

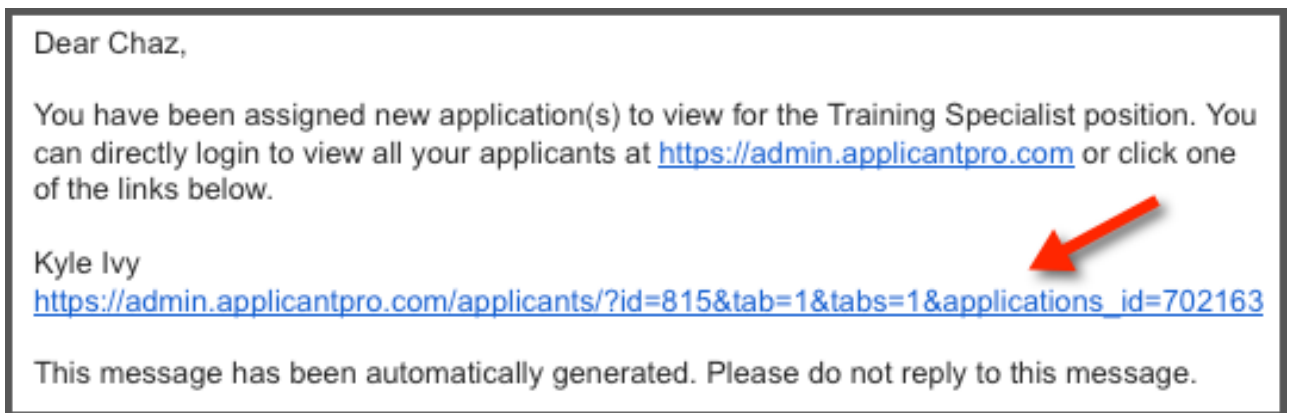
Assigned User Process

Step One:

In your email, open the "You Have Been Assigned New Applications" from no-reply@applicantpro.com.

Step Two:

Click on the link included in the email.



Step Three:

Login to ApplicantPro:

<https://admin.applicantpro.com/>

Enter **Username** and **Password**

Username or Email:

Password:

[Forgot Your Password?](#)

ApplicantPRO

Step Four:

You will be taken directly to the application.

ApplicantPRO

Applicants Help



1, 11 Edit

11@1.com Not Listed (Home) 1 1 1, UT 111 USA

Active Statuses Actions
My Rating: ☆☆☆☆☆ Avg: ☆☆☆☆☆

21-Mar-2014
Indeed

Application Job Questions Screenie Background Integrations

Summary Employment History Education Resume References Additional Questions

Note: Certain options for this application are turned on and may cause employment information to be partially complete.

t	Address: t, KY UNITED STATES
JOB TITLE: 1 DATES EMPLOYED: 11 RATE OF PAY: 1 DUTIES: 1 REASON FOR LEAVING: 1 MAY WE CONTACT?: Yes	Phone: Not Listed
	Supervisor Name: 1

No other applications to list

TIMELINE

Show: Notes Actions Add Note

- Note by Assigned User | 06-May-2015
Status: Reviewed
Status Changed
- Forwarded by Assigned User | 06-May-2015
Forwarded this application at 5:13:56 PM to: Name.
- Assigned User by Assigned User | 06-May-2015 Unassign
Assigned to Test Test.
- Note by Assigned User | 06-May-2015
Test Note
- Viewed by Assigned User | 06-May-2015
Viewed this application at 5:13:07 PM.

Date: 06-May-2015

ApplicantPRO

Step Five:

You can change the application status using the **Status** dropdown on the upper right of the application. You can also change a status by clicking on the **Actions** button under **Take Action**.

*Note: Take action is also where you would print, archive, attach files, forward an application and many other actions.

