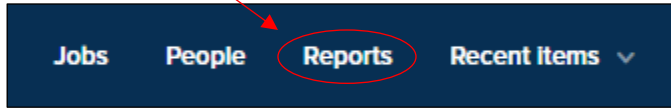
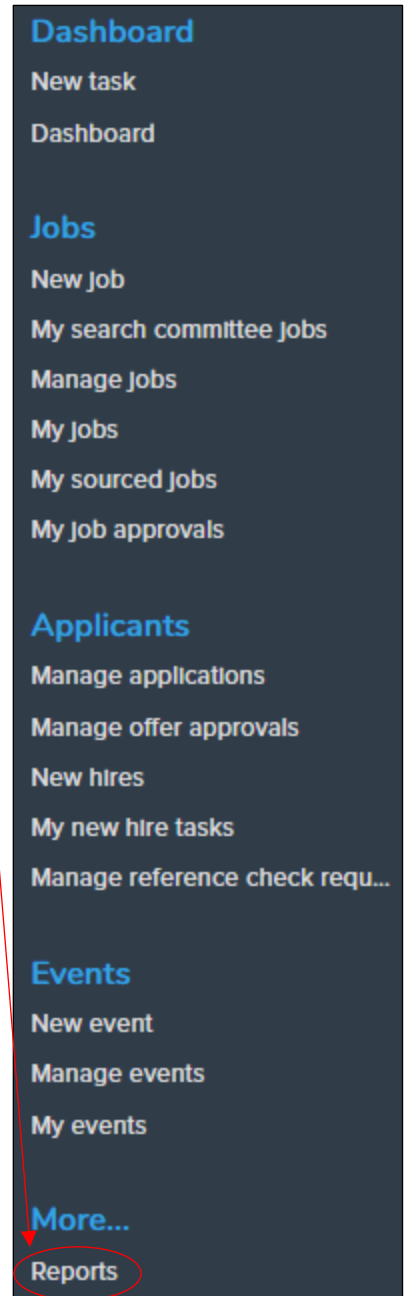
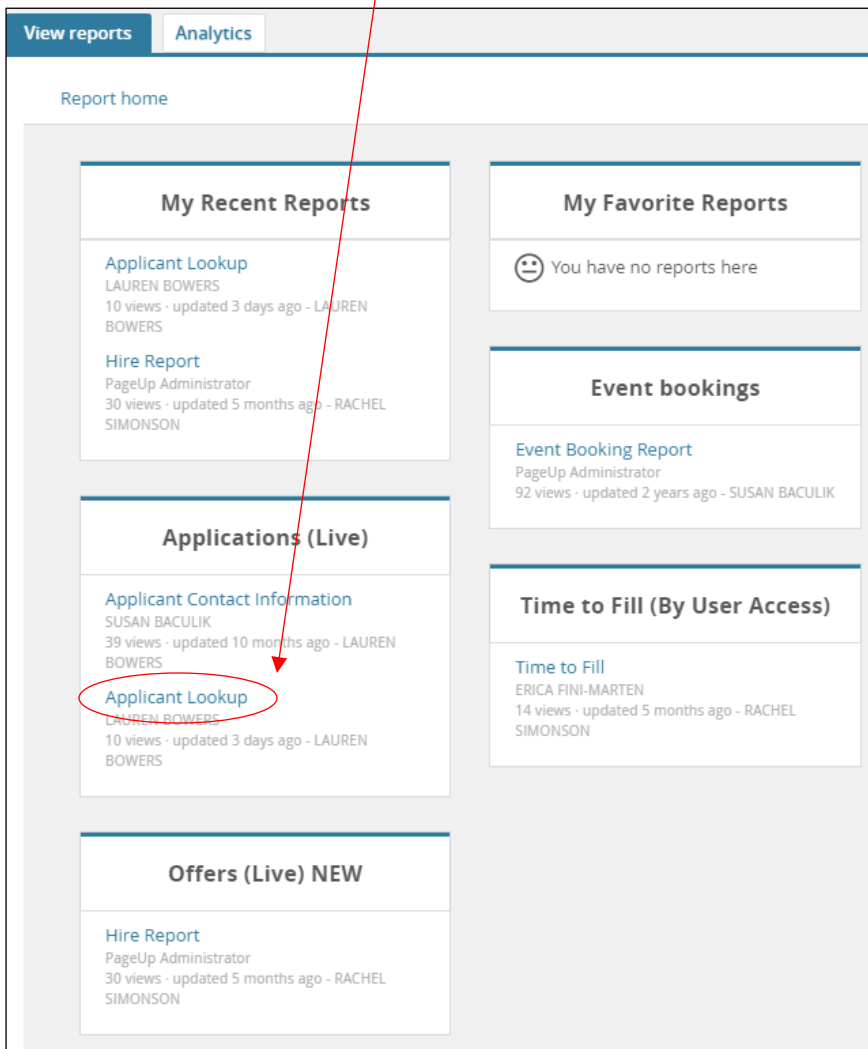


