

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.

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	TAT
Servpro # [REDACTED]	MARK NICHOLAS	[REDACTED]	[REDACTED]	[REDACTED]	NA	10/31/22	[REDACTED]	[REDACTED]	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed		12 hrs
Servpro # [REDACTED]	ROBINSON, TRAVIS	[REDACTED]	[REDACTED]	[REDACTED]	NA	10/31/22	[REDACTED]	[REDACTED]	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: customerservice@quicksi.com and they will be glad to assist.