



Printing Applications

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You can print applications if you wish to, either individually or in bulk.

Printing individual applications

1. Log-in to the system and find the vacancy. Click on the '**New submitted applications/shortlisting**' link. It will only be highlighted in yellow if you are yet to submit your final shortlisting recommendations,

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Vacancy Name	Live status	Status	Closing date	New	Overall
Administrator	Live	Shortlisting	14/01/2016	1	1
Stages				New	Overall
New submitted application/shortlisting				1	1
Manager	Not Live	Filled	21/12/2015	0	5

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2. Find the candidate application you would like to print and click the '**print icon**' next to the candidate name.

Home FAQs

Recommendations for vacancy Administrator at application stage New submitted application/shortlisting

Search and Filter Applications

	Incomplete	Complete
Candidates you have entered scores against	0	1
Candidates you have recommended a decision on	1	0

TOTAL / SHOW ALL CANDIDATES 1

Search Candidates:

Your saved (not yet submitted) decisions 1

Your candidates with no saved or submitted decisions 0

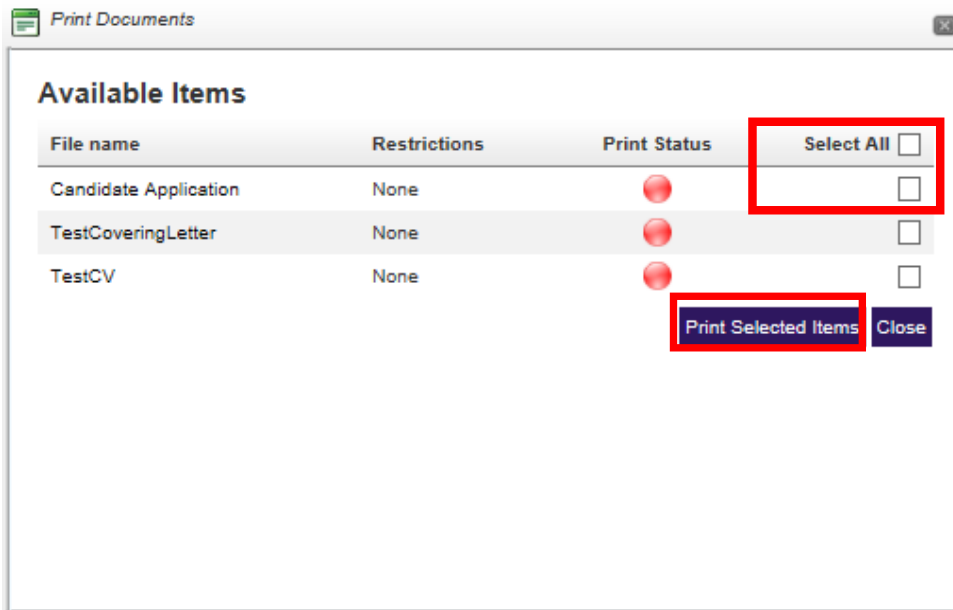
Print status: ☒ Show All ☐ Show Unprinted

Candidate	Recommendation	Print	Refs/Docs	Print Status	Select All
John Smith	Panel Member1 - yet to review				<input type="checkbox"/>




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3. You will see the list of documents that are available in the system for printing. Select the ones you would like to print by checking the relevant box(es).

Click on the purple '**print selected items**' button to print the documents.



The screenshot shows a window titled "Print Documents" with a close button in the top right corner. Below the title bar, the text "Available Items" is displayed. A table with four columns is shown: "File name", "Restrictions", "Print Status", and "Select All". The table contains three rows of data. The "Print Status" column features red circular icons. To the right of the table, there are two buttons: "Print Selected Items" (highlighted with a red box) and "Close".

File name	Restrictions	Print Status	Select All <input type="checkbox"/>
Candidate Application	None		<input type="checkbox"/>
TestCoveringLetter	None		<input type="checkbox"/>
TestCV	None		<input type="checkbox"/>

Print Selected Items **Close**

Printing in bulk

1. Log-in to the system and find the vacancy. Click on the '**New submitted applications/shortlisting**' link. It will only be highlighted in yellow if you are yet to submit your final shortlisting recommendations.

