



New System Features and Enhancements

1401 Release

TABLE OF CONTENTS

| | |
|-----------------------------------|----|
| New System Features | 1 |
| System..... | 1 |
| PIV Card Login | 1 |
| Security | 2 |
| Cognos..... | 2 |
| 1203-FX | 3 |
| Purge | 3 |
| Performance..... | 3 |
| Staffing Area | 3 |
| Vacancy | 3 |
| Announcement..... | 4 |
| Applicants..... | 6 |
| Referral | 8 |
| Reports Area | 12 |
| Vacancies to be Archived | 12 |
| Accession Transaction List..... | 12 |
| Certificate..... | 12 |
| Individual Certificate Audit..... | 13 |
| Selection Manager | 13 |
| Print..... | 13 |
| Application Manager..... | 14 |
| Application Status | 14 |
| Document Upload | 15 |
| System Corrections | 15 |
| Certificate..... | 15 |
| Audit..... | 16 |
| Selection Manager | 16 |

New System Features

SYSTEM

PIV Card Login

An update has been made to the PIV login which will require all users to re-register their PIV card the first time they log in after this release. All agencies may now begin using the PIV login feature for USA Staffing, Selection Manager, and Onboarding Manager.

A PIV guide is available on the USA Staffing Resource Center:
[http://help.usastaffing.gov/USASTaffing/index.php/USA Staffing Resource Center](http://help.usastaffing.gov/USASTaffing/index.php/USA_Staffing_Resource_Center)

Security

A new security procedure for USA Staffing, Selection Manager, and Onboarding Manager requires that password resets may only occur once within a 24 hour period. Users who attempt to reset their password more than once within a 24 hour period will receive the error, “*For security reasons, you may only reset your password once every 24 hours*” when they attempt to confirm a second password change within a 24 hour period. This new procedure does not apply to applicants using Application Manager or selectees using Onboarding Manager.

Cognos

USA Staffing is transitioning ad hoc reporting capabilities from Oracle Discoverer to IBM® Cognos. Cognos 10 business intelligence (BI) is a robust, web-based reporting software that is produced and maintained by the IBM Corporation. All USA Staffing users with Discoverer Viewer or Plus access are automatically granted Cognos Consumer access.

Authorized USA Staffing users can access Cognos from the USA Staffing Admin> Data Retrieval> Ad hoc Reports page. Select **USA Staffing - Cognos** from the Reporting Areas drop-down list and select **Click to Continue**.



Because Cognos opens in a pop-up window, users should ensure their web browsers allow pop-ups from the USA Staffing site. Select **Click to Continue** in the Ad hoc Viewer pop-up window.

A quick start guide for Cognos is available on the USA Staffing Resource Center page at: http://help.usastaffing.gov/USASTaffing/index.php/USA_Staffing_Resource_Center

1203-FX

An updated version of the 1203-FX has been created to support Sole Survivorship Veterans' Preference. The new version of this form is not available at this time. The old form is still available/usable under the same link (http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf). We will replace the existing version with the new one once approval has been finalized. Once the new form is loaded to OPM's site the current URL (listed above) will display the new version.

Note: When applicants apply online the questionnaire will display the Sole Survivor Preference option.

Indexed List Navigation

Several enhancements have been made to navigating large lists throughout USA Staffing. Users working in areas where records are indexed with the alphabet at the top will return to the same page after performing maintenance. These changes have been made in the User Maintenance, Contacts, Applicant, and Stored List pages.

Purge

USA Staffing is preparing to implement a reoccurring purge process. Purge, in this context, is the permanent removal of all Competitive vacancies that are marked as Case Exam and are older than three years. The three year timeframe is measured from the last action performed on the Vacancy. Once purged, these materials cannot be retrieved by the agency or OPM. At this time, Competitive vacancies marked as Standing Registers, ACWA, and/or "Under Litigation" will not be purged. This process is tentatively scheduled to run quarterly, along with the security patch releases. There is a report in USA Staffing titled "Vacancies To Be Purged" which will allow your office to see which vacancies are scheduled to be purged. The first purge is currently scheduled for February 2014.

Performance

During this release, USA Staffing has implemented performance improvements to enhance system processing and usability. These improvements increase system performance in task processing, applicant pages, permission profiles, and document processing.

STAFFING AREA

Vacancy

The maximum age screened feature located on the Vacancy> Assessment Information page no longer screens out applicants who have claimed Veterans' Preference.

