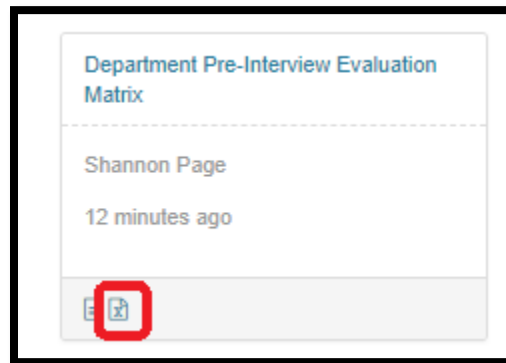


Accessing and Downloading Reports from Search Request

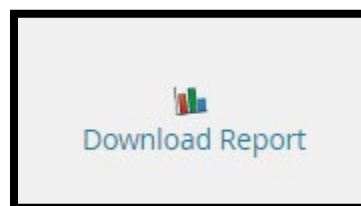
1. Once logged in within PageUp, view the search request. Give the page a moment to load before proceeding to the next step.
2. Select the “Reports” tab:



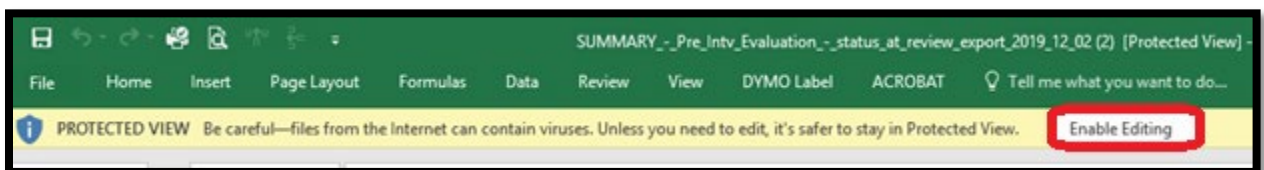
3. Find the report you want to run. Select the download to excel option at the bottom of the report tile (circled in red below).



4. A new webpage will open. Once it has downloaded, select the “Download Report” hyperlink.

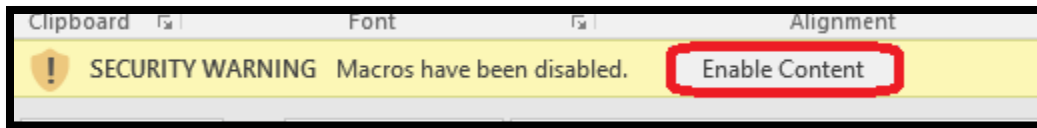


5. The report will now open in Excel. Select “Enable Editing” at the top of the screen (circled in red).

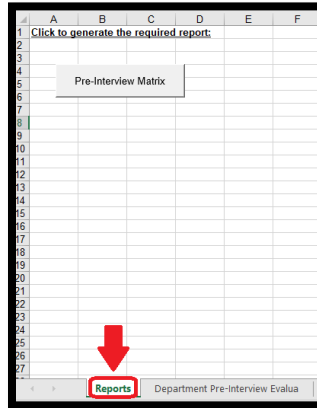


For many reports, you can now review and use Excel functions to utilize the data as you prefer. However, if you are downloading the Department Pre-Interview Evaluation Matrix or the Department Post-Interview Evaluation Matrix, please continue with the next few steps.

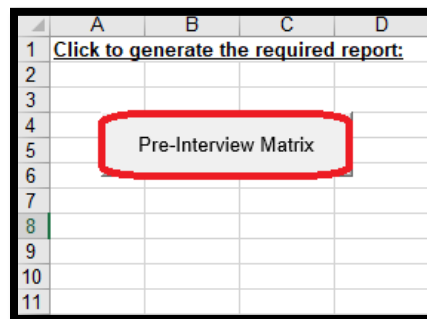
6. Select “Enable Content” in the yellow banner at the top of Excel.



7. In the bottom left, you will see two tabs (tab name may vary). Click on the first tab called Reports.



8. Once on the Reports tab, click the button in the top left to generate the report.



9. A third tab will now create to show the final output. You can now review the data that has been entered.

Search #	Posting Title	Applicant name	IApplcantiD	Date application submitted	Application status	Date of outcome	Application Status at review	Summary
494938	Example for PRE-Interview Filled In	Bugs Bunny	25007729	2/12/21 4:08 PM	Interview	2/12/21 4:13 PM	Interview	
494938	Example for PRE-Interview Filled In	Charlie Brown	25007733	2/12/21 4:08 PM	Interview	2/12/21 4:17 PM	Interview	Interview
494938	Example for PRE-Interview Filled In	Daffy Duck	25007732	2/12/21 4:08 PM	Unqualified	2/12/21 4:17 PM	Unqualified	Text
494938	Example for PRE-Interview Filled In	Donald Duck	25007731	2/12/21 4:08 PM	Qualified	2/12/21 4:17 PM	Qualified	
494938	Example for PRE-Interview Filled In	Mickey Mouse	25007730	2/12/21 4:08 PM	Qualified	2/12/21 4:17 PM	Qualified	Welcome to add text if appropriate