



## Running a Printable Application Report

### Key Information:

[OMNI Recruiting Training Guides](#)

**Required Role: FSU\_SS\_MANAGER**

The instructions below outline how to use the Printable Application Report feature in OMNI HR for individual and multiple applications. The report criteria can be set to pull in application details, screening results, resumes, and other attachments all in one report. The report can then be saved as a PDF in a secure location for the search committee to review.

**Note:** If the font type used by the applicant is not available in OMNI, the font and associated formatting will default to a standard font. To view the resume and attachments individually in the exact format they were submitted, click on the resume and/or application icon across from the applicant’s name in the list.

### Running an Individual Printable Application Report

Step	Action
1.	Once logged into OMNI HR > Department Administration > click the <b>Recruiting</b> tile.



Step	Action
2.	Click the <b>Search Job Openings</b> tab.

Manager Self Service Recruiting

Create Job Opening

Interview Calendar

Pending Approvals

**Search Job Openings**

View References

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**Search Job Openings**

Recruiting Home | Create Job Opening

Search Criteria ?

Job Posting Title

Job Opening ID

Status Open

Most Recent Activity

Step	Action
3.	Enter the desired <b>Job Opening ID</b> . Click the <b>Search</b> button.

**Search Job Openings**

Recruiting Home | Create Job Opening | Search Job Postings

Search Criteria ?

Job Posting Title

**Job Opening ID**

Status Open

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Step	Action
4.	Select the appropriate <b>Job Opening</b> link.

### Search Job Openings

[Home](#) Recruiting Home | [Create Job Opening](#) | [Search Job Postings](#)


▶ **Search Criteria** ?

1 Results Found

**Search Results** ?

Job Opening	Job ID	Status	Type	Recruiting Location
<b>Business Manager</b>	47180	Open	Standard Requisition	Tallahassee, FL

Step	Action
5.	On the Manage Job Opening page, click the icon in the <b>Print</b> column for the desired applicant.



### Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#) Personalize

**Job Opening ID** 47180      **Status** 010 Open  
**Job Posting Title** Business Manager      **Business Unit** FSU01 (FSU Business Unit)  
**Job Code** 9459 (Business Manager)      **Department** 230000 (Dean of Students)  
**Position Number** 00053470 (Business Manager)      **Job Family** BUDGET (Budget & Financial Services)

**Applicants** | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (20)	Applied (19)	Screen (0)	Route (1)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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**Applicants** ?

1-1 of 1 | View All

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Susie Seminole	573677	N	03/14/2016 3:06PM	External	050-Route					▼ Other Actions

Select All    Deselect All    ▼ Group Actions

Step	Action
6.	Set up the criteria on the Application Report Options page, and click the <b>Generate Report</b> button.

**Application Report Options**

Applicant Name Susie Seminole  
 Applicant ID 573677  
 Disposition Draft

Job Posting Title Business Manager  
 Job Opening ID 47180

Denotes if content is available for that section of the application.

Select checkboxes below to view applicant screening results.

**Application Detail**

Select	Application Detail	Content Available
<input checked="" type="checkbox"/>	Preferences	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Referral Sources	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Work Experience	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Education Level	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Training	
<input checked="" type="checkbox"/>	Degrees	
<input checked="" type="checkbox"/>	Disability	
<input checked="" type="checkbox"/>	High School/Other Education	
<input checked="" type="checkbox"/>	Licenses and Certifications	
<input checked="" type="checkbox"/>	Memberships	
<input checked="" type="checkbox"/>	Veteran Status	
<input checked="" type="checkbox"/>	References	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Resume Text	

Select All      Deselect All

**Questionnaire Type**

Select	Questionnaire Type	Content Available
<input checked="" type="checkbox"/>	Preliminary	
<input checked="" type="checkbox"/>	Final	
<input checked="" type="checkbox"/>	Pre Screening	
<input checked="" type="checkbox"/>	Online Screening	
<input checked="" type="checkbox"/>	Additional Questions	<input checked="" type="checkbox"/>

Select All      Deselect All

Related to FWS screening.

**Attachment Type**

Select	Attachment Type	Content Available	Print Latest Document
<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	References		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transcripts		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cover Letters		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Writing Sample or Publication		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Miscellaneous		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Teaching Philosophy		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Research Interest		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Certificate or License		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Veteran's Preference		<input type="checkbox"/>
<input checked="" type="checkbox"/>	FWS Authorization Form		<input type="checkbox"/>

Select All      Deselect All

Exclude Separator Pages

Uncheck "Print Latest Document" to see all versions of that document submitted in the application.