Announcement

As a part of the USAJOBS 4.0 release, several new fields are included on the Announcement page. The new fields are **Security Clearance Required**, **Supervisory Status**, **Travel Required**, and **Relocation Authorized**. If travel or relocation items are changed from the default, a mandatory description box will display.

Users may designate the **Hiring Organization** on the Announcement page. This field shows in place of the agency sub-element in the posting on USAJOBS.

The screenshot shows the 'Announcement' form in the USA Staffing system. The form is titled 'Announcement' and is for 'Vacancy 113541'. It includes a sidebar with navigation options like 'Vacancy', 'Assessments', 'Announcement', 'Assignments', etc. The main form area contains the following fields and options:

- Announcement Number:** DD113541
- Who May Apply:** US Citizens and Status Candidates
- Announcement Owner:** Robyn K. Bachman
- Work Schedule:** Full Time
- Part Time Hours:** [Empty field]
- Custom Text:** [Empty text area]
- Opening Date:** 10/3/2013
- Closing Date:** 10/31/2013
- Appointment Type:** Permanent
- Not to exceed:** [Empty field]
- Security Clearance Required:** Confidential
- Supervisory Status: Is this a Supervisory Position?:** Yes
- Travel Required:** 25% or Greater
- Travel Description (500 Characters Max):** Travel throughout the U.S. will be required to attend conference
- Relocation Authorized: Is Relocation Authorized?:** Yes
- Relocation Description (500 Characters Max):** In the amount of \$30,000 for a two (2) year commitment is aut
- Accept USAJOBS Resumes and Portfolio Documents** (with a 'What's this?' link)
- Accept Online Applications**
- Agency URL:** [Empty field]
- URL Description:** [Empty field]
- TDD Phone:** [Empty field]
- HR Office OPM:** Customer
- Diane Tinsley:** Internal Contact
- Diane Tinsley:** External Contact
- Hiring Organization (100 Characters Max):** Office of Human Resources

Several USAJOBS Announcement Sections have new character limits in order to comply with new USAJOBS requirements. If a section exceeds the requirement, an error message will display on the Preview page when the **Release to USAJOBS** button is checked. Spaces count as characters toward all limits listed below. USA Staffing will not count the HTML code against the character limit. Users are encouraged to minimize the HTML content in their announcements to ensure the announcement displays appropriately.

| Data Element | New Limit |
|---------------------|-----------|
| Marketing Statement | 1,500 |
| Job Summary | 2,500 |
| Education | 2,000 |
| Requirements | 2,500 |
| Evaluations | 3,500 |
| Qualifications | 8,000 |
| How to Apply | 5,000 |
| Required Documents | 5,000 |
| What to Expect Next | 2,500 |
| Benefits | 1,500 |
| Other Information | 3,500 |

The Overview> Job Summary - Agency Marketing Statement and Benefits/Other> Benefits sections now contain an optional URL box. The URL must include http:// or https://. The Agency Marketing Statement will display either the URL or the text, not both.

Key Requirements, located in the Overview section, have been increased from 6 to 10 entries. In addition, the Key Requirements are no longer required.

The **Accept USAJOBS Resumes and Portfolio Documents** and **Accept Online Applications** boxes can no longer be changed while the announcement is released to USAJOBS.

Once an applicant applies to a VIN, changes to the Announcement> Specialty/ Grade page are no longer permitted.

Note: Additional USAJOBS Changes

USAJOBS has modified several location codes during their release. One modification is the removal of metro codes for major cities. Users need to select the city rather than the metro code for all locations.

Agency contact information no longer displays below the **Apply Online** button on the USAJOBS announcement. The **Agency Contact Info** link directs applicants to the bottom of the announcement for contact information.

The new Announcement fields will serve as a search filter in USAJOBS.

Applicants

There is a new Veterans' Preference option for applicants, Sole Survivorship Preference. Applicants who apply online have the new preference option listed along with other preference options. Applicants who apply by fax have the option on the updated 1203-FX. Users can adjudicate the preference on the Vet Preference page.

Claimed Preference on the applicant Vet Preference page is now a read only field.

