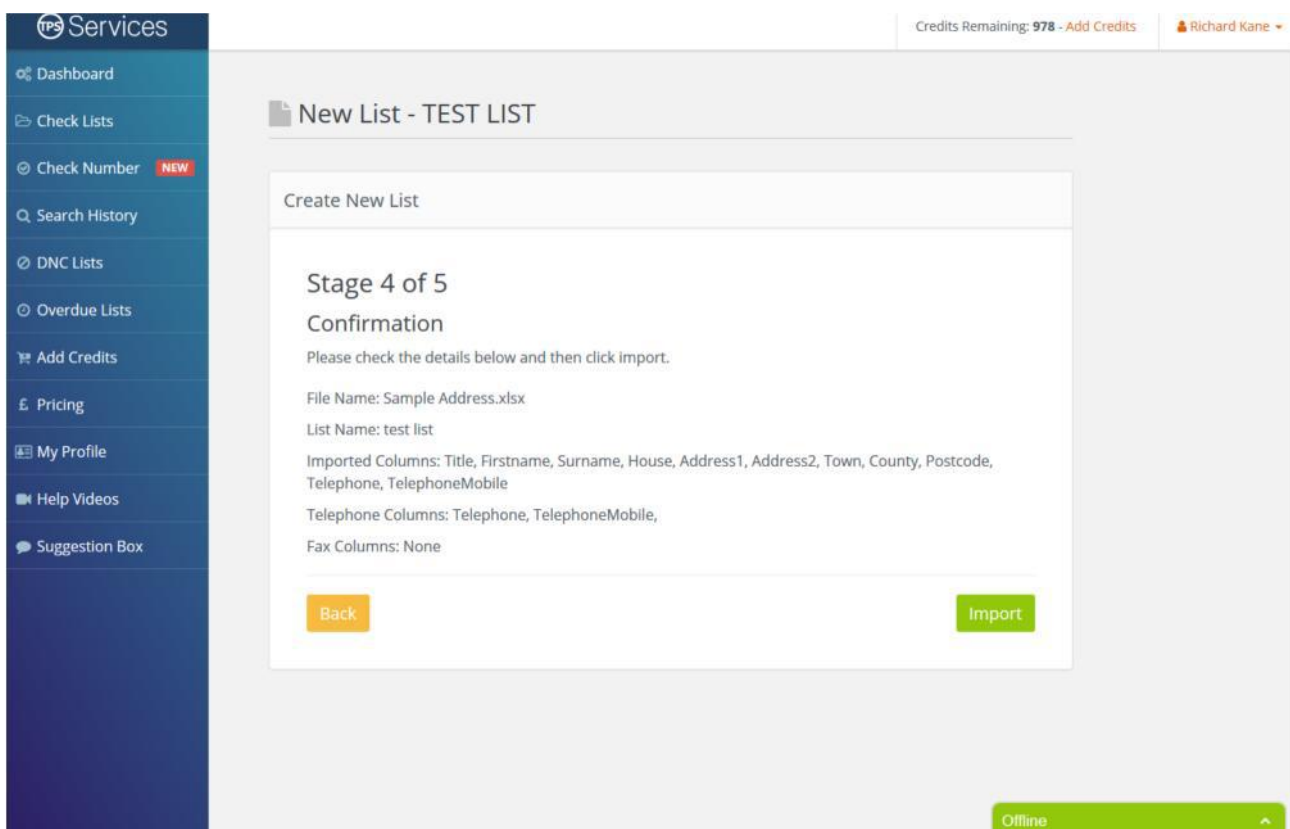
Back

Next

Offline

When you're ready, click **NEXT**.