Check this box to exclude sections that are blank to reduce the number of pages generated.

Check this box to save report criteria for future use.

Exclude sections with no content available  
 Save My Selections

**Generate Report**

[Return to Previous Page](#)

After making selections, click Generate Report to view results.



Step	Action
3.	Scroll to the bottom of the page and select <b>Group Actions &gt; Recruiting Actions &gt; Print Application Details.</b>

Select	Applicant Name ▾	Applicant ID ▾	View
<input checked="" type="checkbox"/>	Renegade Appaloosa	680141	N
<input checked="" type="checkbox"/>	Chief Osceola	680140	N
<input checked="" type="checkbox"/>	Susie Seminole	573677	N

Select All      Deselect All

**Group Actions**

- Recruiting Actions >
- Applicant Actions >

Applicant Name ▾	Applicant ID ▾
Renegade App	
Chief Osceola	
Susie Seminole	

All      Deselect

- Recruiting Actions >
- Applicant Actions >

- Manage Interviews
- Create Interview Evaluation
- Change Disposition
- Withdraw Application
- View / Edit Application Details
- Print Application Details**

Step	Action
4.	Set up the criteria on the Print Applications page.

### Print Applications

Run Control ID RUN\_HRS\_BIP\_2020040915210

Process Monitor

Report Monitor

Run

Select checkboxes below to view applicant screening results.

#### Application Detail

Select	Application Detail
<input checked="" type="checkbox"/>	Preferences
<input checked="" type="checkbox"/>	Referral Sources
<input checked="" type="checkbox"/>	Work Experience
<input checked="" type="checkbox"/>	Education Level
<input checked="" type="checkbox"/>	Training
<input checked="" type="checkbox"/>	Degrees
<input checked="" type="checkbox"/>	Disability
<input checked="" type="checkbox"/>	High School/Other Education
<input checked="" type="checkbox"/>	Licenses and Certifications
<input checked="" type="checkbox"/>	Memberships
<input checked="" type="checkbox"/>	Veteran Status
<input checked="" type="checkbox"/>	References
<input checked="" type="checkbox"/>	Resume Text

Select All Deselect All

#### Questionnaire Type

Select	Questionnaire Type
<input checked="" type="checkbox"/>	Preliminary
<input checked="" type="checkbox"/>	Final
<input checked="" type="checkbox"/>	Pre Screening
<input checked="" type="checkbox"/>	Online Screening
<input checked="" type="checkbox"/>	Additional Questions

Select All Deselect All

Related to FWS screening.

#### Attachment Type

Select	Attachment Type	Print Latest Document
<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	References	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transcripts	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cover Letters	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Writing Sample or Publication	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Teaching Philosophy	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Research Interest	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Certificate or License	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Veteran's Preference	<input type="checkbox"/>
<input checked="" type="checkbox"/>	FWS Authorization Form	<input type="checkbox"/>

Select All Deselect All

Exclude Separator Pages

Uncheck "Print Latest Document" to see all versions of that document submitted in the application.

Check this box to exclude sections that are blank to reduce the number of pages generated.

Exclude sections with no content available  
 Generate one PDF report per application

Ensure this box is unchecked to generate one report for all applications selected.

[Return to Previous Page](#)

Step	Action
5.	Click the <b>Run</b> button. After the "Saving Page" gold banner disappears, click <b>OK</b> on the Process Scheduler Request window.

**Print Applications**

Run Control ID RUN\_HRS\_BIP\_2020040915210    Process Monitor    Report Monitor    **Run**

Application Detail		Questionnaire Type	
Select	Application Detail	Select	Questionnaire Type
<input checked="" type="checkbox"/>	Preferences	<input checked="" type="checkbox"/>	Preliminary

**Process Scheduler Request** [x] Help

User ID \_\_\_\_\_ Run Control ID RUN\_HRS\_BIP\_2020040915210

Server Name [v]    Run Date 04/09/2020 [calendar]

Recurrence [v]    Run Time 3:37:39PM    **Reset to Current Date/Time**

Time Zone [Q]

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Application Details	HRS_BTCH_APL	Application Engine	Web [v]	TXT [v]	Distribution

**OK**    Cancel

Step	Action
6.	Click the <b>Report Monitor</b> button.

