

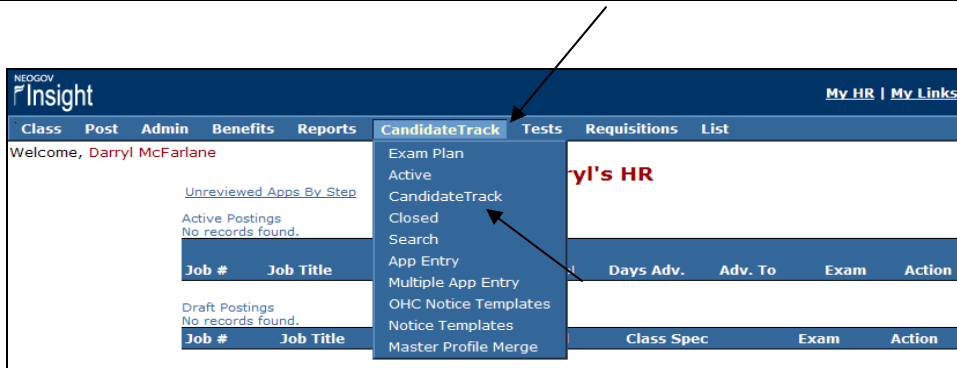
## Printing Applications

### Introduction

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

**Navigation Path:** Candidate Track – Candidate Track

Step	Action	Comments
1.	Log into Insight - Human Resources	
2.	Select “Candidate Track” on the main menu	
3.	From the “CandidateTrack” pull-down menu, select “CandidateTrack” again	



4.	Search for the recruitment or applicant application(s) you wish to print	There are multiple methods to query this information.
4a.	<b>To Search by Job Number (PN):</b> <ul style="list-style-type: none"> <li>Select the “Job Number” radio button</li> <li>Enter the Job Number (PN) in the gray text box</li> <li>Click on the upper “Search” button</li> </ul>	

Step	Action	Comments
4b.	<b>To Search by Job Title:</b> <ul style="list-style-type: none"> <li>• Select the “Job Title” radio button</li> <li>• Enter the Job Title in the gray text box</li> <li>• Click on the upper “Search” button</li> </ul>	
4c.	<b>To Search by Recruiter Name:</b> <ul style="list-style-type: none"> <li>• Select the recruiter name from the “Search by Recruiter” drop down box</li> <li>• Click on the upper “Search” button</li> </ul>	You may further refine your search by choosing both a recruiter name and a specific Job Number or Job Title.
4d.	<b>To Search by Person ID/Applicant Name:</b> <ul style="list-style-type: none"> <li>• Enter the applicant’s Person ID in the “Person ID” Textbox</li> <li>• Enter the applicant’s first name and/or last name in the “First Name”, “Last Name” text boxes</li> <li>• Click on the lower “Search” button</li> </ul>	Use this method when searching for application of a specific applicant.  Page will appear with applicant’s name & job title(s) of position(s) applied for.  Click “view” to view application. Then click “print”
4e.	<b>To Search by Application Submitted Date Range:</b> <ul style="list-style-type: none"> <li>• Enter the “from” date in the “Date 1” text box</li> <li>• Enter the “to” date in the “Date 2” text box</li> <li>• Click on the lower “Search” button</li> </ul>	You may further refine your search by entering both an applicant name as well as entering a date range.
5.	Click on the corresponding “Print” link for the recruitment	

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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:  ▼

