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Overview

This job aid will go over the basics of creating a register.

Creating a Register

1. After scores have been exported, analyzed and all adjustments to scoring criteria have been approved, completed, and re-scored you may create a register. See the [Score Analysis Section](#) of the Recruiting job aids site for details.
2. From the Job Opening:
 - a. Go to the **Applicant Screening** Tab
 - b. Then the **Screening Results** link
 - c. Click the **Create Register** button
 - i. **Note:** If there are multiple screening levels on the Job Opening, you will see Civil Service scores calculated on all screening levels; however, only Civil Service Scores associated with the final screening level should be used to create a Register. In this case, click Create Register next to the final screening level only.

The screenshot shows the Applicant Screening interface. At the top, there are tabs for Applicants, Applicant Search, Applicant Screening (highlighted with a red box), Register, Activity & Attachments, and Details. Below the tabs, there are sections for Screening Levels and Screening Results. A table lists screening levels with columns for Select, Job Code, Job Code Name, Primary Job, Screening Level, Last Run Date, Applicants Screened, Applicants Passed, Applicants Failed, Unapplied Results, and Submitted By. The first row shows Job Code 70401, Job Code Name MEAT SAFETY INSPECTOR-ENTRY, Primary Job (truck icon), Screening Level 1-Resume Screen, Last Run Date 04/26/21 7:42PM, Applicants Screened 7, Applicants Passed 6, Applicants Failed 1, Unapplied Results 7, and Submitted By Nicole Zimm. A 'Create Register' button is highlighted with a red box in the bottom right corner of the table row.

Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results	Submitted By	
<input checked="" type="radio"/>	70401	MEAT SAFETY INSPECTOR-ENTRY		1-Resume Screen	04/26/21 7:42PM	7	6	1	7	Nicole Zimm	Create Register

3. You will receive the following message, click **Yes**.



4. You will be taken to the **Register Tab** to review the register information.

Applicants Applicant Search Applicant Screening **Register** Activity & Attachments Details

Registers | 1 of 1 | View All

Register ID: 3848-0001 Creation Date: 12/08/2021 Job Code: 07980 DOT SUPERVISOR
 Status: Active Expiration Date: 08/08/2022 Screening Level: 1-Resume Screen
 Auto Confirm Registrants

Actions: Import Register Refresh Register Create Certification Save Delete

Effective Date: 12/08/2021 Registrant Count: 15

Rank	Score	Name	Status	Minority Status	Gender	DEC	Veteran Status	On Register	View Locations	On Certification	History	Source Register
<input type="checkbox"/>	1	West	Active	<input type="checkbox"/>	Male	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	2	Kelsie	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	3	Rebecca	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	4	Corey	Active	<input checked="" type="checkbox"/>	Male	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	5	Amy	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	6	Sant	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	7	Greg	Active	<input type="checkbox"/>	Male	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	8	Chris	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	9	Davi	Active	<input checked="" type="checkbox"/>	Male	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	10	Denise	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	11	TAN	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	12	Sara	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	13	Brea	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	14	Chris	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	15	Shak	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			

Select All Deselect All Select Active Select Inactive Select Uncertified

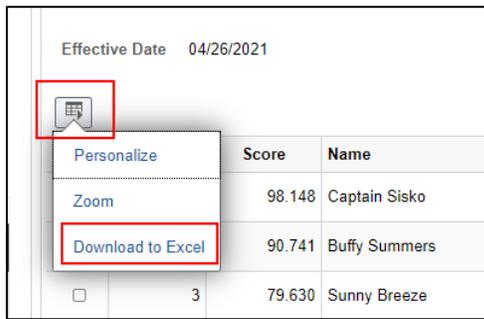
Registrant Actions: Update Status Email Reject

a. The **Registration Expiration Date** will default to 6 months from the date the register is created. You can adjust this date based on policy.

b. Register data includes:

- i. Rank
- ii. Score (CSS)
- iii. Name

- iv. Status (status on the register)
 - v. Minority Status
 1. If the applicant is any non-White race or ethnicity (including if the applicant is White and any non-white race or ethnicity), this box will be checked.
 2. For external applicants, this information is entered by the applicant during the application process
 3. For internal candidates, this information comes from demographic information on the employee's record.
 - vi. Gender
 1. For external applicants, this information is entered by the applicant during the application process
 2. For internal candidates, this information comes from demographic information on the employee's record.
 - vii. DEC eligibility
 - viii. Veteran Status
 - ix. On Register Date – date the applicant first becomes a registrant
 - x. Locations
 1. You can view the Locations the applicant selected when applying for the job if there were more than one available.
 - xi. On Certification
 1. Once a certification(s) is created, the number of the certification(s) the applicant is on will display in this field.
 2. If the application is on more than one certification, all will display.
 3. The value is displayed once the certification is in Draft status.
 - xii. History – if the applicant is from another job opening and the register was imported into this job opening, the link in this field will provide information about the original register and certification.
 - xiii. Source Register – source Register ID displayed if applicant is from another job opening and the register imported into this job opening.
- c. Click on the **spreadsheet icon** to download the information on the page to Excel.