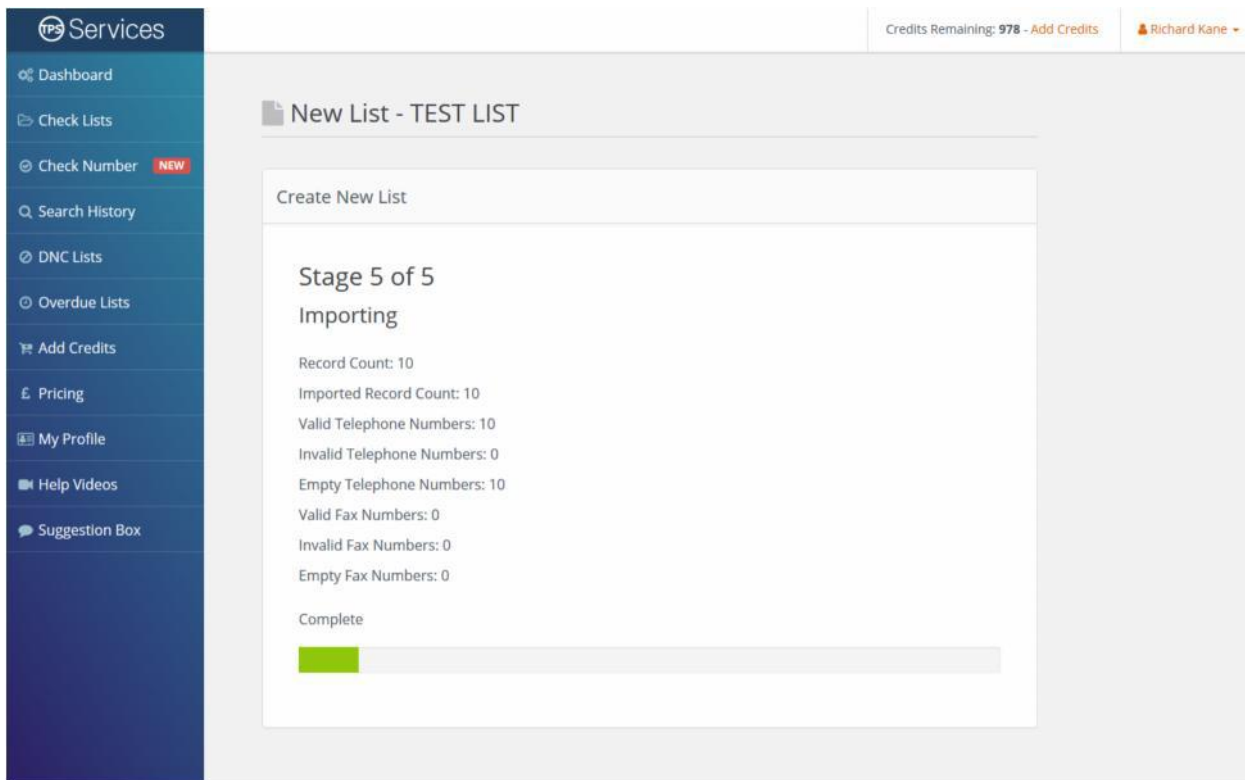
11. We will now show you a summary before importing your file. You will see the file name, description, the columns being imported and the columns that contain telephone numbers as indicated by you.



The screenshot shows the 'TPS Services' web interface. On the left is a dark blue sidebar with navigation links: Dashboard, Check Lists, Check Number (marked with a 'NEW' badge), Search History, DNC Lists, Overdue Lists, Add Credits, Pricing, My Profile, Help Videos, and Suggestion Box. The main content area is titled 'New List - TEST LIST'. It features a 'Create New List' box with the following details: 'Stage 4 of 5 Confirmation', 'Please check the details below and then click import.', 'File Name: Sample Address.xlsx', 'List Name: test list', 'Imported Columns: Title, Firstname, Surname, House, Address1, Address2, Town, County, Postcode, Telephone, TelephoneMobile', 'Telephone Columns: Telephone, TelephoneMobile,', and 'Fax Columns: None'. At the bottom of the box are 'Back' and 'Import' buttons. The top right of the interface shows 'Credits Remaining: 978 - Add Credits' and a user profile for 'Richard Kane'. An 'Offline' status bar is visible at the bottom right.

