



## Assigning Orders



### What is the Archive Orders Search

- The Archive Orders Search enables you to search for background reports that are over 13 months old.

### Why is This Useful

- Using the Archive Orders Search feature can be useful for a variety of reasons, such as:
  - o If you are looking to rehire a candidate and need to revisit their background check history.
  - o If you are being audited and did not keep a copy of the candidate's background check when it was initially ran.

### How to Use Archive Orders Search

- To access the Archive Orders Search, you'll click on the 'Archived Orders Search' button, located in the upper right area under the 'Find Background Checks/E-Invites section
- You'll enter one of the identifiers you have for the candidate: First Name, Last Name, SSN, Order ID. Once you've entered an identifier, click 'Search'
- Once you have found your candidate, click on the download icon located on the far right. This will download a zip folder that will contain the candidate's complete background report.

**You can view this quick guide on how to find and use the Archive Orders Search [here](#).**

If you have any questions on Archive Orders Search, please reach out to your Client Success Partner.