HOW TO ACCESS THE APPLICANT LOOKUP REPORT ON THE DASHBOARD

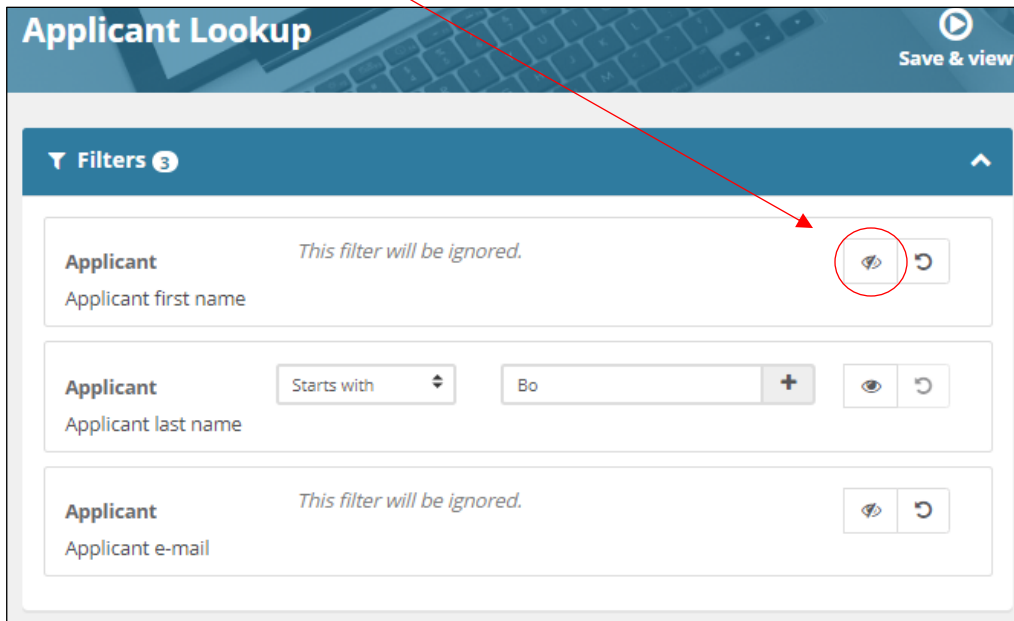
1. From the top left of your home page, open the PageUp Menu then click 'Reports' to view the reports dashboard. Or click 'Reports' from the banner on the top right of your home page.



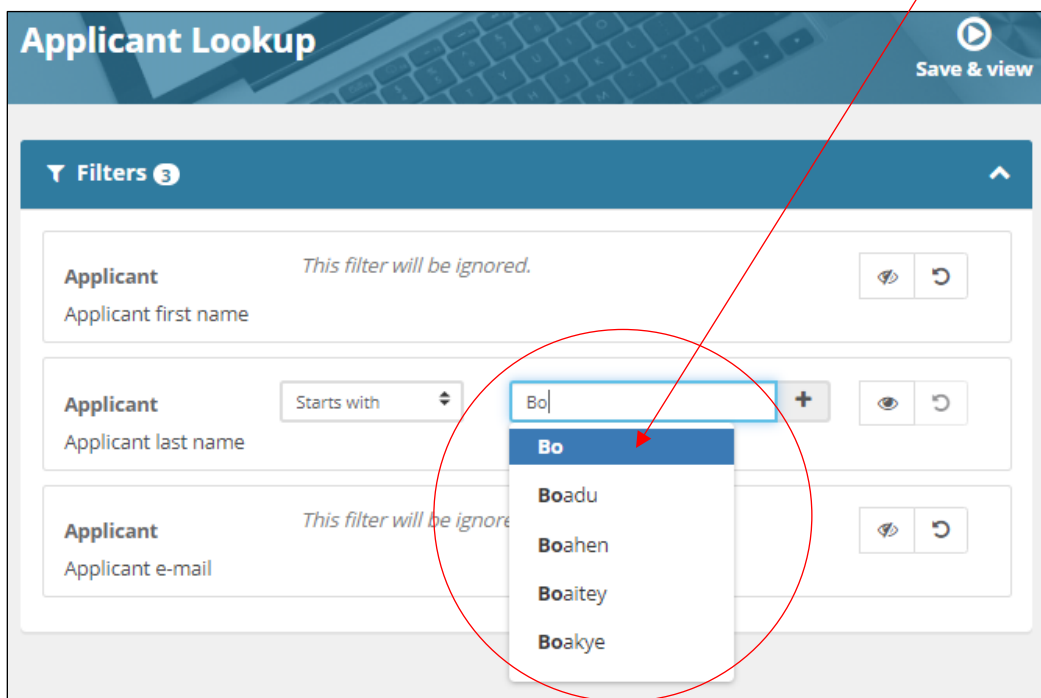
2. Click on the 'Applicant Lookup' report to access the filtering options.