When you're ready, click **NEXT**.

12. During the import, the status bar will show you how much of the file has been imported so far.



13. Now your file is imported, select what registers you wish to screen the file against.

TPS Services

Credits Remaining: 978 - Add Credits

Richard Kane

✓ Check List - TEST LIST

Check your overdue Lists

Please select which List you would like to check against and click Next.

Please Note: 1 credit = 1 number checked against either the TPS, CTPS or FPS registers. If selected, our system will only screen columns you've tagged as Telephone numbers against the TPS and/or CTPS and columns tagged as Fax numbers against the FPS register.

	Suppression Lists	Quantity
<input checked="" type="checkbox"/>	TPS - Telephone Preference Service List	20,265,978
<input checked="" type="checkbox"/>	CTPS - Corporate Preference Service List	2,244,072

Next

Offline

Consumers – Select TPS only

Businesses (only Ltd or Plc's) – select CTPS only

All Businesses including sole traders and partnerships – select both TPS and CTPS

In this example, we will select only TPS as we are screening against consumers only.

TPS Services

Credits Remaining: 978 - Add Credits

Richard Kane

Check List - TEST LIST

Check your overdue Lists

Please select which List you would like to check against and click Next.

Please Note: 1 credit = 1 number checked against either the TPS, CTPS or FPS registers. If selected, our system will only screen columns you've tagged as Telephone numbers against the TPS and/or CTPS and columns tagged as Fax numbers against the FPS register.

	Suppression Lists	Quantity
<input checked="" type="checkbox"/>	TPS - Telephone Preference Service List	20,265,978
<input type="checkbox"/>	CTPS - Corporate Preference Service List	2,244,072

Next

Offline

Click **NEXT**.

14. You will now see a summary of what credits you require and the cost to screen your file. If you have credits already on account, we will use these first.

TPS Services

Credits Remaining: 978 - Add Credits Richard Kane

✓ Check List - TEST LIST

Check your overdue Lists

Please check the details below are correct and click continue.

Description	Quantity	Credits
TEST LIST to be checked against TPS	10	10

Credits Required	10
Credits Available	978
Credits to be Purchased	0
Total Ex VAT	£0.00
VAT	£0.00
Total Inc VAT	£0.00

Continue

Offline

In this case, we have enough credits on our account so we will use these.

Click **CONTINUE**.

Please note, even if your file is small, there is a minimum charge of £4.25 + VAT for every file.

Foreign companies – if you are based outside the UK and your pricing is showing VAT, please talk to a member of our team and we will adjust your account if you qualify for zero rated supplies.

15. We will now confirm your details and ask you to agree to the terms and conditions.

The screenshot shows a web interface for 'TPSS Services'. On the left is a dark blue sidebar with navigation links: Dashboard, Check Lists, Check Number (marked 'NEW'), Search History, DNC Lists, Overdue Lists, Add Credits, Pricing, My Profile, Help Videos, and Suggestion Box. The main content area is divided into two sections: 'Personal Details' and 'Company Details'. The 'Personal Details' section contains fields for Title (Mr), First name (Richard), Surname (Kane), Telephone (084300059302), and Email (richard@tpsservices.co.uk). The 'Company Details' section contains fields for Company, Address 1 (Unit A, 5 Colville Road), Address 2 (Acton), Address 3, Town (LONDON), County, Postcode (W3 8BL), Country (United Kingdom), VAT Number, and Company Reg Number. At the bottom of the form, there is a checkbox for 'By submitting this order form, you indicate your agreement to our Terms and Conditions', which is circled in red. To the left of this checkbox is a 'Back' button, and to the right is a 'Next' button. In the top right corner, it says 'Credits Remaining: 978 - Add Credits' and 'Richard Kane'.