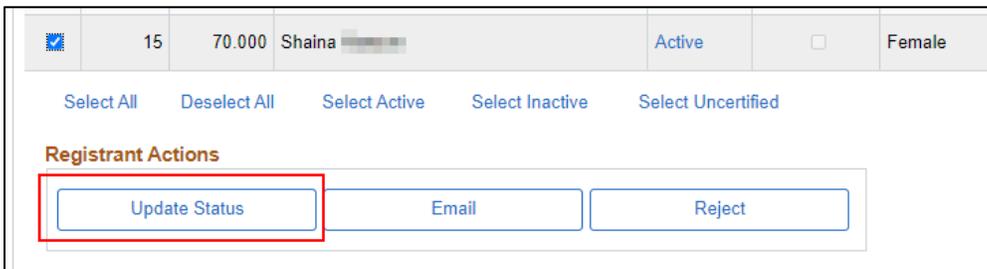


5. Review the [Certifications](#) job aid for information about how to create a Certification.

Updating Registrant Status

Manually Updating Registrant Status

1. You can update the Registrant Status by selecting the applicant then clicking the **Update Status** button.



2. Registrant Statuses are:

a. Active

Update Status

Please select a status and reason:

Status: Active

Reason: Applicant Interested

b. Inactive

Please select a status and reason:

Status: Inactive

Reason: Eligibility Period Expired

c. Removed

Please select a status and reason:

Status

Reason

d. Selected (no reason entered here)

Please select a status and reason:

Status

Reason

3. Status Reasons are dependent on the Status selected. Always select a Reason when manually changing the Registrant Status.

4. Click **Save** once the status is updated.

Update Status

Please select a status and reason:

Status

Reason

5. The following message will display. Click **OK**.

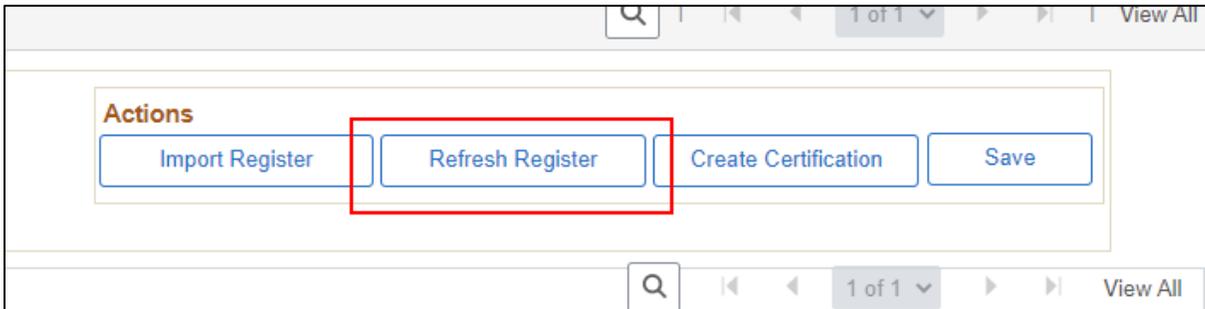
Selected registrants statuses have been updated (0,0)

6. The applicant's status will then be updated on the Register.

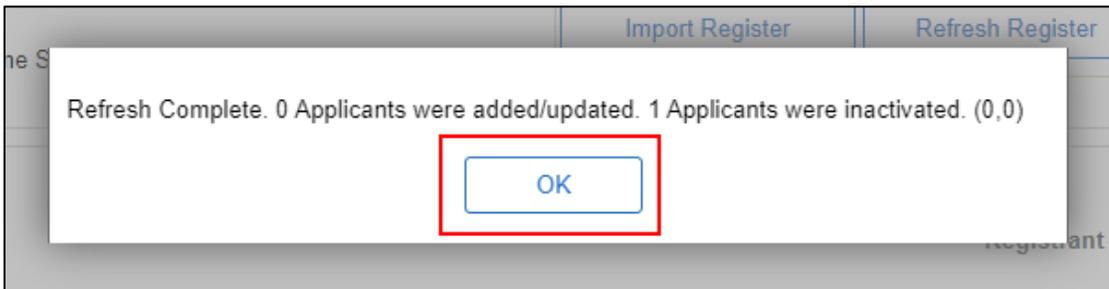
<input type="checkbox"/>	15	70.000	Shaina	Removed
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Update Registrant Status after Application Withdrawn

