Instructions for Importing Applicant Data into SubFinder®
from AppliTrack®

1. Log Into **AppliTrack**
2. Locate the applicant(s) who you wish to import into **SubFinder**.
3. Select the checkbox next to the applicant **(1)** and click **"Download Applicant Data" (2)** as shown below:
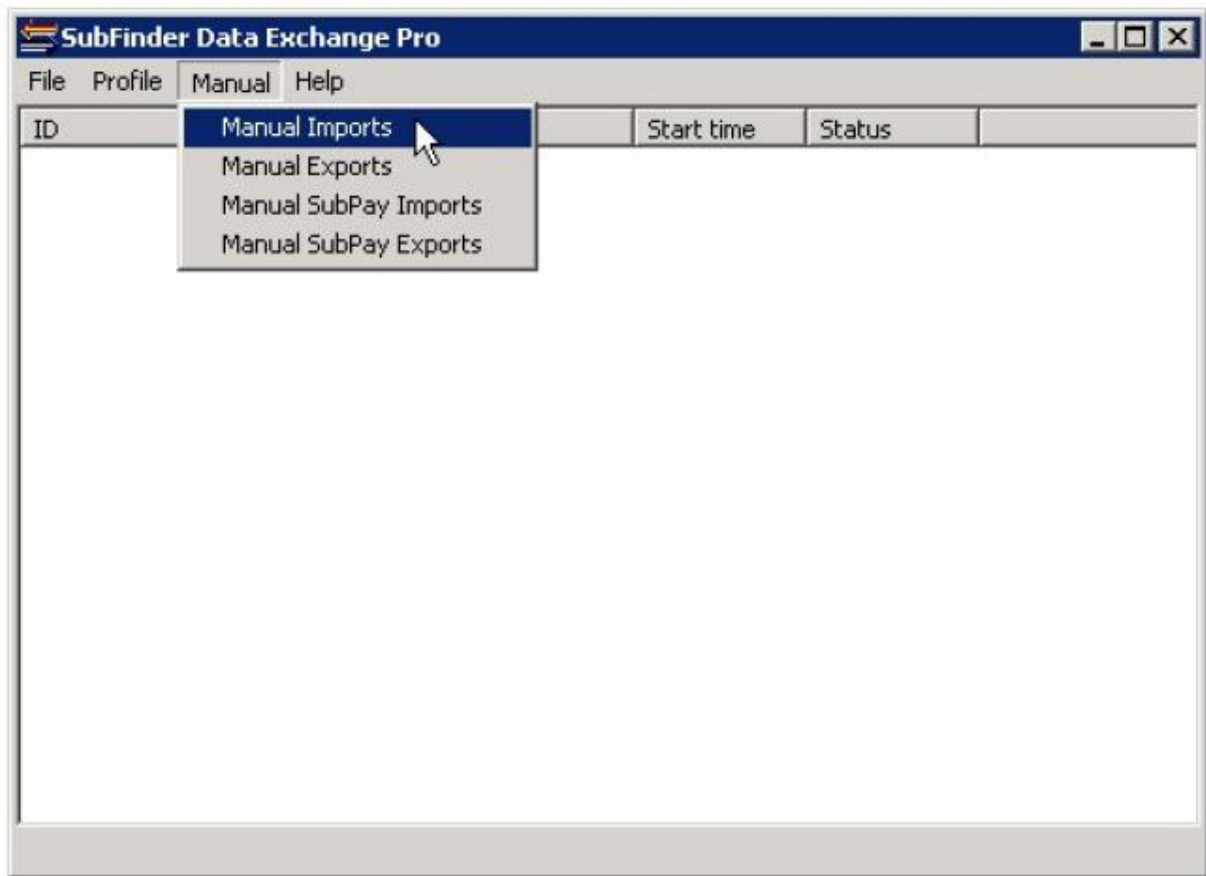
4. Select either **SubFinder Sub or SubFinder Employee**

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5.   **Save File** to Computer.

