

Archived Reports

Once you have Removed completed reports from your mailbox they are not permanently deleted from the system. To search for archived reports, click on the SEARCH tab. You have several search options available although applicant's last name will probably be used most often.

- Under the **Keyword** dropdown select "Applicant Last Name."
- Under the **Modifier** dropdown select "Is" to enter full last name or "Contains" to enter partial last name.
- In the **Value** field enter the applicant's last name.

You are required to fill in all three fields or you will get a "No Record Found" result.