When an application is **Withdrawn** from a Job Opening, once **Refresh Register** is clicked on the Register page, the applicant's registrant status will be updated to **Inactive**. It is recommended that you always refresh the register when reviewing applicants for a specific step in the process.



If any applicants are inactivated, you'll receive a message like the one below. Click **OK**.



Anyone who should be inactivated will have an updated registrant status.

Rank	Score	Name	Status
1	89.091	Nichola	Inactive
2	89.091	Jessica	Inactive

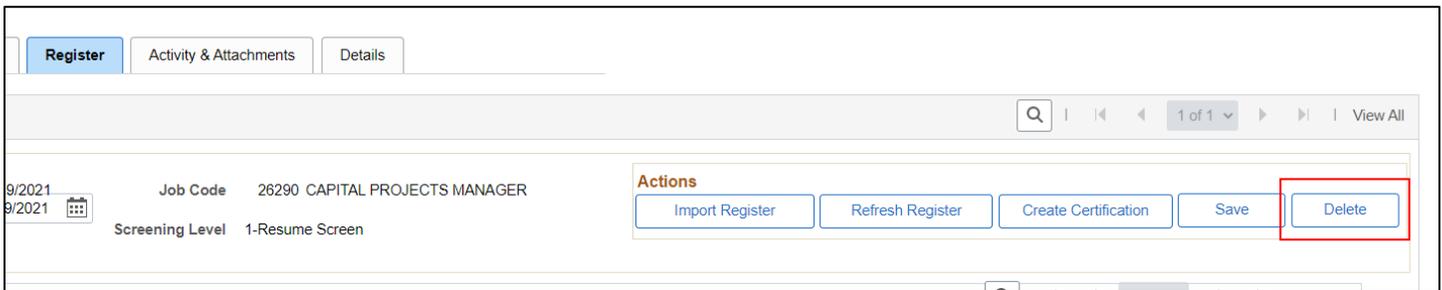
There is no automated ROA entered on the Certification when an applicant withdraws – this will have to be entered manually.

If the applicant re-applies for the same Job Opening, after scoring is complete and the Register is refreshed, the applicant's registrant status will be updated to **Active** if the applicant qualifies for the Register again.

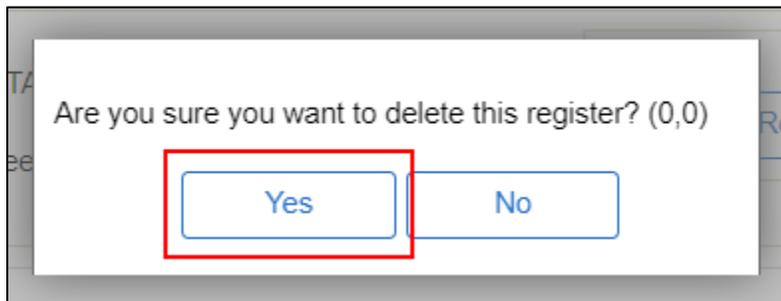
Deleting a Register

If there is an issue with a register, the register can be deleted provided that no certification has been created. If a certification has been created (even if in Draft status), you will need to create a ticket if you need the register/certification deleted.

