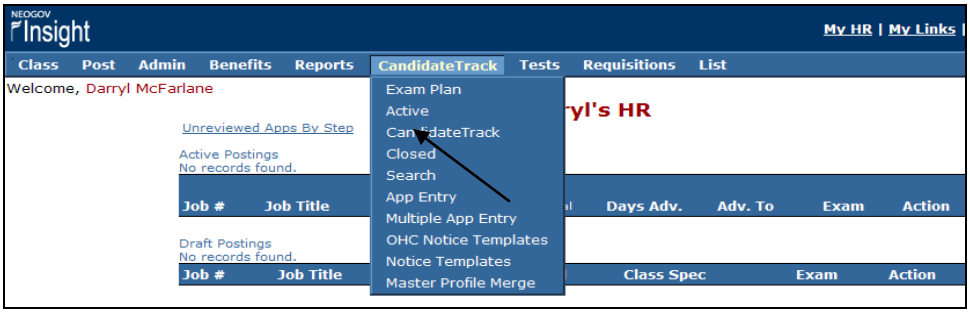
Batching and Printing Applications

Introduction

This job aid shows how to download and print or save submitted applications.

Navigation Path: Candidate Track – Candidate Track

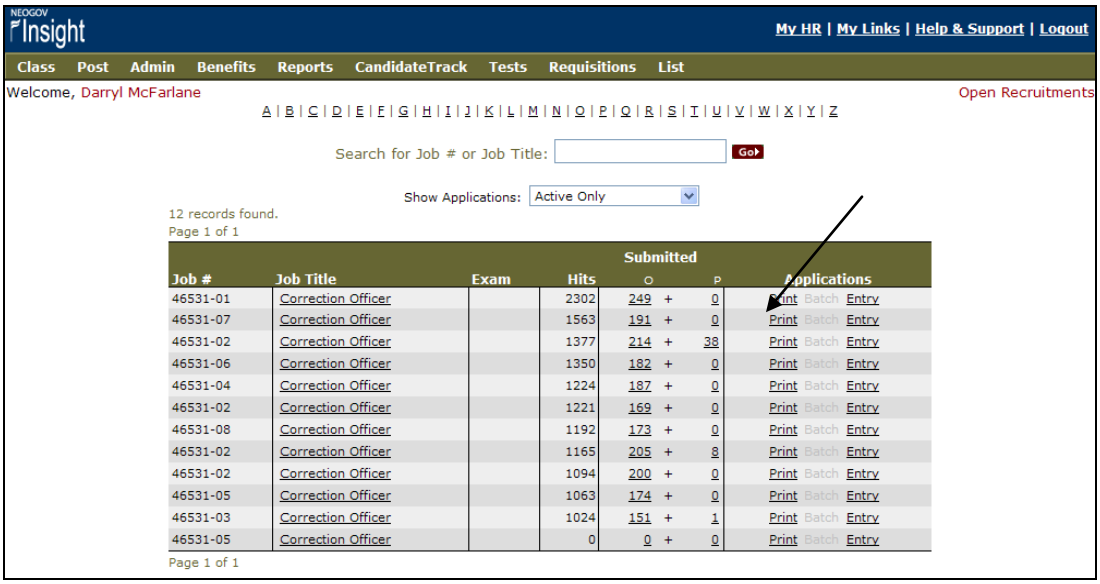
Step	Action	Comments
1.	Log into Insight - Human Resources	
2.	Select “CandidateTrack” from the “CandidateTrack” drop-down menu	



3.	Search for the position you wish to print	There are multiple methods to query this information.

Step	Action	Comments
4.	**To Search by Job Number (PN):** • Select the "Job Number" radio button • Enter the Job Number (PN) in the text box **To Search by Job Title:** • Select the "Job Title" radio button • Enter the Job Title in the text box **To Search by Recruiter Name:** • Select the recruiter name from the "Search by Recruiter" drop down box	You may further refine your search by choosing both a recruiter name and a Job Number or Job Title
5.	Click the "Search" button underneath the "Search by Recruiter" drop-down	

