

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:

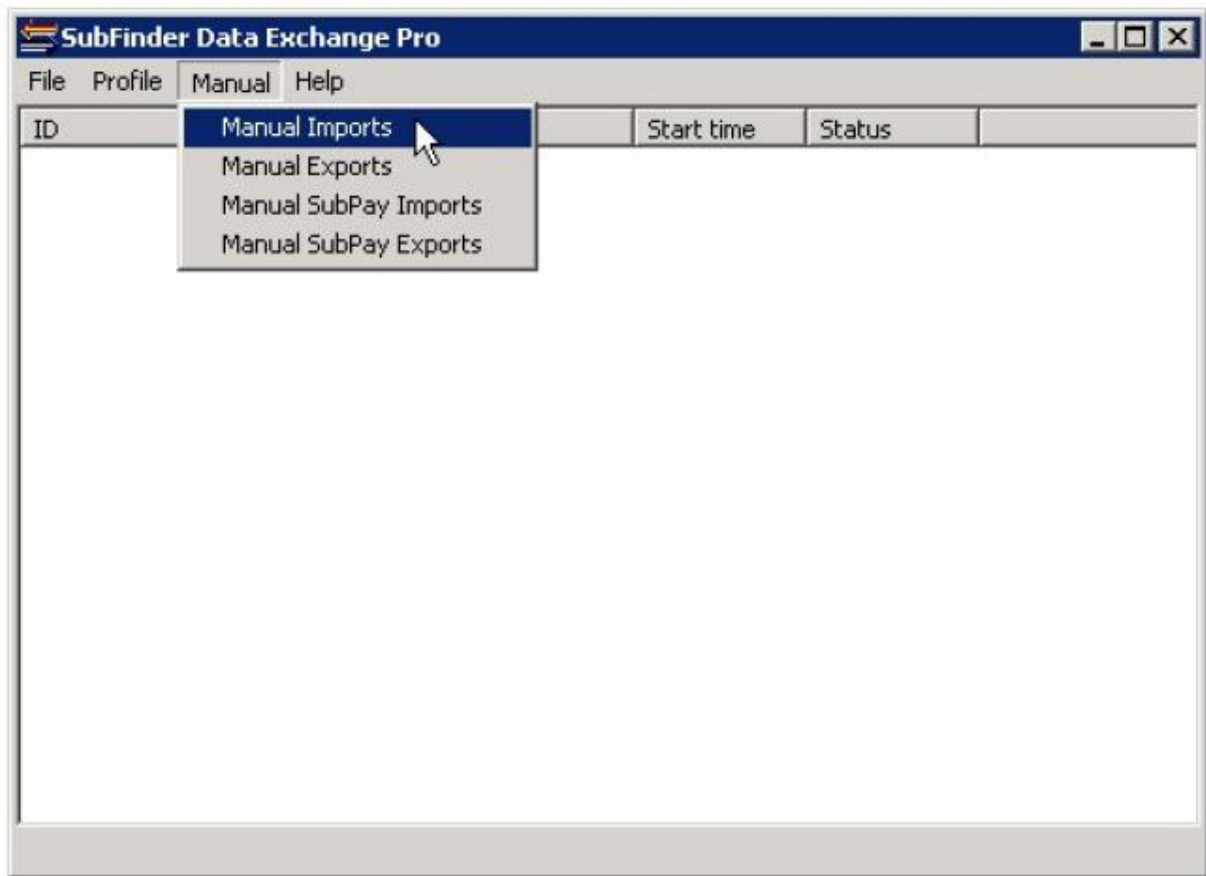
The screenshot shows the AppliTrack interface with a list of applicants. The first applicant, Rebecca Bretz, is highlighted. A red arrow points to the 'Open' link next to her name. Another red arrow points to the 'Download applicant data' link in the left sidebar. The second applicant, Sample Applicant, is also highlighted, with a red arrow pointing to the 'Open' link next to her name.

4. Select either **SubFinder Sub** or **SubFinder Employee**

The screenshot shows the AppliTrack interface with the 'Download Applicant Data' dialog box open. The dialog box has tabs for 'Download Options' and 'Applicant Field Sets'. Under 'Applicant Field Sets', the 'SubFinder - Sub' and 'SubFinder - employee' options are highlighted with a yellow background. A red arrow points to the 'SubFinder - Sub' option.