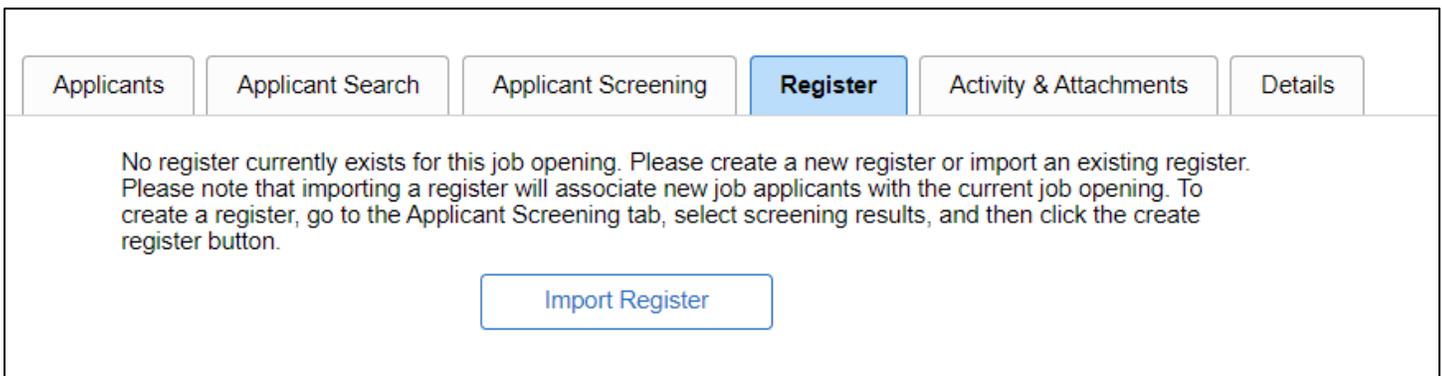
1. Go to the **Register** tab within the Job Opening.
2. Click on **Delete** from the Actions section of the page.



3. The following will display. Click **Yes**.



4. The register will be deleted, and the Register tab will look like this:



5. You can then go back to the **Screening Results** page under the Applicant Screening tab and re-run your screening level and create a new register.

Email Registrants

You can send emails directly to registrants from this page.

1. Select the registrants that you want to contact and click the **Email Registrants** button at the bottom of the page.
 - a. You can Select All, Select Active, Select Inactive and Select Uncertified [once you have created the certification(s)].
 - b. If you want to Reject applicants from the Register page, see the [Rejecting Candidates from the Register Page](#) section of this job aid for details.

<input checked="" type="checkbox"/>	14	70.000	Christ [REDACTED]	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>
<input checked="" type="checkbox"/>	12	76.000	Sarah [REDACTED]	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>
<input checked="" type="checkbox"/>	13	73.000	Breiar [REDACTED]	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>

Select All Deselect All Select Active Select Inactive Select Uncertified

Registrant Actions

Update Status **Email** Reject

2. You will be brought to the **Send Correspondence** page.
3. The applicants who will receive the message will be listed at the top of the page.
 - a. The system will send emails up to 1000 recipients at a time. If you need to send to more than 1000 recipients, please create a JIRA ticket.

Send Correspondence

Recipients

 1-3 of 3 View All

ID	Applicant Name	Job Opening
18619	Sarah [REDACTED]	3846 - Registration & Titling Unit Supervisor
13006	Breiar [REDACTED]	3846 - Registration & Titling Unit Supervisor
24907	Christ [REDACTED]	3846 - Registration & Titling Unit Supervisor

4. Leave the defaults under **Message Type and Method**.

Message Type and Method

*Contact Method Email

Letter

5. Review the **Recipient information** and update as needed. Uncheck the box next to **Include Interested Parties** if that is not applicable.
 - a. The recipients do not see all the other recipients listed here – each recipient receives a separate email that is only sent to them.

The screenshot shows the 'Recipient Information' section of a form. It contains three input fields: 'To' with the text 'Breianna [redacted], Sarah [redacted], Christine [redacted]', 'Cc' which is empty, and 'Bcc' which is also empty. To the right of the 'Cc' and 'Bcc' fields are 'Find' buttons. Below the input fields is a checkbox labeled 'Include Interested Parties' which is checked.

6. Enter the **Subject** and **Message**. Please note this message is plain text but you can include links.

The screenshot shows the 'Message' section of the form. It includes a '*Subject' field with the placeholder text 'Enter subject here', an '*Access' dropdown menu currently set to 'Public', and a '*Message' text area with the placeholder text 'Enter text here'. There is a small icon to the right of the message text area.

7. Add any applicable attachments by clicking **Add Attachment** and uploaded the document(s).

The screenshot shows the 'Attachments' section. It features a message box that says 'No attachments have been added to this Correspondence'. Below this message is a blue button labeled 'Add Attachment'.

8. Click **Preview** to review your message before sending.
9. Click **Send** once you are ready to send the message.

This screenshot is similar to the previous one, showing the 'Attachments' section with the 'Add Attachment' button. However, a red box highlights the 'Preview', 'Send', and 'Cancel' buttons located at the bottom of the form.

Rejecting Candidates from the Register Page

You have the option of rejecting applicants that are not certified or have been inactivated/removed from the register from the Register page.

