***Please distribute this alert to any Insight users within your agency who use the NEOGOV, Applicant Tracking System on a regular basis.***

**Applicant Notices Report**

* Information regarding a new standard report for applicant notices.

Insight users now have access to an applicant notices report to help track and analyze notices sent to applicants. The new report can be found within the standard reports under the applicant category (Insight > Main Menu > Reports > Standard Reports > Applicant Notices).

The report has several features for users including:

* Filter notices based on the following parameters:
	+ Notices Sent From (i.e. Insight or OHC)
	+ Date Range
	+ Notice Type (i.e. Candidate or Talent Search)
	+ Notice Template Name
	+ Department
	+ Job Spec
	+ Requisition
	+ Exam Plan
	+ Step Name (only available after selecting an Exam Plan filter)
* Export data to PDF, Excel or CSV file
* Create and save report ‘views’
* Schedule automated exports to automatically email reports

Please refer to the Applicant Notices Report Instructions for more detailed information on how to navigate and use the report features.

**Questions?**
If you have any questions regarding the Applicant Notices Report, please submit an [HR/Pay Help Desk](https://oaiss.state.pa.us/HR-Pay_Help_Desk/Login.asp) ticket under the ‘Applications Support’ category.