

1. To view *All* applicants, click on *Applications* ①, then *Manage Filters* ②.



2. Scroll to the bottom to *System-Defined Filters* and open the selection by clicking on the icon on the right.



3. Select the filter *All Applicants*.



NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413