1. Either manually select the registrants you want to reject, or if you are rejecting uncertified registrants, click **Select Uncertified**.

<input type="checkbox"/>	8	82.000	Christi	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>	12/08/2021	1	3846-0001-003415
<input type="checkbox"/>	9	79.000	David	Active	<input checked="" type="checkbox"/>	Male	<input type="checkbox"/>	12/08/2021	1	3846-0001-003415
<input checked="" type="checkbox"/>	13	73.000	Breian	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>	12/08/2021	1	
<input checked="" type="checkbox"/>	14	70.000	Christi	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>	12/08/2021	1	
<input checked="" type="checkbox"/>	15	70.000	Shaina	Removed	<input type="checkbox"/>	Female	<input type="checkbox"/>	12/08/2021	1	

Select All Deselect All Select Active Select Inactive **Select Uncertified**

2. Once you have selected everyone you want to Reject, click the **Reject** button on the bottom of the page.

<input checked="" type="checkbox"/>	13	73.000	Breian	Active	<input type="checkbox"/>
<input checked="" type="checkbox"/>	14	70.000	Christi	Active	<input type="checkbox"/>
<input checked="" type="checkbox"/>	15	70.000	Shaina	Removed	<input type="checkbox"/>

Select All Deselect All Select Active Select Inactive **Select Uncertified**

Registrant Actions

Update Status Email **Reject**

3. You may receive some type of pop-up message. Click **OK** to move forward.
4. Select the reason the applicants have been rejected.

Disposition

Disposition 110 Reject

Reason **Ineligible - Basic Eligibility**

Reject Reject and Correspond Cancel

5. You can either select the **Reject** button to move the applicants to Reject status or select **Reject and Correspond** button to both move the applicants to Reject status and send them an email to let them know that they are no longer under consideration.

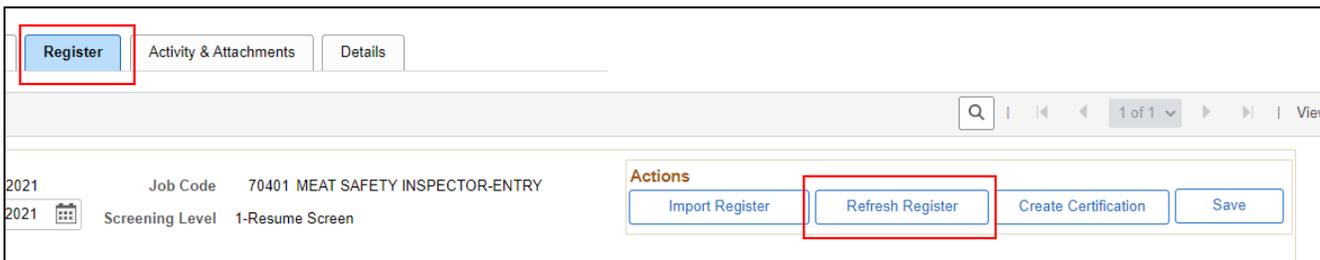
See the [Eligibility Notification Guidance](#) job aid for details regarding the rejection and correspondence process.

6. Once you either **Reject** or **Reject and Correspond**, the applicant will be moved to Reject Status. When the applicant views their application, they will see that they are no longer under consideration.

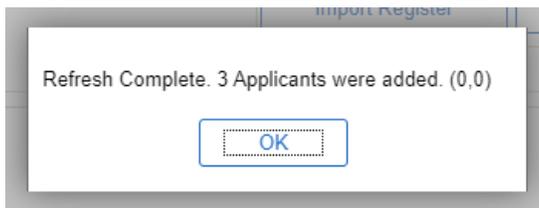
Continuous Recruitments – Refresh Register

If you have a continuous recruitment and need to add new applicants to the register, you will refresh the register.

1. Prior to refreshing the register, all scoring associated with the new applicants must be complete and the applicable screening level(s) re-run.
 - a. If an online screening, new applicants will automatically be scored when application submitted.
 - b. If a manual screening, must re-run the Manual Screening (and have open-ended scores entered, if applicable)
 - c. If a resume screening, must route the new applicants for scoring. Once scores received, re-run Resume Screening.
2. Once the final screening level for the Job Opening has been re-run and you have reviewed the Screening results, go to the **Register** tab.



