The Applicant Profile report contains personal contact and application information for applicants on your Job Opening. You can only run this for applicants on your Job Opening that have been routed to you and who are still active in the process (i.e. they are not rejected or withdrawn).

How to run the Applicant Profile Report

1. Click on the **Applicant Profile Report** link on the Management Center portal.

2. **Running the Report for the First Time ONLY:** You will need to create a run control ID one time only. Select the **"Add a New Value"** tab. You may select any value you would like in this field, including a number or a word. Its purpose is solely to identify the parameters of the report you are running.

3. **Once the Run Control ID is Added:** Search for an existing **run control ID** by clicking the "Search" button. If there are existing run control IDs, select one and go to Step 4.

4. Click the **look-up prompt** next to the Job Opening ID field to find your Job Opening. Select your Job Opening number that you want to run applicant profiles for.

5. You can run the report for all of the applicants that you have access to on the Job Opening by choosing "**All**" or for an individual applicant by choosing "**Selected**". If you are running the report for all applicants, skip to Step 7 (on back).

6. If you chose "Selected" in the Report Option, select the look-up prompt next to the Applicant ID field. Select the individual applicant you want to run a profile for.

Continued from previous page…

7. Save. Select the **Run** button in the upper right corner.

8. Make sure the server name says "PSNT". Click "**OK**".

9. Select the **Process Monitor** link in the upper right corner.

10. Click the **Refresh** button until the Run Status says "Success" and the Distribution Status says "Posted".

11. Select the **Details** link.

12. Select **View Log/Trace link.**

13. Select the link that has the "**pdf**" file extension. Your report can be found and printed from here.

Refresh

ew All | ▦   First ◀ 1 of 1 ▶ Last

Run Status	**Distribution Status**	**Details**
Success	Posted	Details

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Process Scheduler Request   8

User ID:	STEPHRB0	**Run Control ID:** Rachel

Server Name:	PSNT	**Run Date:**	06/12/2006 📅
Recurrence:		**Run Time:**	8:55:56AM	Reset to Current Date/Time
Time Zone:	🔍		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	MHRS003	MHRS003	SQR Report	Web	PDF	Distribution

OK   Cancel

Applicant Profile   9

Run Control ID:	Rachel		Report Manager	Process Monitor	Run

Process Instance:5855

*Job Opening ID:	19443 🔍	**Report Option:**	Selected

Process Detail

Process

Instance:	5855	Type:	SQR Report
Name:	MHRS003	Description:	MHRS003
Run Status:	Success	Distribution Status:	Posted

Run   **Update Process**

Run Control ID:	Rachel	○ Hold Request
Location:	Server	○ Queue Request
Server:	PSNT	○ Cancel Request
Recurrence:		○ Delete Request
		○ Restart Request

Date/Time   **Actions**

Request Created On:	06/12/2006 8:47:20AM CDT	Parameters Transfer
Run Anytime After:	06/12/2006 8:46:18AM CDT	Message Log
Began Process At:	06/12/2006 8:47:26AM CDT	Batch Timings
Ended Process At:	06/12/2006 8:47:38AM CDT	View Log/Trace

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File List

Name

MHRS003_5855.PDF ★

MHRS003_5855.out

SQR_MHRS003_5855.log

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