

## How to Download the Activity Report from Quick Search

Login to your **Quick Search** website and then click on the '**My Account'** option to the right corner on the website, click on '**Reports'** and then '**Activity Report**'. Check the highlighted boxes and specify the date range for the reports to download and click on submit.

**Note:** This option is only available to Users with Reports Access.

	Home	Order Report	Report Management	My Account	
Activity Report: Criteria					O Profile ►
					User Info 🕨
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Report Price All Search Types     All States	~				🗐 Reports 🔻
5 Panel Unine DOT 5 PANEL URINE + EXP OPI + OXY + MDI					Activity Report Equal Employment Opportunity Results Relection Report
9 PANEL BLOOD + OXY 9 Panel (Quest or LabCorp) w/PSC or PPI 9 Panel (Quest or LabCorp) w/TP collectic 9 Panel Drug Screen					
9 panel Drug Test & Physical Exam/Hand( 9 panel Drug Test & Physical Exam Adverse Action Letter					
Today O Yesterday O This Week	C This Month	O This Year			
Start Date Custom Date					
	Subn	nit			

After you have downloaded the Activity Report, please ensure to **Black Out the Applicant's Email/Phone/SSN/DOB** from the report before your upload it to the **SERVPRO** website to avoid the report from being Rejected.

## Activity Report: Report

Quick Search, Inc. 11/01/2022—11/09/2022																		
Client Name	Subject	Email	Phone -	Report Id	Final Grade	Order Date	SSN	DOB	CBSV SSN Verification	OFAC/Global Terrorist Watchlist (QS)	County Criminal Record Search Fel & Misd	Employment History Verification	Federal Criminal (Fel & Misd)	National Criminal / Sex & Violent Offender Search	Motor Vehicle Record (Instant/Non- Instant)	Statewide Criminal	Completed Report Date	ТАТ
Servpro #3554	MARK, NICHOLAS				NA	10/31/22			Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed		12 hrs
Servpro #9	ROBINSON, TRAVIS				NA	10/31/22			Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	11/07/22	3 hrs

Total Reports: 2

**Questions?** Contact our **Customer Care team** at: **214-358-2880** or Email: <u>customerservice@quicksi.com</u> and they will be glad to assist.