3. Click the **Refresh Register** button.
4. The number of newly added registrants will display. Click **OK**.



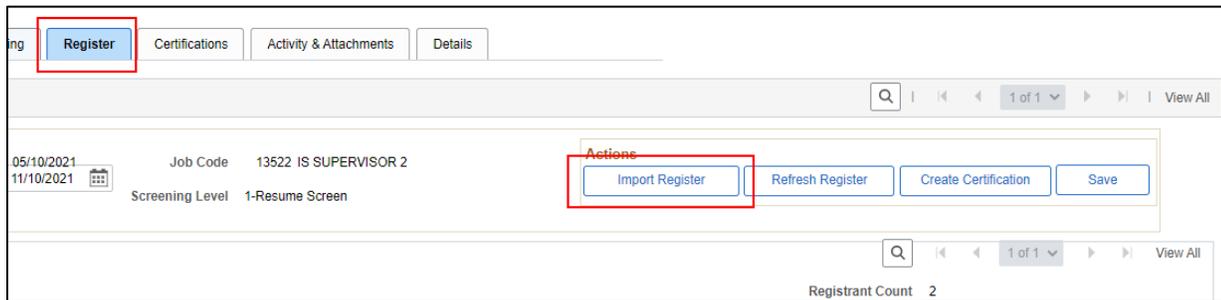
5. The updated register will include the new registrants.

Importing a Register (Related Register)

If you need to import a register from a different job opening, follow the steps below.

DO NOT Import a Register into a Job Opening for another agency.

1. Follow the steps in the [Job Openings and Postings](#) job aid to create a new job opening.
2. From the **Register** tab within the Job Opening, click on **Import Register**.



3. The following will display. Enter the applicable search parameters and click **Search** to find the job opening(s) and associated register(s).

4. For this example, we know the Job Opening ID and entered it as the search parameter.

5. The register associated with the Job Opening will display. Check the box next to the register you want to import and then click **Add Registrants from selected registers**.
 - a. If the location and screening match, the imported register will integrate with the register on the new job opening.
 - b. If they do not match, they will be pulled into a separate register on the new job opening.

Import Register

Business Unit

Job Opening ID IS Operations Supervisor

Position Number

Job Code

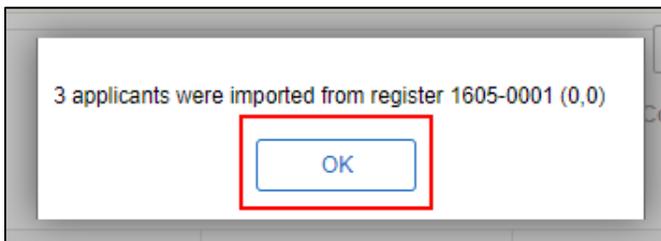
Begin Date

End Date

1-1 of 1

	Business Unit	Job Opening ID	Posting Title	Job Code	JobCd Desc	Register ID	Register Date	Registrant Count	Location Match?	Screening Match?	Active?
<input checked="" type="checkbox"/>	44500	1605	IS Operations Supervisor	13522	IS SUPERVISOR 2	1605-0001	06/07/2021	3	Y	Y	Y

6. The number of applicants imported will display. Click **Ok** to the message.



7. This will create a register with the imported applicants. A checkbox will appear to show all registrants were the result of the register being imported.

Applicants | Applicant Search | Applicant Screening | **Register** | Activity & Attachments | Details

Registers

Register ID 11217-0001 Creation Date 02/21/2023 Job Code 10802 HUMAN RESOURCES SPEC

Status Active Expiration Date 08/21/2023 Screening Level 1-Resume Screen

Auto Confirm Registrants Imported

Effective Date 11/06/2023 Registrant Count 17

	Rank	Score	Name	Status	Minority Status	Gender	DEC	Veteran Status	On Register	View Locations	On Certification	History	Source Register
<input type="checkbox"/>	1	100.000	Jennifer	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		02/21/2023	1		History	9191-0001
<input type="checkbox"/>	2	100.000	Dane	Active	<input type="checkbox"/>	Male	<input type="checkbox"/>		02/21/2023	1		History	9191-0001
<input type="checkbox"/>	3	100.000	Sarah	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		02/21/2023	1		History	9191-0001
<input type="checkbox"/>	4	100.000	Kayla	Active	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>		02/21/2023	1		History	9191-0001
<input type="checkbox"/>	5	100.000	Tamara	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		02/21/2023	1		History	9191-0001
<input type="checkbox"/>	6	100.000	Stacey	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		02/21/2023	1		History	9191-0001
<input type="checkbox"/>	7	100.000	Angela	Inactive	<input type="checkbox"/>	Female	<input type="checkbox"/>		02/21/2023	1		History	9191-0001
<input type="checkbox"/>	8	100.000	Deanne	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		02/21/2023	1		History	9191-0001

8. Proceed with steps to create a certification.

Integrating a Register (Supplementing a Register)

If you need to import a register from a different job opening and integrate those registrants into your existing register, follow the steps below.