TPSS Services

Credits Remaining: 978 - Add Credits Richard Kane

Personal Details

Title Mr

First name Richard

Surname Kane

Telephone 084300059302

Email richard@tpsservices.co.uk

Company Details

Company

Address 1 Unit A, 5 Colville Road

Address 2 Acton

Address 3

Town LONDON

County

Postcode W3 8BL

Country United Kingdom

VAT Number

Company Reg Number

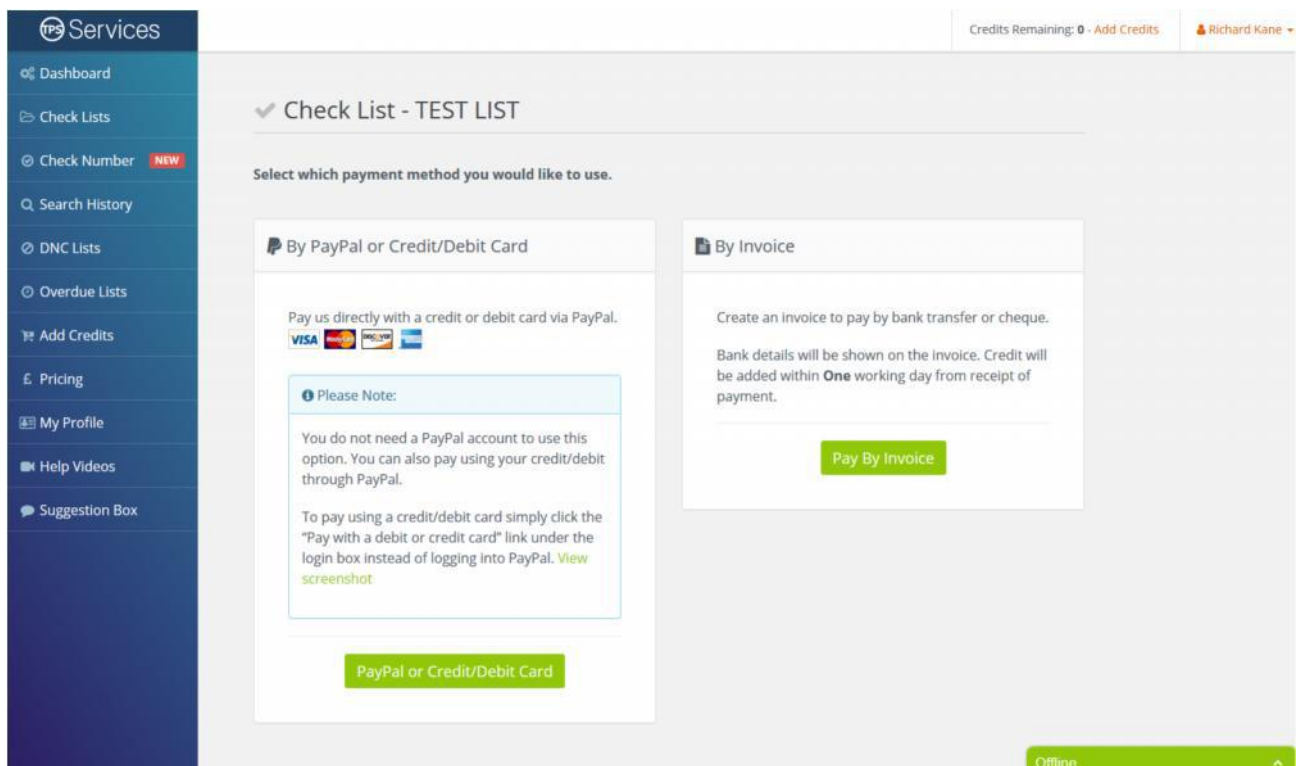
By submitting this order form, you indicate your agreement to our Terms and Conditions ☐

Back Next

Offline

Tick the Terms and Conditions box and click **NEXT**.