6.	Locate your recruitment and click on the corresponding "Print" link	

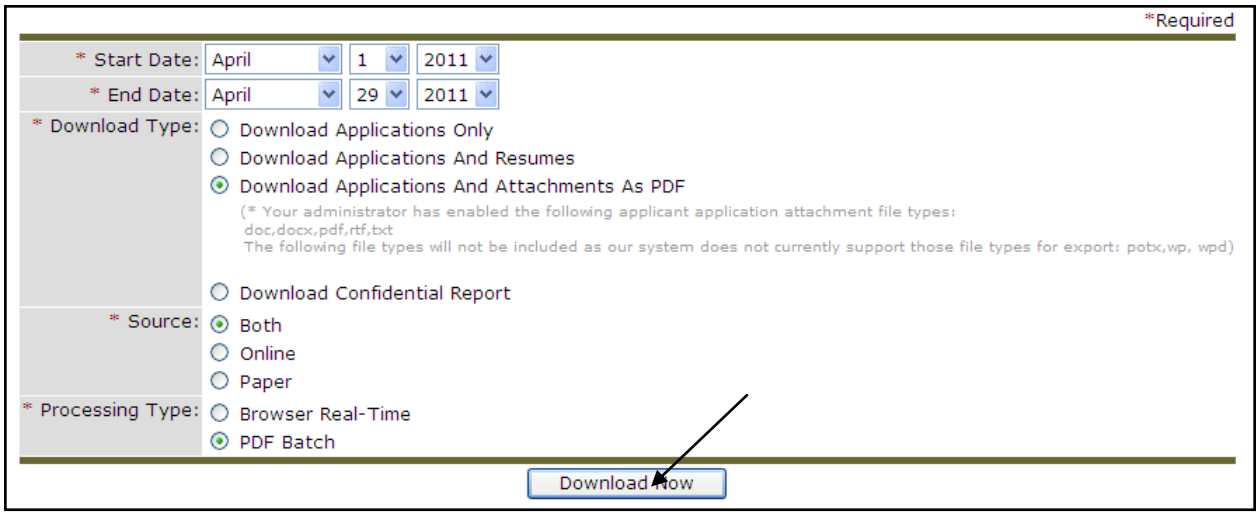

NEOGOV Insight
My HR | My Links | Help & Support | Logout
Class Post Admin Benefits Reports CandidateTrack Tests Requisitions List
Welcome, Darryl McFarlane
Open Recruitments
A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z
Search for Job # or Job Title:
Go
Show Applications: Active Only
12 records found.
Page 1 of 1
Submitted
Job # Job Title Exam Hits O P Applications
46531-01 Correction Officer 2302 249 + 0 Print Batch Entry
46531-07 Correction Officer 1563 191 + 0 Print Batch Entry
46531-02 Correction Officer 1377 214 + 38 Print Batch Entry
46531-06 Correction Officer 1350 182 + 0 Print Batch Entry
46531-04 Correction Officer 1224 187 + 0 Print Batch Entry
46531-02 Correction Officer 1221 169 + 0 Print Batch Entry
46531-08 Correction Officer 1192 173 + 0 Print Batch Entry
46531-02 Correction Officer 1165 205 + 8 Print Batch Entry
46531-02 Correction Officer 1094 200 + 0 Print Batch Entry
46531-05 Correction Officer 1063 174 + 0 Print Batch Entry
46531-03 Correction Officer 1024 151 + 1 Print Batch Entry
46531-05 Correction Officer 0 0 + 0 Print Batch Entry
Page 1 of 1

Step	Action	Comments
7.	Select the “Date Range”	Date range when applications were submitted

