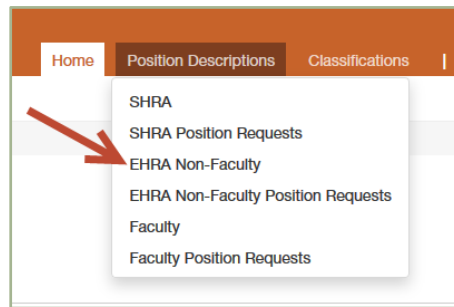


NINERTALENT – QUICK REFERENCE GUIDE – RUNNING REPORTS

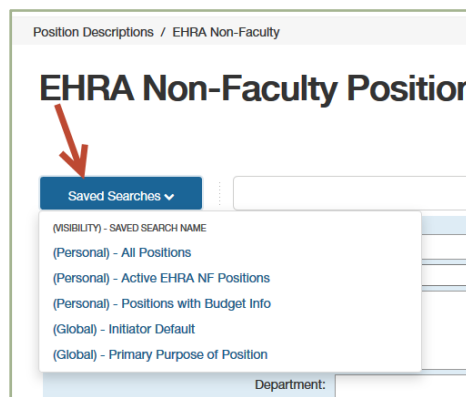
You can run reports in NinerTalent in the Applicant Tracking and Position Management modules, and logged in as any user group. Reports can be created for Position Descriptions, Position Description Requests, Postings, and Hiring Proposals. You can run a report by either using a saved search, or customizing a new search. [Click here](#) for instructions on how to customize a search.

Instructions:

1. Log into NinerTalent and change your user group and module to the appropriate selection based on the report you want to run. For instructions on logging in [click here](#). For the purpose of this guide, we are going to be logged in as an Initiator, in the Position Management module, running a Position Description report.
2. Select the position type you want to run the report on.



3. To locate your saved searches, click the blue “Saved Seaches” box and select the search you want to use to run your report. For instructions on customizing a search, [click here](#).



4. To open the report in Excel, click the orange “Actions” box and select “Export to Excel”.