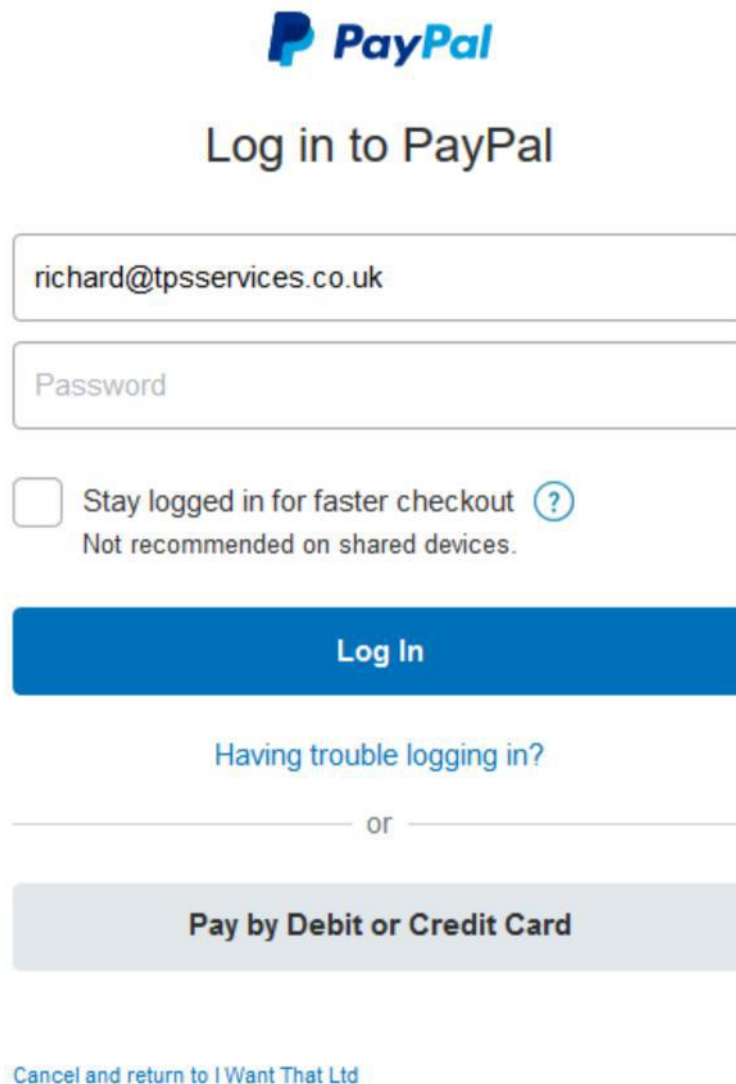
16. If you don't have enough credits on your account, the next screen you'll see will be the payment screen



You can opt to pay by invoice, PayPal or Debit / Credit card.

Please note that if you select to pay by Invoice you'll receive an email with a pro-forma invoice. Once payment is received we'll add your credits (usually within a few hours).

17. If you choose PayPal or Debit/Credit card.



The image shows the PayPal login and payment interface. At the top is the PayPal logo. Below it is the text "Log in to PayPal". There are two input fields: the first contains the email "richard@tpsservices.co.uk" and the second is labeled "Password". Below the password field is a checkbox for "Stay logged in for faster checkout" with a help icon and the text "Not recommended on shared devices." Below this is a blue "Log In" button. Underneath is a link "Having trouble logging in?". A horizontal line with "or" in the center separates this from a grey button labeled "Pay by Debit or Credit Card". At the bottom is a link "Cancel and return to I Want That Ltd".

PayPal

Log in to PayPal

richard@tpsservices.co.uk

Password

☐ Stay logged in for faster checkout [?](#)
Not recommended on shared devices.

Log In

[Having trouble logging in?](#)

or

Pay by Debit or Credit Card

[Cancel and return to I Want That Ltd](#)

You can log in and pay by PayPal or select pay by Credit/Debit Card. You don't need a PayPal account to pay by Debit/Credit card.

