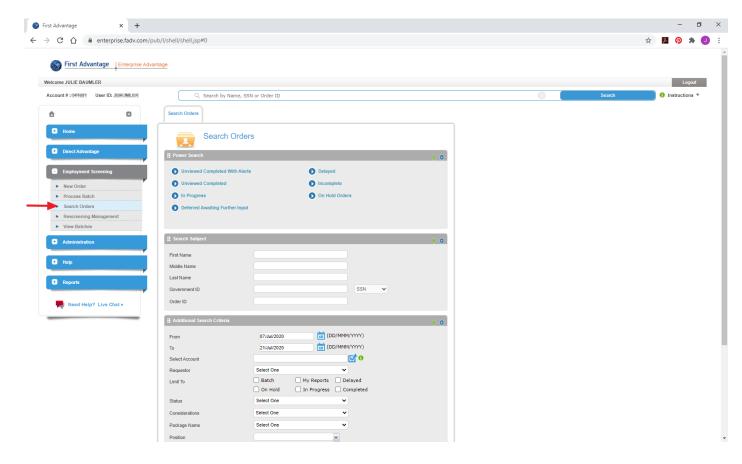


Guide to Viewing Lists of Screened Volunteers

- 1. Log into First Advantage.
- 2. At the home screen, select "Employment Screening" and "Search Orders"



3. In the "Additional Search Criteria" section, enter the date range for which you would like to search

a	٥	Search Orders						
+ Home		Search C	rders					
🛨 Direct Adva	intage	Power Search			0			
Employment	ployment Screening Diviewed Completed Wit		ith Alerts	Delayed				
New Order		Unviewed Completed	0	Incomplete				
Search Ord	lers	In Progress	0	On Hold Orders				
Rescreening	ng Management	Deferred Awaiting Furt	er Input					
🛨 Administra	tion							
🛨 Help		Search Subject			0			
		First Name						
• Reports		Middle Name						
-	· · · · · · · · · · · · · · · · · · ·	Last Name						
Need Hel	lp? Live Chat ►	Government ID		SSN				
		Order ID						
		Additional Search Criteria	_	_				
					0 🛛			
		From		/MMM/YYYY)				
		То		/MMM/YYYY)				
		Requestor	Select One	\sim				
		Limit To	My Reports Delayed	f ress 🗌 Completed				
		Status	Select One					
			Select One					
		Considerations						
		Package Name	Select One	~				
		Position		~				
		Managed Status	Select One	\sim				
		Customer Defined Field 1						
		Customer Defined Field 2						

4. Click "Search" at the bottom of the screen

5. The output will appear in a new tab called "Search Results." To download these results, click on the "Select" menu above your output and select the format you prefer.

Welcome JULIE BAUMLER											Lo	and 1
Account # : 001001 User ID: JONUMILER		Q. Search by Nam	e, SSN or Order ID						3	Search	0 Instructio	
â O	Searc	ch Orders Search Resul	. 0									
Home	6	Search Re	esults									,
Direct Advantage												
	Page	1 🗸 of 1								Actions Select	-	~
Employment Screening	AII	Subject	Government ID	Order ID	Report Status	Report Type	Requestor	Date Ordered	Last Updated	Last Viewed	Stal Not	11 15
 New Order 		100 M 10 M	****	10.000				1000000	10000-00.01	100 Million (2010)		
 Process Batch 						1000						
Search Orders Rescreening Management		State and so	-	and the state	Contract (the second second	The Rest of Lot.	100-00	and and a second second			
 View Batches 		OF BUILDING	40.0.00	100.000	(manufacture)	COLUMN TWO IS NOT	The second	a second	No.			
Administration		LOOKER, MART	10.00	1000	Contract of Contract	and the second second	1000	and the second s	and the second			
		100000-000	10.00	1000	Longitud .	No.	100000-000-00	10000	10100-001			
🔹 Help		magine little		0.000	Owner, Southern	and and a second	Terror I.	1004000	01/01			
	0	Aug. 21, 197-19-	40.010		Longer L	Contract of	1000-00-01	10000	10440701			
Reports		CONTRACTOR .	10.0	1000	(marked)	Contract of	THE OWNER.	No. 10	in section.			
Need Help? Live Chat +		1000				long.						
		1 ¥ of 1								Actions Select		~
										Actions		
			nal Review Required ble information is custome	er provided or is mas	sked based on custom configura	tion settings.						