USA Staffing STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office

Current Vacancy: Vacancy 113737 **Vet Preference** [New] [Save] [Copy] [Delete] [Cancel]

Applications: 113737 AA Announcement: 113737
 SSN: XXX-XX-1924 Name: LYONS, TINA

Claimed Preference
 SSP - Sole Survivorship Preference

Adjudicated Preference Date Adjudicated

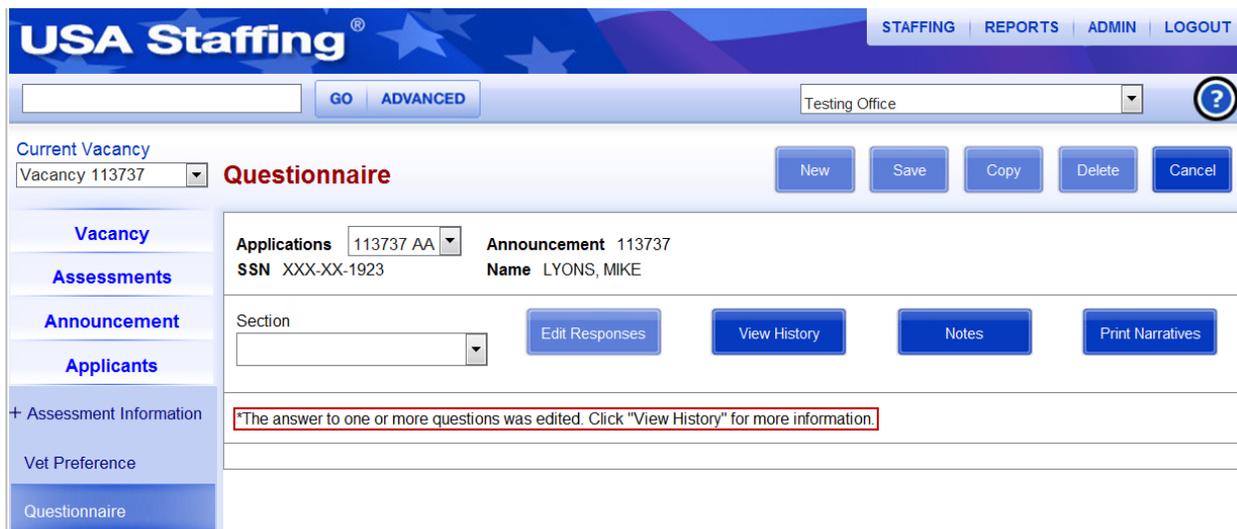
NV - No Preference
 SSP - Sole Survivorship Preference
 TP - 5 Point Preference
 XP - Award of Purple Heart or noncompensable service-connected disability
 CP - Compensable disability rating of at least 10% but less than 30%
 XP - Wife, widow, husband, widower, or mother preference
 CPS - Compensable disability preference (disability rating of 30% or more)
 NA - Not Adjudicated

Dates of Active Duty - Military Service

From: [] To: [] VA Certification Date: []