1. From the **Register** tab within your Job Opening, click on **Import Register**.

The screenshot shows the 'Register' tab selected. Below the tabs, there is a search bar and a table of registers. The 'Actions' column for the first register is highlighted with a red box, showing buttons for 'Import Register', 'Refresh Register', 'Create Certification', and 'Save'.

2. The following will display. Enter the applicable search parameters and click **Search** to find the job opening(s) and associated register(s).

The screenshot shows the 'Import Register' form. The form has tabs for 'Applicants', 'Applicant Search', 'Applicant Screening', 'Register', 'Certifications', 'Activity & Attachments', and 'Details'. The 'Register' tab is selected. The form contains search fields for Business Unit, Job Opening ID, Position Number, and Job Code, along with Begin Date and End Date fields. A 'Search' button and a 'Cancel' button are at the bottom right.

3. For this example, we know the Job Opening ID and entered it as the search parameter.

The screenshot shows the 'Import Register' form with the 'Job Opening ID' field filled with '1605' and the 'Search' button highlighted with a red box. The text 'IS Operations Supervisor' is visible next to the Job Opening ID field.

4. The register associated with the Job Opening will display. Check the box next to the register you want to import and then click **Add Registrants from selected registers**.
 - a. If the location and screening match, the imported register will integrate with the register on the new job opening.
 - b. If they do not match, they will be pulled into a separate register on the new job opening.

Import Register

Business Unit

Job Opening ID IS Operations Supervisor

Position Number

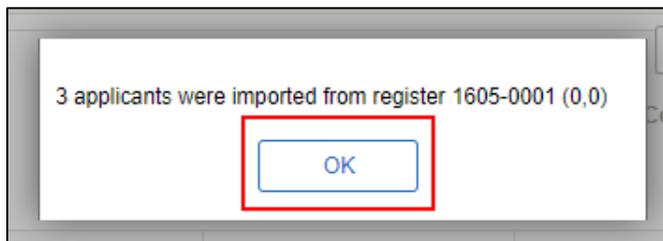
Job Code

Begin Date

End Date

Business Unit	Job Opening ID	Posting Title	Job Code	JobCd Desc	Register ID	Register Date	Registrant Count	Location Match?	Screening Match?	Active?	
<input checked="" type="checkbox"/>	44500	1605	IS Operations Supervisor	13522	IS SUPERVISOR 2	1605-0001	06/07/2021	3	Y	Y	Y

5. The number of applicants that remains on the register will display and then the number of applicants imported will display. Click **Ok** to both messages.



a. If the imported registrants are integrated with the register on the job opening, the screening criteria/locations between the 2 job openings match.

Applicants Applicant Search Applicant Screening **Register** Activity & Attachments Details

Registers

Register ID 2080-0001 Creation Date 12/08/2021 Job Code 09710 BUDGET POLICY ANALYST DIVISION

Status Active Expiration Date 06/08/2022 Screening Level 1-Resume Screen

Auto Confirm Registrants

Actions:

Effective Date 12/08/2021 Registrant Count 17

Rank	Score	Name	Status	Minority Status	Gender	DEC	Veteran Status	On Register	View Locations	On Certification	History	Source Register
<input type="checkbox"/>	1	70.000 Jona	Active	<input type="checkbox"/>	Male	<input type="checkbox"/>		05/19/2021	1			1312-0001
<input type="checkbox"/>	2	70.000 Prak	Active	<input checked="" type="checkbox"/>	Male	<input type="checkbox"/>		05/19/2021	1			1312-0001
<input type="checkbox"/>	3	70.000 Jaco	Active	<input type="checkbox"/>	Male	<input type="checkbox"/>		05/19/2021	1			1312-0001
<input type="checkbox"/>	4	70.000 Erika	Active	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>		05/19/2021	1			1312-0001
<input type="checkbox"/>	5	70.000 Paige	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		05/19/2021	1			1312-0001
<input type="checkbox"/>	6	70.000 Mon	Active	<input type="checkbox"/>	Male	<input type="checkbox"/>		05/19/2021	1			1312-0001
<input type="checkbox"/>	7	70.000 Kath	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		12/08/2021	1			
<input type="checkbox"/>	8	70.000 Lluiz	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		05/19/2021	1			1312-0001
<input type="checkbox"/>	9	70.000 Caro	Active	<input type="checkbox"/>	Female	<input type="checkbox"/>		05/19/2021	1			1312-0001
<input type="checkbox"/>	10	70.000 Linn	Active	<input type="checkbox"/>	Male	<input type="checkbox"/>		12/08/2021	1			

- b. If an additional register is created, the screening criteria/locations between the 2 job openings do not match.