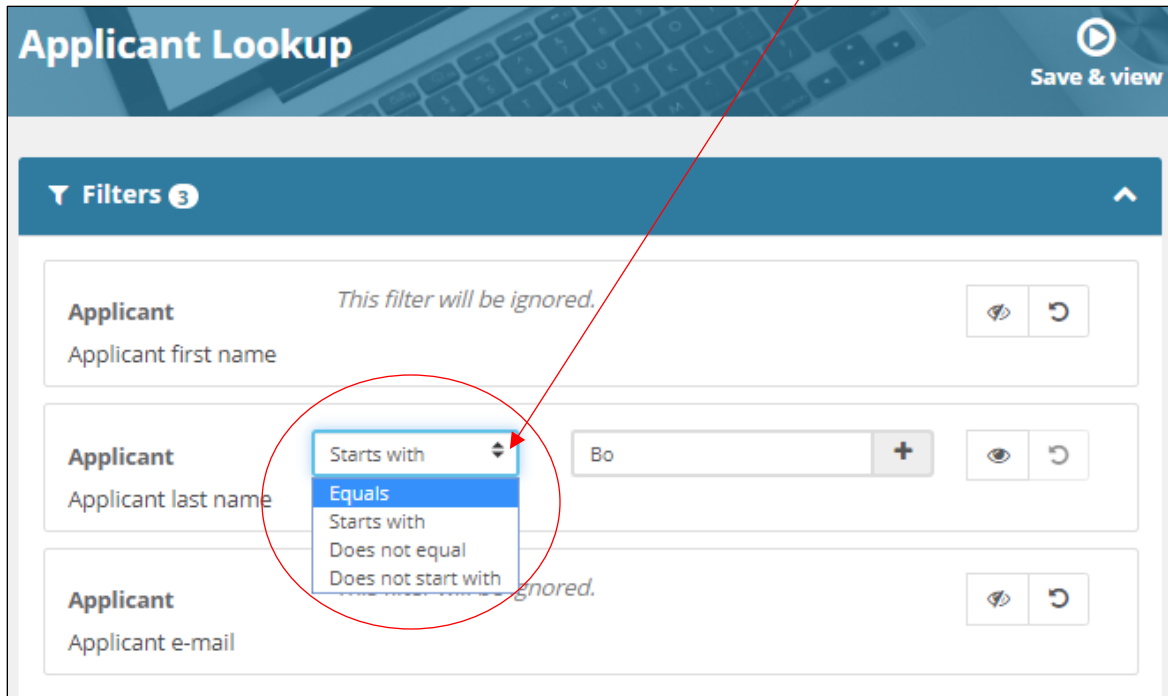
3. Filters will pre-populate with selections. Selections can be changed or the filter can be ignored completely. To ignore a filter, click on the 'eye' icon. If you click the 'eye' icon again, the filter will become active.



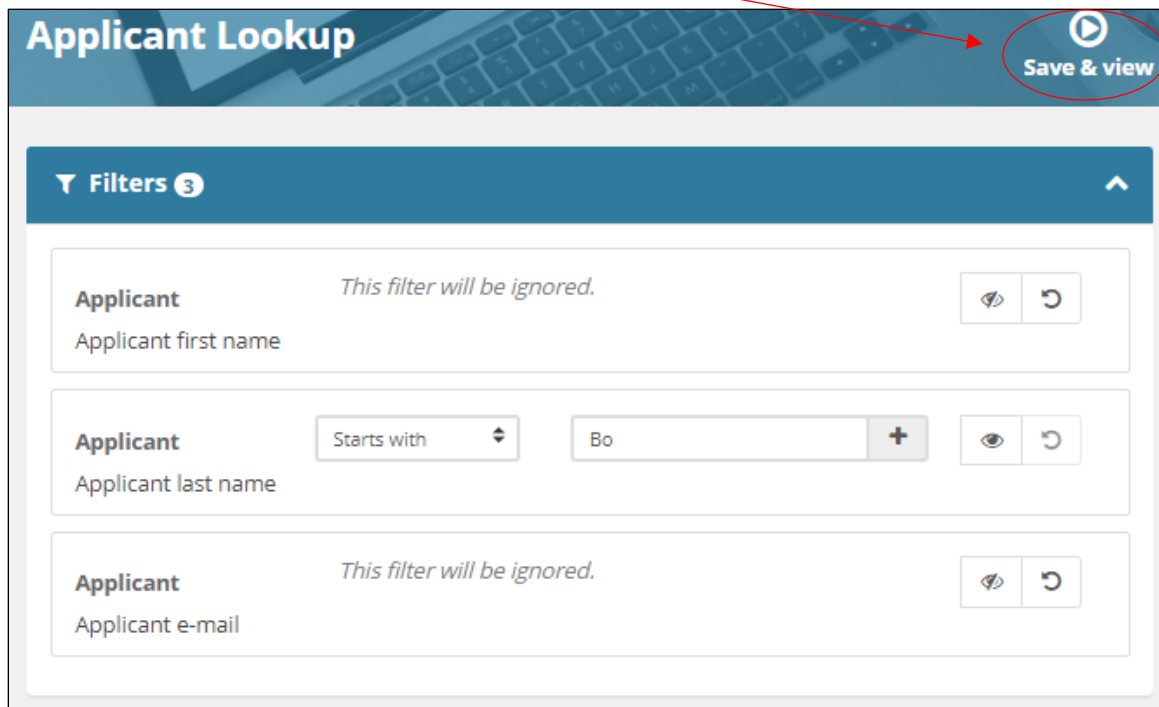
4. To change a filter, type a new selection. When typing the new selection, the available selections appear in a drop down list. It may take a few seconds for the drop down to appear. You MUST pick one of the selections provided from the drop down in order for the filter to be recognized.



