

Screening Expirations

This report displays background screening requirements that have expiration dates. Use this report to track expiration dates in your SEP Manager so that you can renew clearances per the policies of your diocese.

1. Click **Safe Environment – Screening Expirations** from the **Reports** menu.
2. Click the **Start Date Calendar** icon and double-click on the desired date.
3. Click the **End Date Calendar** icon and double-click on the desired End Date.
4. Click the **Organization(s)** you wish to include in your report. To select multiple organizations, press and hold your <Ctrl> key while you click on organization names.
5. Click **Preview Report**.

