

Set Your Bookmark

Introduction

Set your bookmark in ApplicantPro for easy access to HireForms.

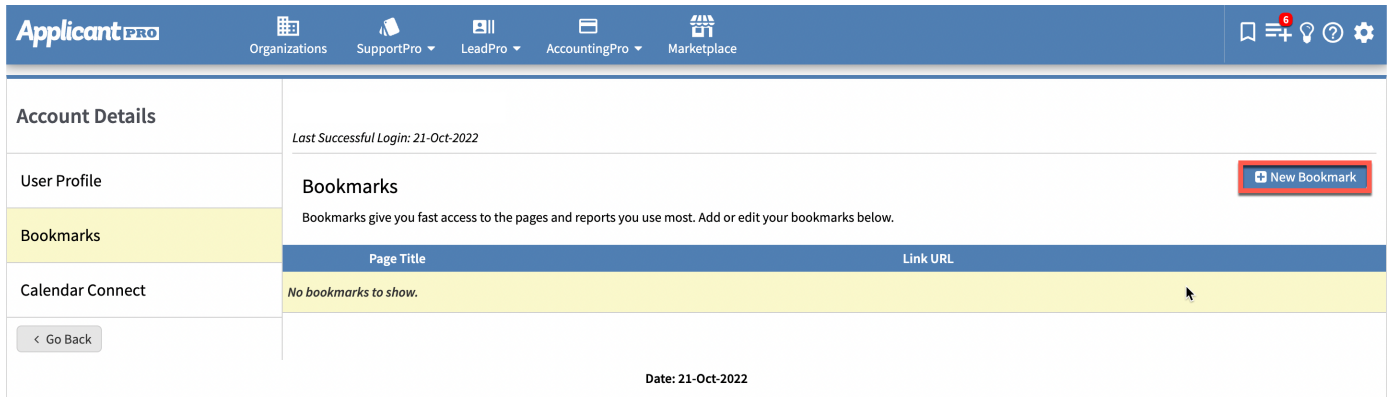
STEP 1

From any page within ApplicantPro, select the Bookmark Icon from the top-right corner, and choose "Edit Bookmarks"

The screenshot displays the ApplicantPro user interface. At the top, the navigation bar includes the ApplicantPro logo, a dashboard icon with a notification badge, and several menu items: Applicants, Jobs, Reports, Marketplace, Inbox, and Add. On the right side of the navigation bar, there is a search field for applicants, a bookmark icon with a notification badge, and icons for help and settings. A dropdown menu is open from the bookmark icon, showing the text 'Academy of Mine' and a red-bordered button labeled 'Edit Bookmarks'. Below the navigation bar, the main content area shows an applicant profile for 'Tester, Chester'. The profile includes contact information, location, and application details. On the left, there is an 'Applicant Filter' section with various dropdown menus and a 'Filter' button. On the right, there is an 'APPLICATION STATUS' section with a dropdown menu set to 'Intend to Offer Position', and an 'APPLICATION TAGS' section with 'Archived' and 'Onboard' tags. At the bottom, there is a footer with a search bar and several links: 'How to Message Applicants', 'How to Process Applicants', and 'How to Edit App Notes/Files'.

STEP 2

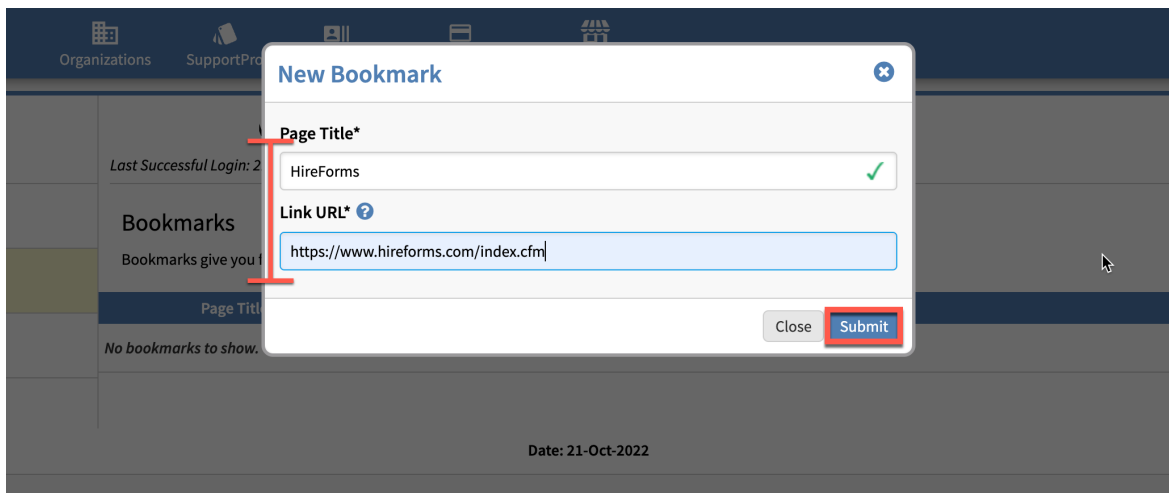
Select "+ New Bookmark"



The screenshot shows the Applicant PRO dashboard. The top navigation bar includes "Organizations", "SupportPro", "LeadPro", "AccountingPro", and "Marketplace". The main content area is divided into sections: "Account Details" (Last Successful Login: 21-Oct-2022), "User Profile", "Bookmarks" (highlighted in yellow), and "Calendar Connect". The "Bookmarks" section contains a "New Bookmark" button (highlighted in red) and a table with columns "Page Title" and "Link URL". Below the table, it says "No bookmarks to show." and "Date: 21-Oct-2022".

STEP 3

Add the Page Title "HireForms" and the Link URL "<https://www.hireforms.com/index.cfm>" and Submit.



The screenshot shows the "New Bookmark" modal form. It has two input fields: "Page Title*" with the value "HireForms" and a green checkmark, and "Link URL*" with the value "https://www.hireforms.com/index.cfm". A red box highlights the "Page Title" field and the "Submit" button. The "Submit" button is also highlighted in red. The background shows the same dashboard as in Step 2.