12 records found.  
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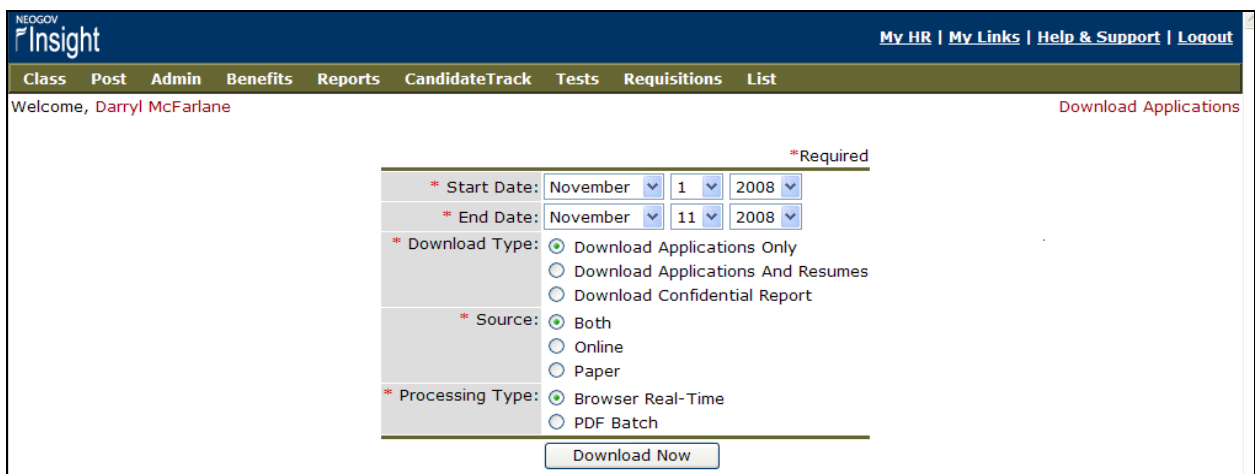
Job #	Job Title	Exam	Hits	Submitted			Applications		
				O	P		Print	Batch	Entry
46531-01	<a href="#">Correction Officer</a>		2302	249	+	0	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-07	<a href="#">Correction Officer</a>		1563	191	+	0	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-02	<a href="#">Correction Officer</a>		1377	214	+	38	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-06	<a href="#">Correction Officer</a>		1350	182	+	0	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-04	<a href="#">Correction Officer</a>		1224	187	+	0	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-02	<a href="#">Correction Officer</a>		1221	169	+	0	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-08	<a href="#">Correction Officer</a>		1192	173	+	0	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-02	<a href="#">Correction Officer</a>		1165	205	+	8	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-02	<a href="#">Correction Officer</a>		1094	200	+	0	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-05	<a href="#">Correction Officer</a>		1063	174	+	0	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-03	<a href="#">Correction Officer</a>		1024	151	+	1	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>
46531-05	<a href="#">Correction Officer</a>		0	0	+	0	<a href="#">Print</a>	<a href="#">Batch</a>	<a href="#">Entry</a>

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Step	Action	Comments
6.	Enter the appropriate download information:	
6a.	<ul style="list-style-type: none"> <li>• <b>Date Range</b> – Date range applications were submitted</li> </ul>	This is a required field.

Step	Action	Comments
6b.	<p><b>Download Type</b></p> <ul style="list-style-type: none"> <li>• <b>Download Applications Only</b> – Download applications, non-confidential agency-wide supplemental questions, and job-specific supplemental questions</li> <li>• <b>Download Applications And Resumes</b> – Download applications, non-confidential, agency-wide supplemental questions, job-specific supplemental questions and resume information</li> <li>• <b>Download Confidential Report</b> – Download applicant demographic information, confidential agency-wide supplemental questions, and job-specific supplemental questions</li> </ul>	<p>Select one of the three download types.</p> <p><b>Only resumes that were copied and pasted in the application will print. Attached resumes must be printed separately.</b></p> <p>See “Printing Resume Attachments” job aid.</p> <p><b>Downloading the Confidential Report will only be an option if you have the “View Confidential Information” security role.</b></p>
6c.	<p><b>Source</b></p> <ul style="list-style-type: none"> <li>• <b>Both</b> – Download applications received online and on paper</li> <li>• <b>Online</b> – Download applications received online only</li> <li>• <b>Paper</b> – Download applications received on paper only</li> </ul>	<p>Select source of applications to download.</p>

Step	Action	Comments
6d.	<p><b>Processing Type</b></p> <ul style="list-style-type: none"> <li>• <b>Browser Real-Time-</b> Downloads applications in a PDF file immediately. The selected applications display in a browser pop-up window, and can be printed directly from the web browser.</li> <li>• <b>PDF Batch-</b> downloads applications in a PDF file while you do other work and sends an Email notification when the batch process is complete.</li> </ul>	<p>Select Processing Type.</p> <p><b>This option is recommended for printing less than 25 applications at a time, and when the document headers/footers are not necessary.</b></p> <p><b>This option is recommended if you are printing more than 25 applications at a time.</b></p> <p>The selected applications will be converted to a PDF document. When this option is selected, the user receives an email notification when the PDF file is ready. The PDF file can then be saved to your computer and printed.</p>
7.	Click on the “Download Now” button	



The screenshot shows the 'Download Applications' form in the NEOGOV Insight system. The user is logged in as Darryl McFarlane. The form includes the following fields:


- \* Start Date:** November 1, 2008
- \* End Date:** November 11, 2008
- \* Download Type:**
  - Download Applications Only
  - Download Applications And Resumes
  - Download Confidential Report
- \* Source:**
  - Both
  - Online
  - Paper
- \* Processing Type:**
  - Browser Real-Time
  - PDF Batch

A 'Download Now' button is located at the bottom of the form.

