

The three most common ways to use the system are as follows:

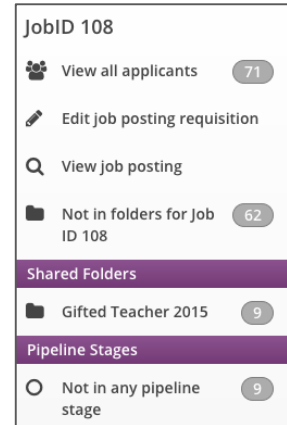
- **Browsing:** “Show me a list of applicants. I’ll go through them using my tools.”
- **Routing:** “Email me when applicants apply for a position or position pool.”
- **Searching:** “Show me applicants that meet multiple criteria.”

BROWSING FOR APPLICANTS BY VACANCY

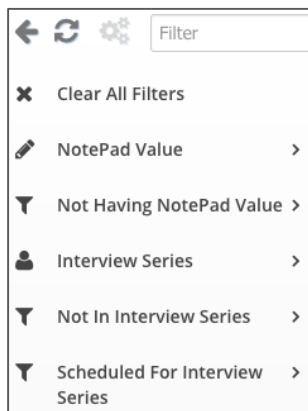
From the Main Menu tab, click **Applicants > Vacancies by Category**.

Next, choose the **Category**, and click the desired **Job ID**.

You will then be given the option to choose a group of applicants based on Folders or Pipeline stages where they are located. You will also have the option to choose **View all applicants**.



FILTERING A LIST OF APPLICANTS



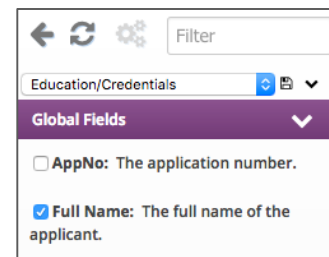
When viewing a list of applicants, click **Filter Applicants**. This will open a menu of filter categories.

Choose a filter category to view applicants within your current list who also match other criteria. Once you select a filter, you can click the **back arrow** and choose a different filter category.

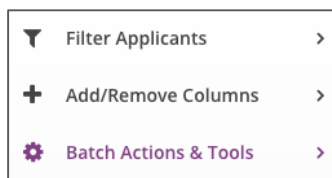
To Sort by specific data, click any column header to sort the list. The applicant list is sorted by date as the initial default. This leaves the most recent application submissions at the top.

ADDING/REMOVING COLUMNS

Click the **Add/Remove Columns** tab and check off the columns you wish to view within your list. Once the column is displayed, you can click the column header to sort it.



PERFORMING BATCH ACTIONS



Click the **Batch Actions & Tools** tab, or click the checkbox beside the applicants. Any action that can be performed to a single applicant can be performed to multiple applicants at the same time. Follow the on-screen instructions once you select the proper applicants.

WORKING WITH AN APPLICATION

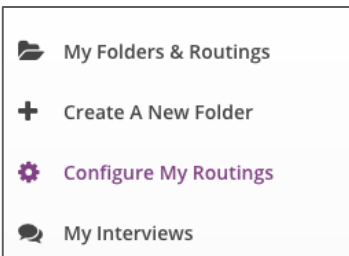
Click the **Open** link on the left to open a specific application.

Once open, use the left hand menu to quickly view the application, references, and other materials associated with your applicant.



Above the application you will see a number of action buttons. Use these buttons to perform different actions associated to the application.

CONFIGURING YOUR ROUTINGS



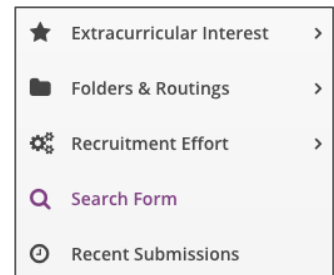
From the Main Menu tab, click **My Account > My Folders and Routings > Configure My Routings**.

Select the desired vacancy or position pools to receive email notifications. You can configure a limitless number of routings by selecting **Save and Add More** at the bottom of the page.

USING THE SEARCH FORM

From the Main Menu tab, click **Applicants > Search Form**.

Review the tab content for Status, Vacancy, Extracurricular, etc. to then view and select the searchable application content.



Select or type in the criteria.

Click **Find Applications**.

