1. Access the **Scheduler** module.

2. From the Scheduler drop down menu, Click on “Applicants”.

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3. Check the box to the left of the Applicant(s) name you want to select.

*Note: Only select up to 25 applicant(s) names at a time.*
4. Click the purple drop-down box above the Name column. A list of options will appear. Select the “View/Print Scheduled Applicant report.” It is the last item on the list.

Select the date range of your report and enter in a Print Job Name. Then Select “Run Report”.

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5. You will receive a confirmation message notifying you to access the “Bulk Print Requests” tab for your report.

6. When the status is “Completed”, you will be able to access your report by clicking on the link under the “Files” column.