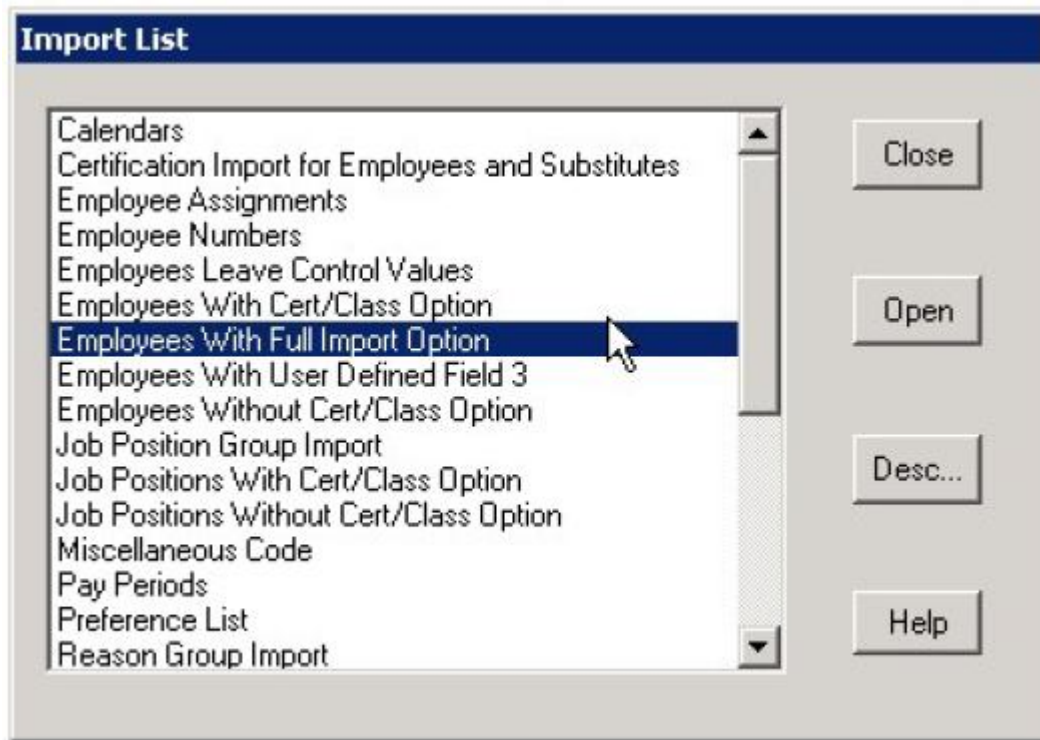
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5. **Save File** to Computer.
6. In **SubFinder**: make sure that your Job Processor and the Web are in standby and launch the Data Exchange Pro, select **Manual** from the menu tool bar, and then click on **Manual Imports**.



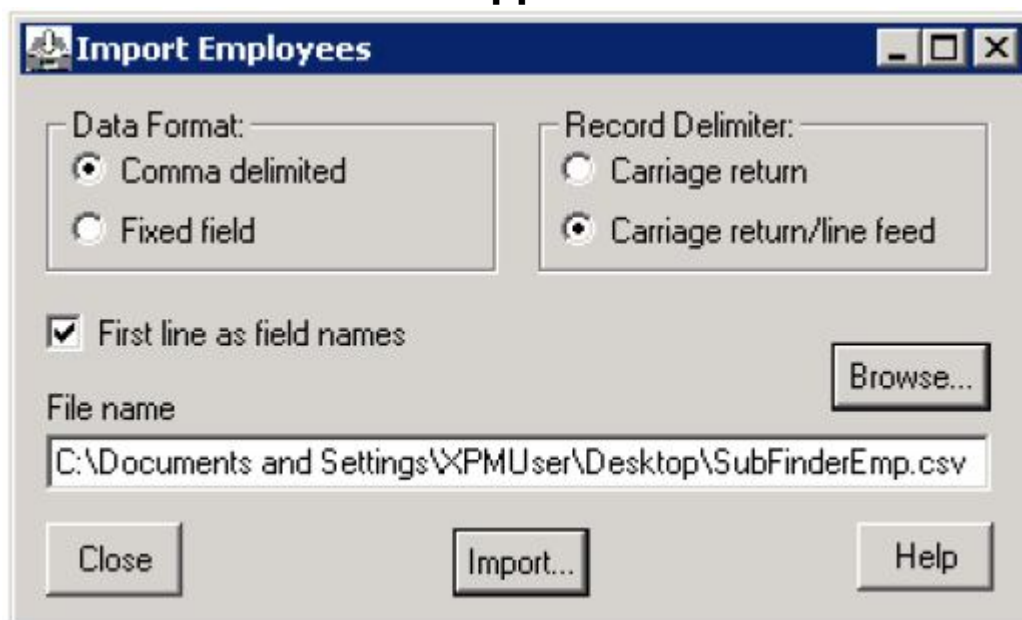
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7. Select the desired Import type, either 'Employees with Full Import Option' or 'Substitutes with Full Import Option'. Then click **Open**.



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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The screenshot shows a Windows-style dialog box titled "Import Employees". It has a blue title bar with standard minimize, maximize, and close buttons. The dialog is divided into several sections. On the left, under "Data Format:", there are two radio buttons: "Comma delimited" (which is selected) and "Fixed field". On the right, under "Record Delimiter:", there are two radio buttons: "Carriage return" and "Carriage return/line feed" (which is selected). Below these, there is a checked checkbox labeled "First line as field names". To the right of this checkbox is a "Browse..." button. Below the checkbox is a text field labeled "File name" containing the path "C:\Documents and Settings\XPMUser\Desktop\SubFinderEmp.csv". At the bottom of the dialog, there are three buttons: "Close", "Import...", and "Help".

Import Employees

Data Format:

- ☒ Comma delimited
- ☐ Fixed field

Record Delimiter:

- ☐ Carriage return
- ☒ Carriage return/line feed

☒ First line as field names

Browse...

File name

C:\Documents and Settings\XPMUser\Desktop\SubFinderEmp.csv

Close Import... Help