

HOW TO: ACCESS REPORTS ON THE JOB POSTING CARD



Several reports are available from the job posting card. Each report returns real-time data specific to the job in view.

1. Open the job posting card.
2. Click the reports tab found at the top of the card.

The screenshot shows the top navigation bar with 'Home', 'Jobs', and 'People' tabs. Below it, the job title 'OFFICE MANAGER (A122019-SCHOOL OF BUSINESS/SCH OF BUSINESS IMC)' is displayed. A tabbed interface includes 'Position info', 'Notes', 'Documents', and 'Reports', with 'Reports' circled in red. The main content area shows fields for 'JEMS Transaction ID:*' (DEMO81645-US), 'Title Code:' (UNIV SVC PRG ASSOC), and 'Working Title:' (OFFICE MANAGER).

3. Standard reports are available. Consult the [Reports Glossary](#) document for a description of each report. Reports that do not apply to the job you are viewing (e.g. Search Committee Members for a job that does not name a search committee) will not return any data.

The screenshot shows the 'Reports' tab selected. It displays a grid of report cards for 'SUSAN BACULIK'. The reports include: 'Applicant Contact Information-Job Card' (2 months ago), 'Applicant Reference List' (4 months ago), 'Applicant Status History' (21 days ago), 'Event Booking-Job Card' (3 months ago), 'Letter of Recommendation Status' (4 months ago), 'Search Committee Members' (4 months ago), and 'Search Committee-Outcome' (4 months ago). Each card has a document icon and a refresh icon.

HOW TO: RUN A REPORT



1. To run a report and download the results directly into Microsoft Excel, click the Excel icon at the bottom of the report box and click "Download Report" on the next window.
2. To see the report results on the screen, prior to downloading to Excel, click the report title and the results open in a new window.

OFFICE MANAGER (A122019-SCHOO

Position info | Notes | Documents | Reports

Applicant Contact Information

SUSAN BACULIK

Tuesday, 7 November 2017 12:38 PM

Requisition Number	College Title	Posting title	Applicant first name	Applicant last name	Home city	Home street 1	Home street 2	Home state/territory	ZIP	Home country	Applicant e-mail	Preferred phone number	Work phone number
DEMO81645-US	UNIV SVC PRG ASSOC (08500)	OFFICE MANAGER (A122019-SCHOOL OF BUSINESS/SCH OF BUSINESS IMC)	Sarah	Parker	Brooklyn	88 What Lane		New York	98765	United States	erica.marten3@gmail.com		7868889999
DEMO81645-US	UNIV SVC PRG ASSOC (08500)	OFFICE MANAGER (A122019-SCHOOL OF BUSINESS/SCH OF BUSINESS IMC)	Lauren	Butters	Madison	12 Big Ten Ave		Wisconsin	53719	United States	lmkrzywda@gmail.com		414555999
DEMO81645-US	UNIV SVC PRG ASSOC (08500)	OFFICE MANAGER (A122019-SCHOOL OF BUSINESS/SCH OF BUSINESS IMC)	Debbie	Tremingo	Madison	123 Main St		Wisconsin	53715	United States	debbie@email.com		6085555555

3. 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 into Excel (so you have the opportunity to work with the data). Choose Excel (2007+) only if running version 2007 or higher of Excel.

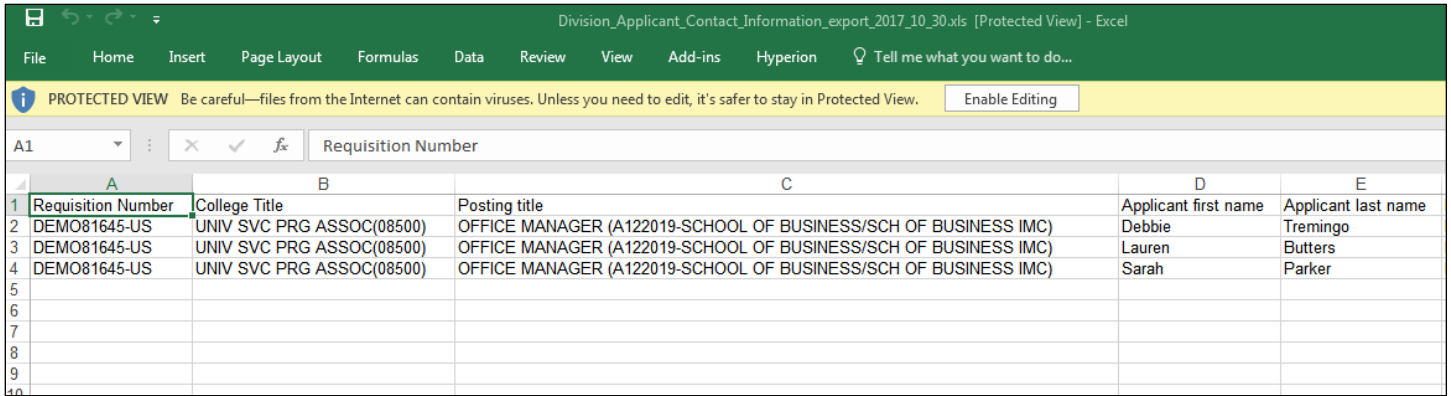
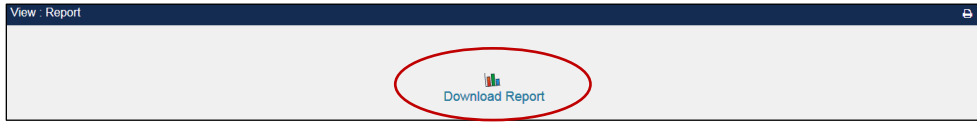
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Close window | Select a format | Export

- CSV (comma delimited) file
- Excel file
- Excel (2007+) File

Reports from the Job Posting Card

- 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.)



Division_Applicant_Contact_Information_export_2017_10_30.xls [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Hyperion Tell me what you want to do...

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

A1 Requisition Number

	A	B	C	D	E
1	Requisition Number	College Title	Posting title	Applicant first name	Applicant last name
2	DEMO81645-US	UNIV SVC PRG ASSOC(08500)	OFFICE MANAGER (A122019-SCHOOL OF BUSINESS/SCH OF BUSINESS IMC)	Debbie	Tremingo
3	DEMO81645-US	UNIV SVC PRG ASSOC(08500)	OFFICE MANAGER (A122019-SCHOOL OF BUSINESS/SCH OF BUSINESS IMC)	Lauren	Butters
4	DEMO81645-US	UNIV SVC PRG ASSOC(08500)	OFFICE MANAGER (A122019-SCHOOL OF BUSINESS/SCH OF BUSINESS IMC)	Sarah	Parker
5					
6					
7					
8					
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