18. Once you click the PAY NOW button your screen will automatically return to our TPS Services account and screening will commence. It usually takes only a few seconds and you'll then see the results screen.

TPS Services

Credits Remaining: 968 · Add Credits · Richard Kane

List Details

List Overview

Download Original File · Edit List · Delete List

Last Checked: 11/06/2018

Next Check: Check in 28 Day(s)

Original Filename: Sample Address.xlsx

Name: TEST LIST

Description: Sample test list to check

Record Count	
Valid Telephone Numbers	10
Invalid Telephone Numbers	0
Empty Telephone Numbers	10
Valid Fax Numbers	0
Invalid Fax Numbers	0
Empty Fax Numbers	0

Check History

Below are the checks you have run in the last 28 days.
Please note: You are required to recheck your lists every 28 days.

Date Checked	Checked	Removed	Remaining	
11/06/2018 05:09	10	1	9	Download Results
Today				
Breakdown				
TPS		1		

Check List Now

Fields Imported

Offline

19. Finally click the download button to download your results.

The screenshot shows the TPS Services dashboard. On the left is a sidebar with navigation links: Dashboard, Check Lists, Check Number (marked NEW), Search History, DNC Lists, Overdue Lists, Add Credits, Pricing, My Profile, Help Videos, and Suggestion Box. The main content area displays a 'Record Count' summary with the following data:

Record Count	10
Valid Telephone Numbers	10
Invalid Telephone Numbers	0
Empty Telephone Numbers	10
Valid Fax Numbers	0
Invalid Fax Numbers	0
Empty Fax Numbers	0

Below this is the 'Check History' section, which states: 'Below are the checks you have run in the last 28 days. Please note: You are required to recheck your lists every 28 days.' It contains a table with the following data:

Date Checked	Checked	Removed	Remaining
11/06/2018 05:09 Today	10	1	0

Under the table is a 'Breakdown' section for 'TPS' with a 'Check List Now' button. A red circle highlights the 'Download Results' button, which has a dropdown menu with three options: 'Results with Numbers Tagged', 'Results with Numbers Removed', and 'Download Certificate of Audit'. The bottom of the dashboard shows 'Fields Imported' and an 'Offline' status indicator.

You have three options at present

1. **Download your file with numbers tagged** – this returns your file as you uploaded it with the results appended to each telephone number
2. **Download your file with numbers removed** – this option blanks out telephone numbers that were found to be on the TPS
3. **Download a certificate of Audit** – a certificate you can use to demonstrate to a client or senior staff member that the screening has in fact been done

Your results are ready!

We chose to download our results with the “Numbers Tagged” which means we get to see the results. Once downloaded, our file looks like this:

	H	I	J	K	L	M	N	O
	County	Postcode	Telephone	TelephoneResult	TelephoneRegisteredDate	TelephoneMobile	TelephoneMobileResult	TelephoneMobileRegisteredDate
		NW53HN	2072675555	OK			EMPTY	
	Middx	HA63DY	1923866666	OK			EMPTY	
	South Yorkshire	S362RF		EMPTY		7415500005	OK	
	Essex	CM75LD	1376141444	OK			EMPTY	
		N179PH		EMPTY		7940123456	OK	
	Hampshire	PO28EZ	2392929292	OK			EMPTY	
	Leicestershire	LE182HJ	1234567890	TPS	before 03/07/2012		EMPTY	
VI	Norfolk	NR289UT	1692888888	OK			EMPTY	
	Essex	CM75LD	1376987654	OK			EMPTY	
	Middlesex	UB68RL		EMPTY		7427987654	OK	
Columns inserted showing RESULT and the DATE of registration if we know it.								

Please note: Files are downloaded in a zip format which normal windows should be able to open. If not, visit www.winzip.com and download it for free.