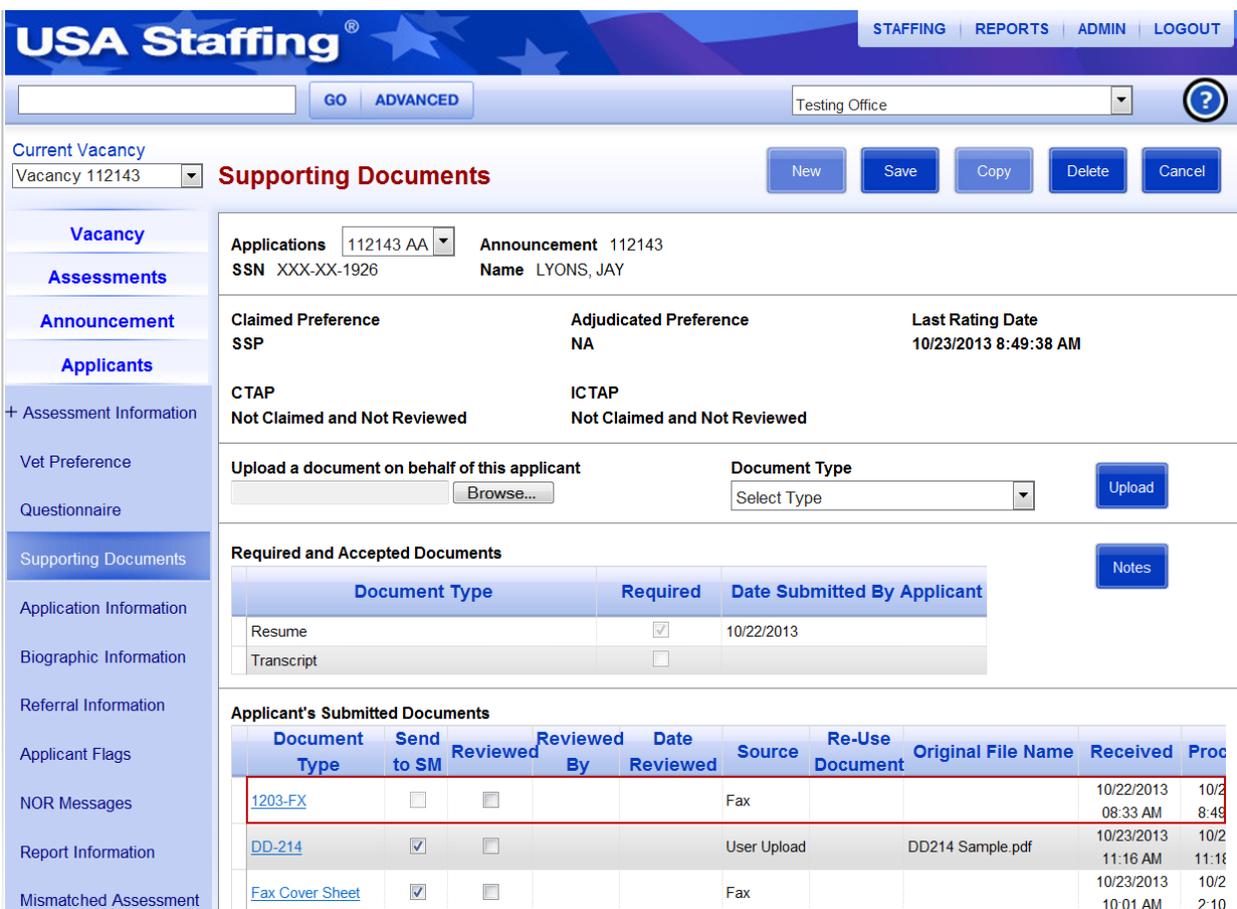
| Preference Code | Description | Points |
|-----------------|--|--------|
| NV | No Preference | 0 |
| SSP | Sole Survivorship Preference | 0 |
| TP | 5 Point Preference | 5 |
| XP | Award of Purple Heart or noncompensable service-connected disability | 10 |
| CP | Compensable disability rating of at least 10% but less than 30% | 10 |
| XP | Wife, widow, husband, widower, or mother preference | 10 |
| CPS | Compensable disability preference (disability rating of 30% or more) | 10 |
| NA | Not Adjudicated | 0 |
| NC | Not Collected | 0 |

When a user modifies an applicant response in the Questionnaire, the system will now display a message on the Questionnaire page alerting users that a response was changed.



The screenshot shows the USA Staffing Questionnaire interface. At the top, there are navigation links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below that is a search bar with 'GO' and 'ADVANCED' buttons, and a 'Testing Office' dropdown menu. The main content area is titled 'Questionnaire' and includes a 'Current Vacancy' dropdown set to 'Vacancy 113737'. On the left is a sidebar menu with options like Vacancy, Assessments, Announcements, Applicants, and Questionnaire. The main panel shows application details for '113737 AA' and 'LYONS, MIKE'. A red-bordered notification box at the bottom of the main panel contains the text: "The answer to one or more questions was edited. Click 'View History' for more information."

When an applicant applies with a 1203-FX, a copy of the faxed document will now appear under the Supporting Documents page of that applicant record. This document is for user information only and cannot be renamed or sent to Selection Manager.



The screenshot shows the USA Staffing Supporting Documents interface. It features the same top navigation and search bar as the previous page. The main content area is titled 'Supporting Documents' and shows application details for '112143 AA' and 'LYONS, JAY'. Below the details, there is an 'Upload a document on behalf of this applicant' section with a 'Browse...' button and a 'Document Type' dropdown. A 'Required and Accepted Documents' table is also present. At the bottom, the 'Applicant's Submitted Documents' table is highlighted, showing a list of documents including '1203-FX'.

| Document Type | Send to SM | Reviewed | Reviewed By | Date Reviewed | Source | Re-Use Document | Original File Name | Received | Proc |
|---------------------------------|-------------------------------------|--------------------------|-------------|---------------|-------------|-----------------|--------------------|---------------------|------------|
| 1203-FX | <input type="checkbox"/> | <input type="checkbox"/> | | | Fax | | | 10/22/2013 08:33 AM | 10/2 8:49 |
| DD-214 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | User Upload | | DD214 Sample.pdf | 10/23/2013 11:16 AM | 10/2 11:11 |
| Fax Cover Sheet | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | Fax | | | 10/23/2013 10:01 AM | 10/2 2:10 |

When uploading documents to the Supporting Documents page, users will receive the following error message if the file is encrypted or digitally signed, "Upload not successful. The document you attempted to upload was encrypted." In order to upload a document, the file size must be 3MB or less and the acceptable formats are non-encrypted JPG, PDF, TXT, RTF, DOC, DOCX, and WPD.

