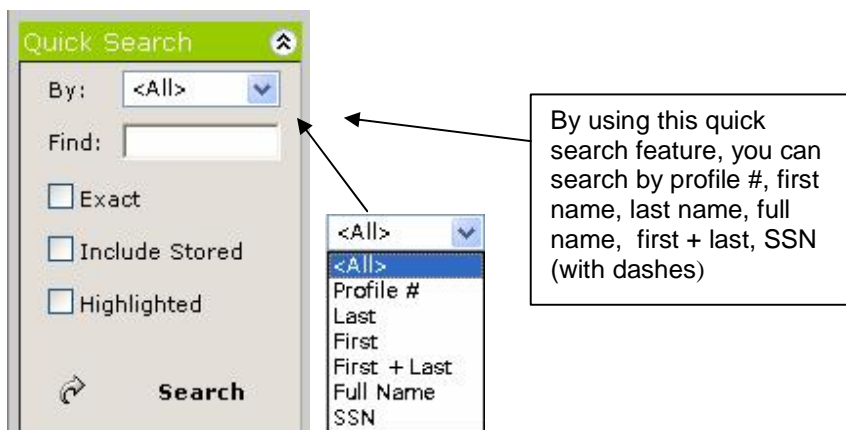# How to Find a Report

1.Login into CiscoScreening

2.Locate the quick search box on the left of the window (picture below).

By using this quick search feature, you can search by profile #, first name, last name, full name, first + last, SSN (with dashes)

3.Select what you would like to search by.

4.Enter in Profile # , Last name, First name , First and last, Full name, or SSN.

5.Click search and all results will come back.

6.Once the profile lists comes up, click on the profile # for the item you wish to view.

7.Scroll down to the bottom of the screen, click on the icon (i) lowercase i, to view completed reports.

For additional information you may contact tech support at 800-804-0043 x13.