Printable Application Pack Guide

Good morr	ning, Rebecca Atkinson!
Me My Team	My Client Groups Hiring Tools Others
QUICK ACTIONS	APPS
🚊 Change Manager	
Seniority Dates	Printable My Establishment Application Pack Data
Show More	
Things to Finish	

Click on 'Printable Application Pack' as highlighted below:

This will then open up 'ORC Printable Application Form Report'.

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You will then need to click on the downward arrow next to 'Requisition Number', see below:

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Untick 'All' and click 'Search'. You will see this screen:

Enter your 4 digit requisition number into the search bar and click 'Search'. You should now just see the 1 requisition. Highlight this and click 'Move':

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This will move the requisition over to 'Selected' side. Click the requisition number and select 'OK'.

Click 'Apply' and this will bring up all the applications for that requisition.

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