6.   In **SubFinder**: make sure that your Job Processor and the Web are in standby and launch the Data Exchange Pro, select **Manual** from the menu tool bar, and then click on **Manual Imports**.
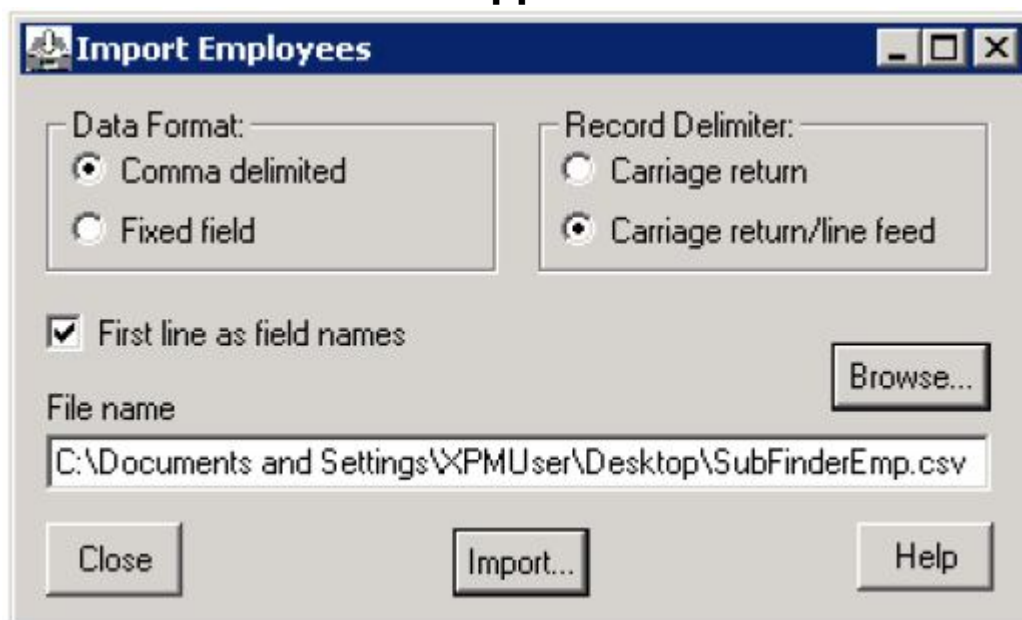
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7. Select the desired Import type, either 'Employees with Full Import Option' or 'Substitutes with Full Import Option'. Then click **Open.**
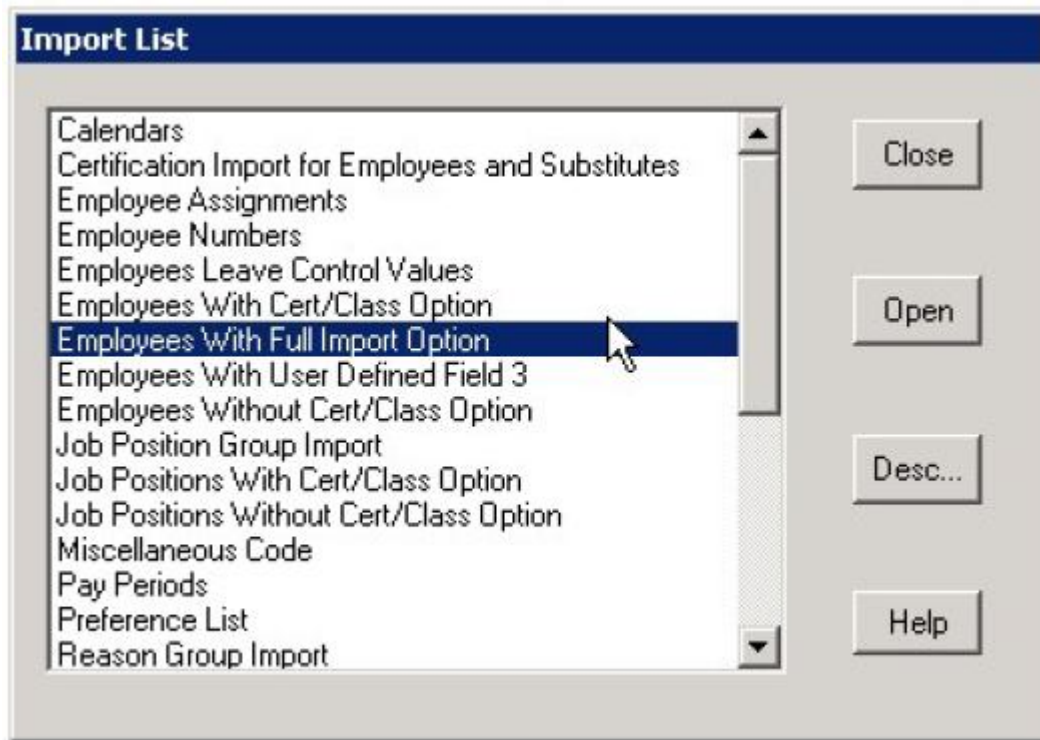
8. Make sure to select the Comma Delimited Data Format option and to check the 'First line as field names' checkbox. Browse to find your import file on the SubFinder server. Once you have selected the file click **Import**.

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