

Navigation Aid to On-Line Application System

View Applicants	View Additional Documents	Save Applications	Print
Active Applicants (Default): Open Job Title View Inactive Applicants: Check Inactive Applicants Box Refresh	Open Job Title View Select Candidate(s) OR Select All (Last Column) View Multiple Applications OR View Multiple Documents	Open Job Title View Select All (Last Column) View Multiple Applications File Save As - Select Folder/ File Name Save As Type: WebPage, HTML only Save	Open Job Title View Select Candidate(s) OR Select All (Last Column) View Multiple Applications OR View Multiple Documents (Will open as PDF in Acrobat Reader) File Print
Save Applicant Hiring Summary	Assign Guest User	Deactivate Guest User	Reports
Open Job Title Get Reports List Applicant Hiring Summary Generate Report File Save As - Select Folder/File Name Save As Type: WebPage, HTML only Save	Open Job Title View Guest User Activate Guest User Add Password Print Screen/Record UserID & Password Next Page Continue to Next Page Confirm	Open Job Title View Guest User Deactivate Guest User Continue to Next Page Continue Confirm	(Address, EEO, Hiring Summary, Email) Reports Select Job Title OR Enter Requisition # Select Posting Status Search Get Reports List Select Report (One Only) Generate Report
Change Applicant(s) Status	Complete Hiring Details	View Historical Applicants	Cut & Paste Reports (Excel/Word)
Open Job Title View Select Candidate(s) OR Select All Change Multiple Applicant Statuses Select Status If Not Hired, Select Not Hired Reason Continue to Confirm Page Save Status Changes	View Job Title Click Hired Details Tab Click Add New Entry Complete Requested Information (Hire Date is date of Offer Letter) Click Add Entry Click Continue to Next Page Confirm and Save	View Historical View Job Title Select Inactive Applicants Refresh Select Candidate(s) OR Select All (Last Column) View Multiple Applicants OR View Multiple Documents	Reports Select Job Title OR Requisition # Select Posting Status Search Get Reports List Select Report (One Only) Generate Report Highlight Report Information Right Click - Copy Open Excel OR Word Right Click - Paste