**Print Applications**

Run Control ID RUN\_HRS\_BIP\_2020040915210    Process Monitor    **Report Monitor**    Run

Application Detail		Questionnaire Type	
Select	Application Detail	Select	Questionnaire Type
<input type="checkbox"/>		<input type="checkbox"/>	



Step	Action
7.	Click the <b>Administration</b> tab.

Report Manager

List
Explorer
Administration
Archives

**View Reports For**

Folder  Instance  to  Refresh

Name  Created On  Last  1 Days

**Reports**

☰ 🔍
1-1 of 1
View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 HRS_BTCH_APL	APPLICATION DETAILS	General	04/09/20 3:41PM	1604264	2365155

Step	Action
8.	Click the <b>Refresh</b> button until the status column reads “Posted.” Reference the date/time to ensure you are selecting the current process, then click the <b>Details</b> link.

List
Explorer
Administration
Archives

**View Reports For**

User ID  Type  Last  1 Days  Refresh

Status  Folder  Instance  to

**Report List**

☰ 🔍
1-1 of 1
View All

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1604264	2365155	Application Details	04/09/2020 3:41:01PM	Text Files (*.txt)	Posted	Details

Select All  Deselect All

Delete Click the delete button to delete the selected report(s)

Step	Action
9.	<p><b>Ensure the Run Status reads "Success".</b> If it does not, try running the report by selecting half of the applications in the pool at time, or contact your <a href="#">Assigned Recruiter</a> for assistance.</p> <p>Once the report has run to success, click the link for the <b>.pdf Applications Report</b> to download.</p> <p><b>Note:</b> If report criteria page was set to generate one PDF report per application, there will be multiple Application Report PDFs in the File List to download.</p>

### Report Detail x

[Help](#)

**Report**

Report ID 1604264	Process Instance 2365155	<a href="#">Message Log</a>
Name HRS_BTCH_APL	Process Type Application Engine	
<b>Run Status</b> Success		

Application Details

**Distribution Details**

Distribution Node SQA2HR	Expiration Date <input type="text" value="04/16/2020"/>
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**File List**

Name	File Size (bytes)	Datetime Created
AE_HRS_BTCH_APL_2365155.log	1,977	04/09/2020 3:41:50.400831PM EDT
AE_HRS_BTCH_APL_2365155.trc	18,563	04/09/2020 3:41:50.400831PM EDT
<b>Applications_Report_04-09-2020_2365155.pdf</b>	178,839	04/09/2020 3:41:50.400831PM EDT

**Distribute To**

Distribution ID Type	Distribution ID
User	

Sample first page of Printable Application Report

Confidential Report				
Job Opening ID: 47180		Job Posting Title: Business Manager		
<b>General Information</b>				
<b>Name</b>	Susie Seminole			
<b>Applicant ID</b>	573677			
<b>Applicant Type</b>	External Applicant			
<b>Applicant Status</b>	010 Active			
<b>Highest Education Level</b>	G-Bachelor's Level Degree			
<b>Date Submitted</b>	2016-03-14T15:06:21.000000-0400			
<b>Total Years of Experience</b>	13.7			
<b>Contact Information</b>				
<b>Name Prefix</b>		<b>Address</b>	123 Stadium Drive	
<b>First Name</b>	Susie		Tallahassee, FL 32306	
<b>Middle Name</b>				
<b>Last Name</b>	Seminole	<b>Preferred</b>	Not Specified	
<b>Name Suffix</b>		<b>Contact</b>		
<b>Phone Numbers</b>				
<b>Phone Type</b>	<b>Telephone</b>	<b>Extension</b>	<b>Country Code</b>	<b>Preferred</b>
Home	850/643-1111			Yes
<b>Email Addresses</b>				
<b>Email Type</b>	<b>Email Address</b>			<b>Preferred</b>
Home	573677@psinvalid.fsu.edu			Yes
<b>Vita/Resume and Attachments</b>				
SUSIE_SEMINOLE_Resume.docx				
<b>Personal Information</b>				
<b>POI Type</b>	Unknown			
<b>Are you a former employee</b>	No			
<b>Previous Termination Date</b>				
<b>Preferences</b>				
<b>Desired Start Date</b>	04/29/2016			

**Congratulations!**

You have completed this topic.

*Questions on these procedures? Contact your [Assigned Recruiter](#).*