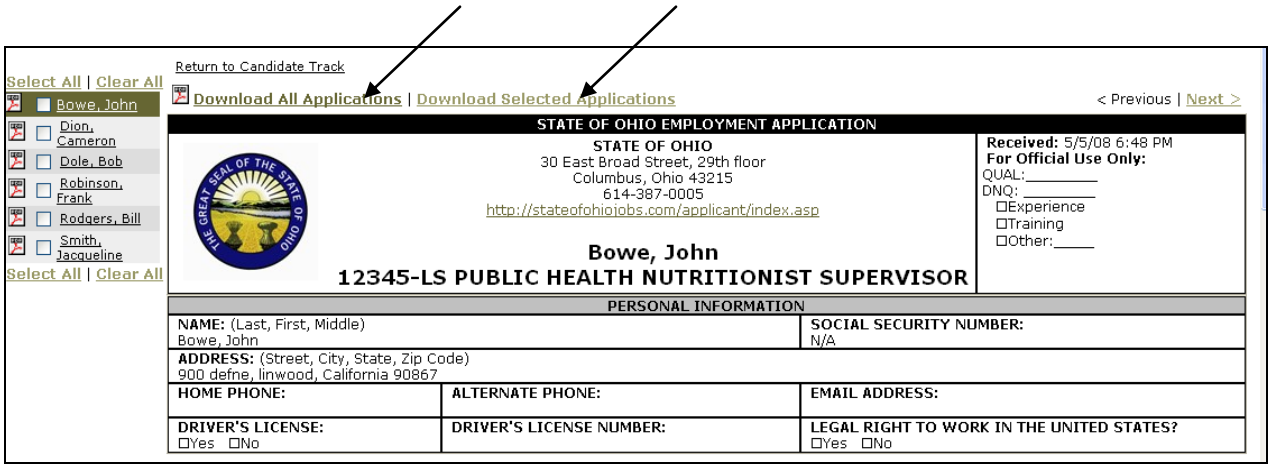
8.	Choose the “Download Type”	• **Download Applications Only** – Applications, non-confidential agency-wide supplemental questions and job-specific supplemental questions
		• **Download Applications And Resumes** – Applications, non-confidential agency-wide supplemental questions, job-specific supplemental questions and text resume information
		  ▪ Only resumes that were copied and pasted in the application will print.
		• **Download Applications And Attachments as PDF**– Applications, non-confidential agency-wide supplemental questions, job-specific supplemental questions and attachments
		  ▪ Must have “View Confidential Information” security role
		  ▪ Can only download 25 applications at a time
		• **Download Confidential Report** – Confidential agency-wide supplemental questions
		  ▪ Only an option if you have the “View Confidential Information” security role.

9.	Select the “Source”	• Online applications • Paper applications • Both (online and paper applications)

Step	Action	Comments
8.	Choose the “Processing Type”	• **Browser Real-Time**- Immediately downloads applications in a browser pop-up window ▪ ***Recommended if printing less than 25 applications at a time*** • **PDF Batch-** Downloads applications in a PDF file ▪ Sends an email notification when batch process is complete ▪ Recommended if printing more than 25 applications ▪ ***Should not download more than 200 applications at a time*** ▪ ***Only choice if downloading applications and attachments as PDF***
9.	Click “Download Now”	



Step	Action	Comments
10.	• To download all applications, click “Download All Applications” • To download a subset of applications, select checkboxes to the left of applicant names and click “Download Selected Applications”	**NOTE**: If there are more than 25 applications and you chose to download applications and attachments, you must select up to 25 to print.