5. You can also change the filtering of the selection by clicking on the arrows.



6. Once all filters are correct, click the 'Save & View' in the upper right corner.



- To download the results, choose the file format from the menu at the bottom of the results window and 'Export.' It is recommended to download the report to Excel so you have the opportunity to work with the data. Choose Excel (2007+) only if running version 2007 or higher of Excel.

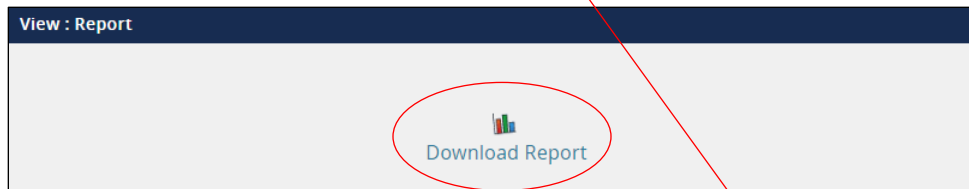
Applicant Lookup

Applicant last name	Applicant first name	Applicant e-mail	JEMS Transaction ID	Department	Sub-department	Posting Title	All Advertised Titles
Last Name, First Name, Email Address			97526-AS	DEPT-A3487	VCRGE/WAISMAN/WAISMAN	RESEARCH SPECIALIST - GAMM LABORATORY (A348700-VCRGE/WAISMAN/WAISMAN)	SR RESEARCH SPEC(T16BN) or RESEARCH SPECIALIST(T16DN) or ASSOC RESEARCH SPEC(T16FN)
Last Name, First Name, Email Address			92293-AS	DEPT-A3461	VCRGE/GLBRC	DATA CURATOR/FACILITATOR (A199920-COLLEGE OF ENGINEERING/ENGR-GREAT LAKES BIOENERGY CTR)	PROGRAMMER ANALYST(T06DN) or ASSOC PROGRAM ANALYST(T06FN)
Last Name, First Name, Email Address			93521-AS	DEPT-A3475	VCRGE/BIOTECH/GENOMICS	RESEARCH DATA SCIENTIST (A347520-VCRGE/BIOTECH/GENOMICS)	SR PROGRAMMER ANALYST(T06BN) or PROGRAMMER ANALYST(T06DN) or ASSOC PROGRAM ANALYST(T06FN)
Last Name, First Name, Email Address			218126-AS		SMAN/WAISMAN	HUMAN RESOURCES GENERALIST (A348700-	HR ASST ADV(19510)

Close window | Select a format | Export

Note: A red arrow points from the 'Export' button in this screenshot to the 'Enable Editing' button in the screenshot below.

- Click on 'Download Report.' Depending on the web browser you are using and how Microsoft Excel is set up on your computer, you may need to save the file and 'Enable Editing' before being able to work with the data.



Applicant_Lookup_export_2020_02_14 (1) [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Hyperion Acrobat Tell me... Simonson, Ra... Share

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

	A	B	C	D	E	F
1	Applicant last name	Applicant first name	Applicant e-mail	JEMS Transaction ID	Department	Sub-department
2				97526-AS	DEPT-A3487	VCRGE/WAISMAN/WAISMAN
3	Last Name, First Name, Email Address			92293-AS	DEPT-A3461	VCRGE/GLBRC
4				93521-AS	DEPT-A3475	VCRGE/BIOTECH/GENOMICS
5				218126-AS	DEPT-A3487	VCRGE/WAISMAN/WAISMAN

Note: A red arrow points from the 'Download Report' button in the screenshot above to the 'Enable Editing' button in this screenshot.