Vacancy Name	Live status	Status	Closing date	New	Overall
Administrator	Live	Shortlisting	14/01/2016	1	1
New submitted application/shortlisting				1	1
Manager	Not Live	Filled	21/12/2015	0	5

You will see a list of candidate applications (however in this example there is only one application)

2. Tick the candidate applications you would like to include in the printing – or tick the '**select all**' box at the top of the last column

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Recommendations for vacancy Administrator at application stage New submitted application/shortlisting

Search and Filter Applications	Incomplete	Complete
Candidates you have entered scores against	0	1
Candidates you have recommended a decision on	1	0
TOTAL / SHOW ALL CANDIDATES		1

Search Candidates:

Your saved (not yet submitted) decisions: 1
Your candidates with no saved or submitted decisions: 0

Print status: ☒ Show All ☐ Show Unprinted

Candidate	Recommendation	Print	Refs/Docs	Print Status	Select All
John Smith	Panel Member1 - yet to review	<input type="button" value="Print"/>	<input type="button" value="Refs"/>	<input type="button" value="Print Status"/>	<input type="checkbox"/>

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3. Click on the '**bulk print**' icon.

Print status: ☒ Show All ☐ Show Unprinted

☐ Select All

☐

4. You will see a list of documents that are available in the system for printing. Tick the box(es) of the documents that you would like to include in the print request or **'select all'**.

When you have selected your documents, click the purple **'print selected'** button at the bottom of the list.

Bulk Print - Windows Internet Explorer

<https://lsejobs.engageats.co.uk/RecruiterBulkPrintOptions.aspx?ApplicationIds=2273878>

Collation Options

Download the items that are being bulk printed into individual PDFs for each candidate, instead of as one combined PDF ☒

Bulk Print Options

To print **ONLY THE APPLICATION** click

To print **ONLY THE CV** click

To print **ONLY THE Cover Letter** click

To print **ONLY THE ADDITIONAL DOCUMENTATION** click

To print **ONLY THE REFERENCES** click

To print **THE ABOVE SELECTED** click

Select All ☐

Print Applications ☐

Print CVs ☐

Print Cover Letter ☐

Print Additional Documents ☐

Print References ☐

Print Selected

Printing Status

1. You can check whether candidates' documents have been printed by looking at the print status next to the candidates' name. A **red circle** icon shows that the application has not been printed.

Recommendations for vacancy Administrator at application stage New submitted application/shortlisting

Search and Filter Applications		Incomplete	Complete
Candidates you have entered scores against		0	1
Candidates you have recommended a decision on		1	0
TOTAL / SHOW ALL CANDIDATES		1	

Search Candidates:

Print status: ☒ Show All ☐ Show Unprinted

Candidate	Recommendation	Print	Refs/Docs	Print Status	Select All
John Smith	Panel Member1 - yet to review				<input checked="" type="checkbox"/>

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2. An **orange circle** shows that some of the documents in the application have been printed.

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Recommendations for vacancy Administrator at application stage New submitted application/shortlisting

Search and Filter Applications		Incomplete	Complete
Candidates you have entered scores against		0	1
Candidates you have recommended a decision on		1	0
TOTAL / SHOW ALL CANDIDATES		1	

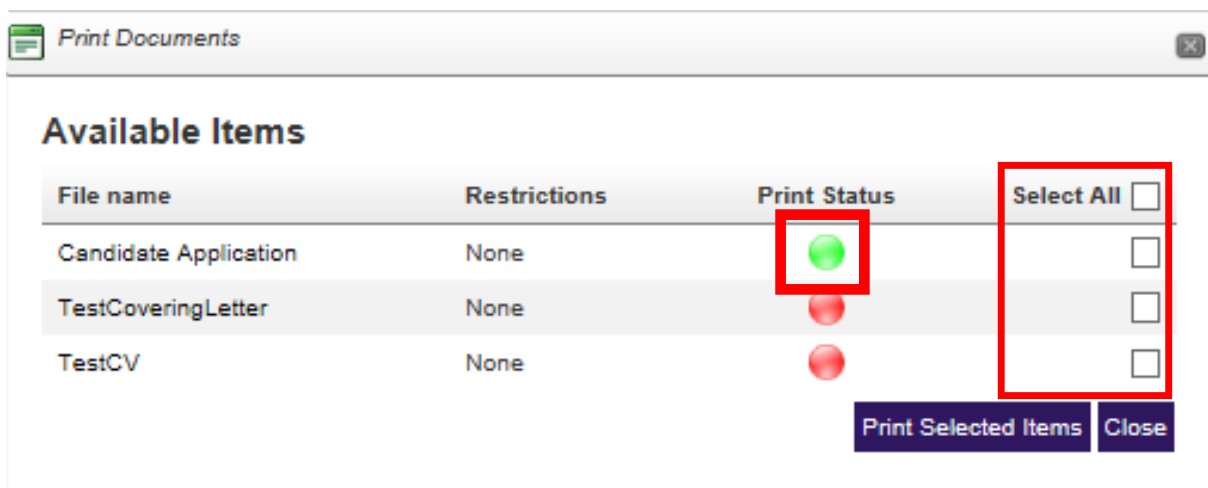
Search Candidates:

Print status: ☒ Show All ☐ Show Unprinted

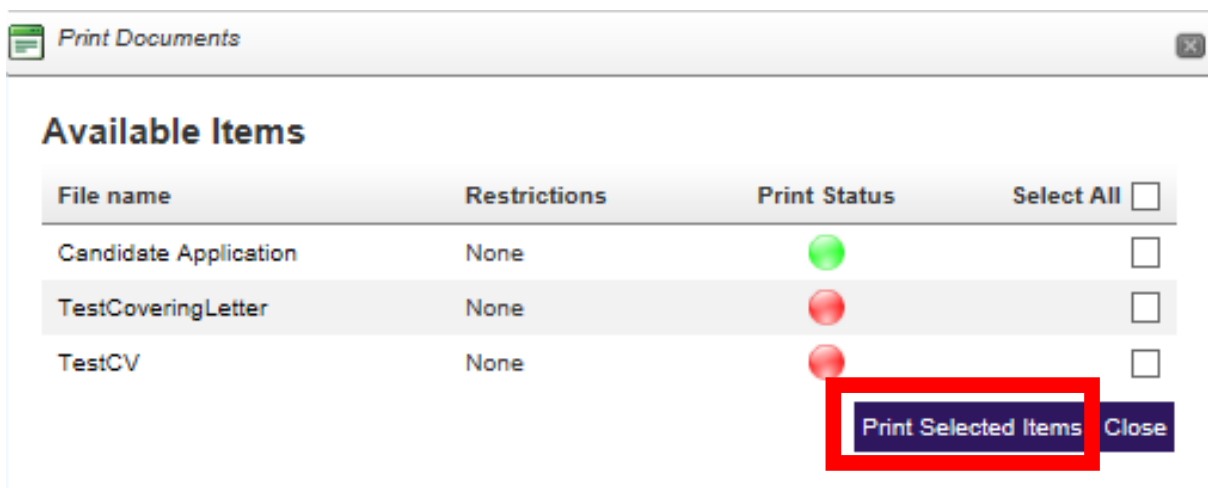
Candidate	Recommendation	Print	Refs/Docs	Print Status	Select All
John Smith	Panel Member1 - yet to review				<input type="checkbox"/>

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- You can see which document has been printed by clicking the 'print' icon and looking for a **green circle**.



- You can print the other documents if you wish by ticking the boxes next to them and selecting the 'print selected' items button.



- Once all documents have been printed, the print status icon will change to a **green circle**.

Search and Filter Applications

Incomplete

Complete

Candidates you have entered scores against

Candidates you have recommended a decision on

0

1

1

0

TOTAL / SHOW ALL CANDIDATES

1

Search Candidates:

Search

Clear Search

Your saved (not yet submitted) decisions

1

Your candidates with no saved or submitted decisions

0

Export all scores, recs, etc.

Bulk Recommend Decisions

Bulk Print

Print status: ☒ Show All ☐ Show Unprinted

Candidate	Recommendation	Print	Refs/Docs	Print Status	Select All
<div> <div>John Smith</div> <div>Panel Member1 - yet to review</div> </div>		<div>Print</div>	<div>Refs</div>	<div></div>	<input type="checkbox"/>

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