

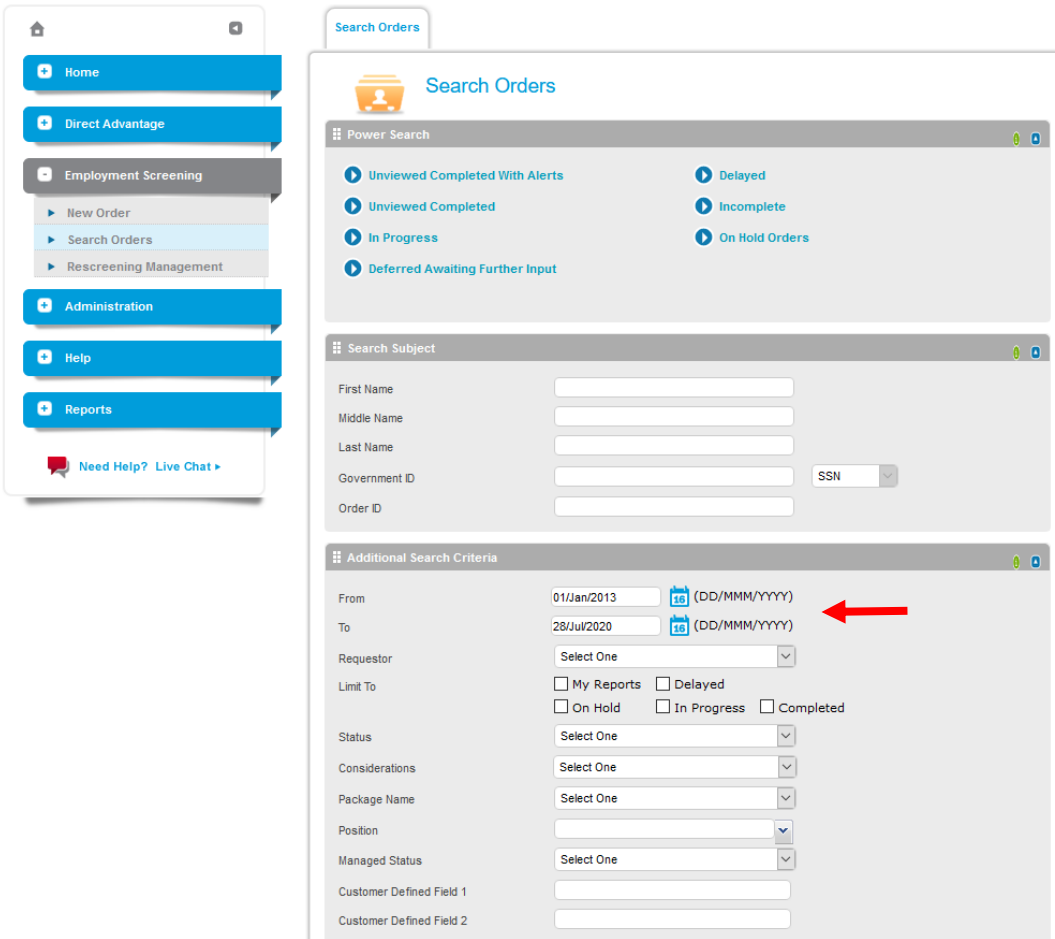


# Guide to Viewing Lists of Screened Volunteers

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

A screenshot of the First Advantage web application interface. The browser address bar shows "enterprise.fadv.com/pub/l/shell/shell.jsp#0". The user is logged in as "JULIE BAUMLER". The left sidebar menu is open, showing "Employment Screening" selected, with "Search Orders" highlighted by a red arrow. The main content area displays the "Search Orders" page, which includes a "Power Search" section with filters for "Unviewed Completed With Alerts", "Unviewed Completed", "In Progress", "Deferred Awaiting Further Input", "Delayed", "Incomplete", and "On Hold Orders". Below this is a "Search Subject" section with input fields for "First Name", "Middle Name", "Last Name", "Government ID", and "Order ID". The "Additional Search Criteria" section includes date pickers for "From" (07/Jul/2020) and "To" (21/Jul/2020), a "Select Account" dropdown, a "Requestor" dropdown, checkboxes for "Batch", "My Reports", "Delayed", "On Hold", "In Progress", and "Completed", and dropdowns for "Status", "Considerations", "Package Name", and "Position".

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



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.