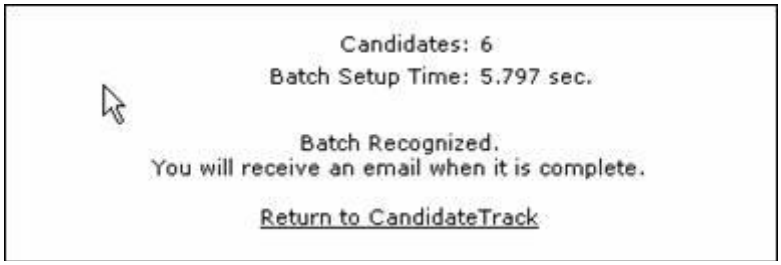


Browser Real-Time

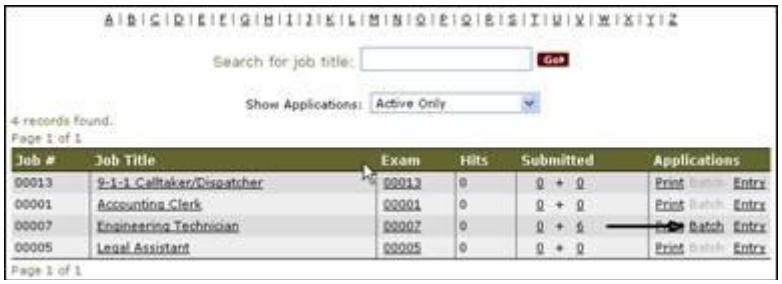
11.	To print applications, if Browser Real-Time was selected, click File from the browser window menu, then Print	• If you do not see a new browser window, try minimizing all other open windows • Also make sure that you do not have any pop-up blocker software enabled

PDF Batch

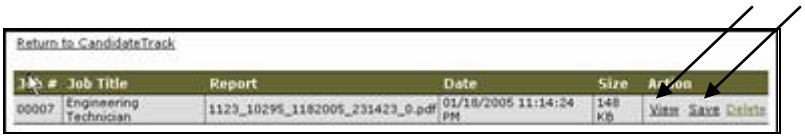
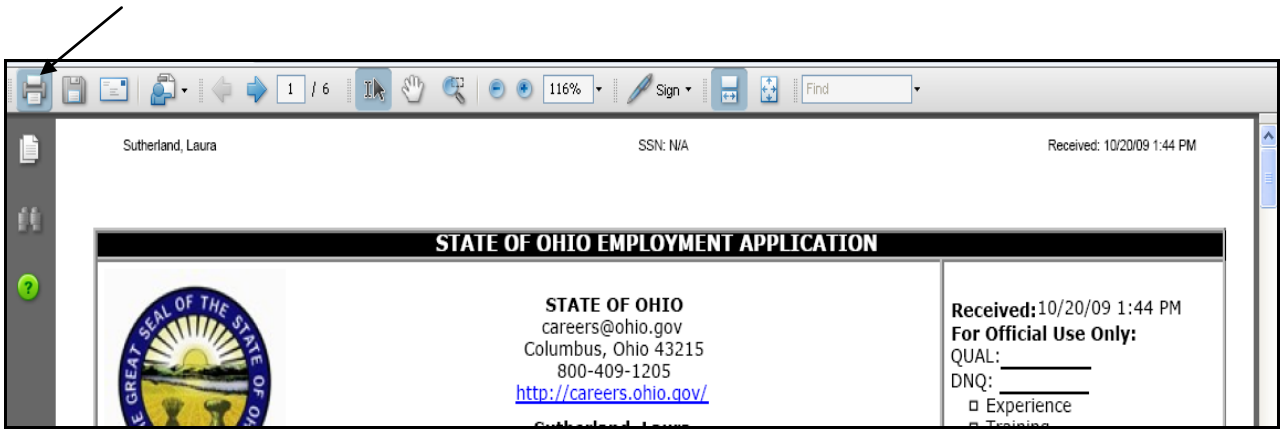
Step	Action	Comments
12.	If PDF Batch processing was selected, a message is displayed indicating that you will be emailed when the PDF file has been created	



13.	Once you receive the email, repeat steps 2-5 and click the “Batch” link instead of “Print”	“Batch” is now a clickable link



Step	Action	Comments
13.	To view the PDF batch, click the "View" link	
14.	To print the .PDF batch, click on the icon	



15.	To save the PDF batch to your network or computer, in order to forward to hiring managers or SMEs, click the "Save" link	• A pop-up message will display • Click the "Save" button • Select where to save the file • Click "Save"