The screenshot shows the ApplicantPRO interface. At the top, there's a navigation bar with 'ApplicantPRO', 'Applicants', and 'Help'. Below that, there's a search bar and a settings icon. The main content area shows a job application for '11@1.com' with a date of '21-Mar-2014'. There are tabs for 'Application', 'Job Questions', 'Screenie', 'Background', and 'Integrations'. The 'Application' tab is active, showing 'Summary', 'Employment History', 'Education', 'Resume', 'References', and 'Additional Questions'. On the right, there's a 'TIMELINE' section with a 'Show: [x] Notes [x] Actions' filter. A dropdown menu is open, showing 'Active Statuses' and 'Actions'. The 'Actions' menu includes options like 'View Status Checklist', 'Calendar Events', 'Assign to Assigned User...', 'Attach Files', 'HR Data Surveys', 'Archive', 'Forward Application via Email', 'Spotlight This Application', 'Send Email To Applicant', and 'Print Application'. Red arrows point to the 'Active Statuses' dropdown and the 'Actions' button.

Step Six:

The Notes and History Section is on the left hand panel. You can click on "Add Note" to add a note to the application.

*Note: Application status changes, uploaded documents, etc. are also recorded in this section as actions. Actions and notes can be filtered by checking one or both boxes next to "Show:". Click "View All" to see past notes as well.

The screenshot shows the 'TIMELINE' section of the ApplicantPRO interface. At the top, there's a 'Show: [x] Notes [x] Actions' filter. A red arrow points to the 'Add Note' button. Below that, there's a list of actions and notes. The first action is 'Note by Assigned User | 06-May-2015' with the status 'Status Changed'. The second action is 'Note by Assigned User | 06-May-2015' with the status 'Status: Reviewed' and 'Status Changed'. The third action is 'Forwarded by Assigned User | 06-May-2015' with the text 'Forwarded this application at 5:13:56 PM to: Name.'. The fourth action is 'Assigned User by Assigned User | 06-May-2015' with the text 'Assigned to Test Test.' and a blue 'Unassign' button. The fifth action is 'Note by Assigned User | 06-May-2015' with the text 'Test Note'. At the bottom, there's a 'View All (12)' link. A red arrow points to the 'View All (12)' link.

Step Seven:

If you just log in with the your username and password you will see the list of applicants assigned to you. You can open individual applicants to view their applications by clicking on the magnifying glass next to the applicant's name. You can also perform Mass Updates by checking the box next to the Applicants who are to be updated and then click an option from the drop down menu in either the **Change Active** or the **Update Status** menus.

Screener

Applicants

My Applications

Status: All | Active: Active | Date Range: All | Met BQ: Both | Sort By... | Refresh

	Name	Job Title	Date Assigned	Submitted Date	Met BQ	Status
<input type="checkbox"/>	Larkin, 1	Test 1	23-Jun-2014	2014-05-21 16:04:34	Yes	Position Offered

Select All - Deselect All

Mass Update

Update Status: [Dropdown]

Change Active: [Dropdown]

Date: 23-Jun-2014

Step Eight:

If you have requisitions enabled you can add a job requisition by clicking on the requisitions tab and then on the green plus sign.

Screener

Applicants | Requisitions

Requisitions

Job Requisitions I Created

	Title	Date Started	Current Status
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show inactive

Step Nine:

You can then create a new job requisition by selecting a job template, department and providing an answer to the requisition question(s), then select the approver and click on add and Begin Process to setup the requisition.

*Note the **Save a Draft** button will allow you to come back and finish the requisition at a later time.

The screenshot shows the 'Add New Requisition' form with the following fields and actions:

- Job Template:** A dropdown menu showing 'Customer Service Representative - Frisco, Texas'.
- Proposed Job Title:** A text input field containing 'Customer Service R'.
- Job Description:** A button labeled 'See Full Description'.
- Number of Positions:** A text input field containing '1'.
- Department:** A dropdown menu.
- Requisition Questions:** A section with a question 'Test' and an answer field containing 'This is a test?*'.
- Requisition Approver:** A dropdown menu.
- Buttons:** 'Save as Draft', 'Add and Begin Process', and 'Cancel'.

*If you have any other questions please contact your account manager.

Common Questions:

Why would I make a user an assigned user?

Assigned users only have access to specific applications. You can restrict an assigned user to only see what you want them to see, only the applications you give them access to.

Can assigned users modify applications?

The assigned user role sees applications just like a non-posting manager. The toggles available to turn on for managers are also available for assigned users.