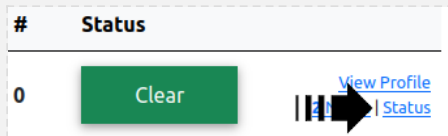![SecureSearch - Comprehensive Background Checks]

How can <u>YOUR CHURCH</u> change a completed request status?

Overview

To update the final status of a COMPLETED request, follow theses steps:

1 - Click at the link "Status" in the Dashboard (*only available if the selected status is COMPLETED, CLEAR or CONSIDER*)

#	Status	
0	Clear	View Profile | Status

2 - Add a note with saying why this request is beeing changed, select the new STATUS and click at SAVE:

Request Status Update: 2023100541574930 (Taylor McClintock)

You should add a Note (*min 30 / max 220 chars*)

Status
CLEAR

Save

3 - Two notes will be added, one with the content you added in the previous step and another automatic note saying it was changed:

Add Note

Notes from request ID *2023100541574930 (Taylor McClintock)*

📝 **Status Review:** *Updated from CONSIDER to CLEAR because of an address discrepancy*

Active 🗑 Edit

Type: Review   *Owner: SYSTEM / TOP ADMIN*   *Created: 10/5/2023, 5:12:02 PM*   *Last Change: 10/5/2023, 5:12:02 PM*

📝 **Status Review:** *REQUEST STATUS CHANGE*

Active 🗑 Edit

Type: SYSTEM   *Owner: SYSTEM / TOP ADMIN*   *Created: 10/5/2023, 5:12:02 PM*   *Last Change: 10/5/2023, 5:12:02 PM*