Registers

Register ID 1149-0001 Creation Date 05/10/2021 Job Code 13522 IS SUPERVISOR 2
 Status Active Expiration Date 11/10/2021 Screening Level 1-Resume Screen

Actions: Import Register, Refresh Register, Create Certification, Save

Effective Date 06/09/2021 Registrant Count 3

Rank	Score	Name	Status	Minority Status	Gender	On Register	View Locations	History	Source Register
1	100.000	Mich...	Active	<input type="checkbox"/>	Male	06/07/2021	1		1605-0001
2	96.000	Joh...	Active	<input type="checkbox"/>	Male	06/07/2021	1		1605-0001
3	82.000	Gull...	Active	<input checked="" type="checkbox"/>	Male	06/07/2021	1		1605-0001

Buttons: Select All, Deselect All, Update Registrant Status, Email Registrants

6. To add the imported registrants to the Certification, go to the **Certifications** tab and click on **Get More Names**.

Certifications

Certificate Criteria: Location: Madison

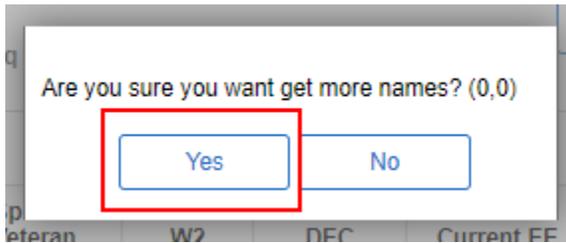
Certification ID 2080-0001-001047 *Status Active Effective Date 07/16/2021
 Register ID 2080-0001 *Certification Rule All Qualifie Effective Seq 0

Score	Name	Minority Status	Gender	Veteran	Vet Disability Status	Spouse Veteran Status
70.000	Joshua	<input type="checkbox"/>	Male	<input type="checkbox"/>		
70.000	Kathleen	<input type="checkbox"/>	Female	<input type="checkbox"/>		
70.000	Ashley	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>		
70.000	Curtis	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>		
70.000	Tyler	<input type="checkbox"/>	Unknown	<input type="checkbox"/>		
70.000	Su Ann	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>		
70.000	Stacie	<input type="checkbox"/>	Female	<input type="checkbox"/>		
70.000	Linn	<input type="checkbox"/>	Male	<input type="checkbox"/>		
70.000	Nathaniel	<input type="checkbox"/>	Male	<input type="checkbox"/>		
70.000	Joseph	<input type="checkbox"/>	Male	<input type="checkbox"/>		

Buttons: Select All, Un-select All, Select ROA not SE, Select ROA of NS

Actions: Update ROA for Candidate(s), Get More Names, Email Candidate(s), Reject Candidate(s)

7. The following message confirming that you want to get more names will display. Click **Yes**.



You will also receive a message that a new certificate (certification) has been created. Click **Ok**.

8. The certification will be updated with a new effective date and any new names of the imported registrants that satisfy the cert rule. The newly added registrants will be highlighted in yellow.

Certification ID 2080-0001-001047
Register ID 2080-0001

*Status Draft

Effective Date 10/26/2023

*Certification Rule All Qualifie

Effective Seq 0

	Score	Name	Minority Status	Gender	Veteran	Vet Disability Status	Spouse Veteran Status	W2
<input type="checkbox"/>	70.000	Joshua	<input type="checkbox"/>	Male	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	70.000	Kathleen	<input type="checkbox"/>	Female	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	70.000	Ashley	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	70.000	Carolyn	<input type="checkbox"/>	Female	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	70.000	Lluiza	<input type="checkbox"/>	Female	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	70.000	Prakash	<input checked="" type="checkbox"/>	Male	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	70.000	Curtis	<input type="checkbox"/>	Male	<input checked="" type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	70.000	Jonas	<input type="checkbox"/>	Male	<input type="checkbox"/>			<input type="checkbox"/>

9. Change the cert from Draft to **Active**.

Certification ID 2080-0001-001047
Register ID 2080-0001

*Status Active

*Certification Rule All Qualifie