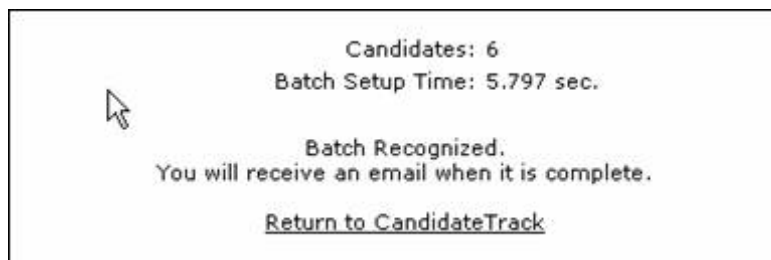
Step	Action	Comments
8.	To navigate through the applications: <ul style="list-style-type: none"> <li>• Click on the applicant's name you wish to view</li> <li>• Click on the "Next" or "Previous" links to navigate by one application</li> </ul>	
9.	To print the applications, download the applications into an Adobe Acrobat (.PDF) file: <ul style="list-style-type: none"> <li>• To download all applications listed               <ul style="list-style-type: none"> <li>○ Click on the "Download All Applications" link</li> </ul> </li> <li>• To download a subset of applications               <ul style="list-style-type: none"> <li>○ Select checkboxes to the left of applicant names</li> <li>○ Click on the "Download Selected Applications" button</li> </ul> </li> </ul>	
10.	For <b>Browser Real-Time</b> processing: <ul style="list-style-type: none"> <li>• Selected applications will be rendered to a pop-up browser window in a printer-friendly format. 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.</li> <li>• To print the applications from the browser printer window, click File   Print from the menu.</li> </ul>	

Return to Candidate Track

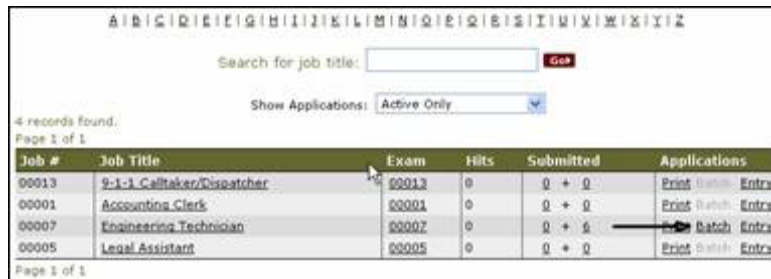
Select All | Clear All Download All Applications | Download Selected Applications < Previous | Next >

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Bowe, John</b></li> <li><input type="checkbox"/> Dion, Cameron</li> <li><input type="checkbox"/> Dole, Bob</li> <li><input type="checkbox"/> Robinson, Frank</li> <li><input type="checkbox"/> Rodgers, Bill</li> <li><input type="checkbox"/> Smith, Jacqueline</li> </ul> <p>Select All   Clear All</p>	 <p><b>STATE OF OHIO EMPLOYMENT APPLICATION</b></p> <p><b>STATE OF OHIO</b> 30 East Broad Street, 29th floor Columbus, Ohio 43215 614-387-0005 <a href="http://stateofohiojobs.com/applicant/index.asp">http://stateofohiojobs.com/applicant/index.asp</a></p> <p><b>Bowe, John</b> <b>12345-LS PUBLIC HEALTH NUTRITIONIST SUPERVISOR</b></p>	<p>Received: 5/5/08 6:48 PM</p> <p><b>For Official Use Only:</b> QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p>
<b>PERSONAL INFORMATION</b>		
NAME: (Last, First, Middle) Bowe, John		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State, Zip Code) 900 defne_linwood, California 90867		
HOME PHONE:	ALTERNATE PHONE:	EMAIL ADDRESS:
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE NUMBER:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

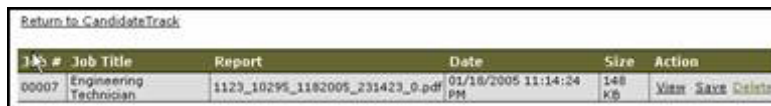
Step	Action	Comments
11.	<p>For <b>PDF Batch</b> processing:</p> <ul style="list-style-type: none"> <li>A message is displayed indicating that you will be notified when the PDF file has been created. The message includes a "Return to CandidateTrack" link that returns you to the "Open Recruitments" page of the CandidateTrack menu:</li> </ul>	




11a.	<p>An email notification is sent once the batch process is completed. When you return to the "Open Recruitments" page, the "Batch" link will be highlighted:</p>	
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Step	Action	Comments
11b.	Click on the “Batch” link to display the Batch Report:	



11c.	To view the .PDF applications online Click on the “View” link	
11d.	To save the .PDF applications to network or computer in order to forward to hiring managers or SMEs <ul style="list-style-type: none"> <li>• Click on the “Save” link</li> <li>• A pop-up message will display</li> <li>• Click the “Save” button</li> <li>• Select the folder to save the file into</li> <li>• Click on the “Save” button</li> </ul>	
12.	To print the .PDF applications, click on the  icon	