Thomson Reuters CLEAR®

Batch Phone Search

Easily and quickly look up hundreds or thousands of phone numbers with a batch phone search.

From the Batch menu select Document Search – Phone Records Search.

Upload Batch File
If you do not yet have an input file to upload, click the link “Download a batch criteria template” and select your input template type.

- Input Template: Allows custom data mapping of subject search criteria.
- You can also manually enter a list of your phone numbers in the upload box.

Creating an Input File

- After downloading a Batch Criteria Template, fill it out with the information you have. Then upload the file.
- Next, click Create Input Template - this will allow you to choose what columns you want to use on your input file. After you select your columns and name your template, click Save.

Batch Criteria Input Template

You can map an Input Template file during a batch request by either opening a previous template or creating a new input template.

- Select Create Input Template to create a new template and map to your input template
- You can adjust the columns to match your input file information that you would like included – for instance mapping Column 11 Phone Number to Phone Number
- Map your columns to the matching options in your spreadsheet
- Select Save to save the Input Template
Running a Batch Phone Search

After selecting your Input selections you can run your search.

You will be taken to a different page where your Batch results are stored for 7 days. The length of time your file takes to process depends on the size. When your file is ready, the status will change to Available.

NOTE: If there are any specific flags with that data you imported, batch will alert and separate that information into a separate search for you to go back and review.

EXAMPLE OF A BATCH PHONE OUTPUT FILE:

<table>
<thead>
<tr>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>Record Type</td>
<td>Name</td>
<td>Phone</td>
<td>First Reported Date</td>
<td>Last Reported Date</td>
</tr>
<tr>
<td>(555) 555-0725</td>
<td>Phone Record</td>
<td>SAMPLE-DOCUMENT, MARY I</td>
<td>(555) 555-0725</td>
<td>1/14/2006</td>
<td>7/30/2014</td>
</tr>
<tr>
<td>(555) 555-0725</td>
<td>Reverse Phones Lookup</td>
<td>SAMPLE-DOCUMENT, MARY I</td>
<td>(555) 555-0725</td>
<td>1/14/2006</td>
<td>7/30/2014</td>
</tr>
<tr>
<td>(555) 555-0726</td>
<td>Phone Record</td>
<td>SAMPLE-DOCUMENT, JANE B</td>
<td>(555) 555-0726</td>
<td>1/16/2006</td>
<td>7/31/2014</td>
</tr>
<tr>
<td>(555) 555-0726</td>
<td>Reverse Phones Lookup</td>
<td>SAMPLE-DOCUMENT, JANE B</td>
<td>(555) 555-0726</td>
<td>1/16/2006</td>
<td>7/31/2014</td>
</tr>
<tr>
<td>(612) 555-4567</td>
<td>TransUnion</td>
<td>SAMPLE-DOCUMENT, ERIC FULL</td>
<td>(612) 555-1234</td>
<td>3/2/1999</td>
<td>3/2/1999</td>
</tr>
<tr>
<td>(612) 555-4567</td>
<td>Reverse Phones Lookup</td>
<td>SAMPLE-DOCUMENT, ERIC FULL</td>
<td>(612) 555-4567</td>
<td>3/2/1999</td>
<td>3/2/1999</td>
</tr>
</tbody>
</table>

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