USA Staffing STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 113541 **Supporting Documents** New Save Copy Delete Cancel

Vacancy
Applications 113541 AA Announcement Status Test 10313
SSN XXX-XX-1926 Name LYONS, JAY

Assessments
Claimed Preference NV Adjudicated Preference NA Last Rating Date 10/29/2013 3:48:34 PM

Announcement
CTAP Not Claimed and Not Reviewed ICTAP Not Claimed and Not Reviewed

Applicants
+ Assessment Information Vet Preference Questionnaire Supporting Documents Application Information Biographic Information Referral Information Applicant Flags NOR Messages Report Information Mismatched Assessment Mismatched Documents

Upload a document on behalf of this applicant
Browse... Document Type Transcript Upload

* Upload not successful. The document you attempted to upload was encrypted.

Required and Accepted Documents Notes

| Document Type | Required | Date Submitted By Applicant |
|--------------------------------------|--------------------------|-----------------------------|
| Cover Letter | <input type="checkbox"/> | |
| DD-214 | <input type="checkbox"/> | 10/29/2013 |
| Executive Core Qualifications (ECQs) | <input type="checkbox"/> | |
| OF-306 | <input type="checkbox"/> | |
| Other | <input type="checkbox"/> | |
| Other Veterans Document | <input type="checkbox"/> | |
| Resume | <input type="checkbox"/> | 10/29/2013 |
| SF-15 | <input type="checkbox"/> | |
| SF-50 | <input type="checkbox"/> | |
| Transcript | <input type="checkbox"/> | |

Referral

The Request Information page will now display Ranking Lists and Certificates in the order which they were created.

When a request is created in the Referral area for vacancies marked as **Internal Merit Promotion**, the **Appointment Type** is now defaulted to "Permanent" and the **Appointment Type** drop-down list is displayed alphabetically.

On the Ordering Criteria page, the **Certificate Type** now defaults to **Category Rating** for positions marked only as **Competitive** on the Vacancy> Position Information page.

The Referral section now contains *Special Appointing Authorities* as a Referral List option for Merit Referral Lists.

USA Staffing®
STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED

?

Current Vacancy
Vacancy 113533
Ordering Criteria

New Save Copy Delete Cancel

Vacancy

Assessments

Announcement

Applicants

Referral

Request Information

Ordering Criteria

Certificate

Criteria Name

Applicant Referral Status

Certificate Type

Rank By

Priority Order

Tie Breakers

Refer Method

Number/Score

Order

Categorize Applicants

CTAP/ICTAP Score

Print Preferences

Address:

 Home
 Work
 Other

Display:

 Rating
 Vet Preference

Referral List

Specialty/Grade

| Code | Specialty |
|-------|-----------|
| 001 | HRS |
| Grade | |
| 11 | |

Promotion Potential

Locations

| Code | City | Ste | Number of Vacancies |
|-------------------------------------|----------|--------------------|---------------------|
| <input checked="" type="checkbox"/> | AY750003 | South Pole Station | 1 |

VERSION 1401 | 9

Users will receive a warning message on the Stored List page when applicants submit supporting documents after the closing date for case exam vacancies. The warning message will be, "One or more applicants have submitted new supporting documents after their last rating. These documents may impact eligibility to be certified and could result in a lost or improper certification." The message contains a **Review Updated Documents** link which will direct users to the Updated Documents page. Each applicant listed on the Updated Documents page will need the updated documents checked as **Reviewed** and saved on the Applicant's Submitted Documents table. Once all applicants on the Updated Documents page have been reviewed, users can **Refresh** the stored list to remove the message.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 111885 **Stored List** New Save Copy Delete Cancel

Vacancy
Assessments
Announcement
Applicants
Referral
Request Information
Ordering Criteria
Certificate
2 Case File Docs

Name: Stored List Certificate Owner: Robyn K. Bachman Ordering Criteria: Testing A

Grade: 11 Refer Method: Number of Names Number: 7 Locations: South Pole Station, Antarctica

Not issued Selection Manager Status: Not Sent to Customer Print Ranking List Batch Print Documents

Applications on Ranking List **NOTE: Overrides will affect an applicant's eligibility for this specialty/grade only.**
One or more applicants have submitted new supporting documents after their last rating. These documents may impact eligibility to be certified and could result in a lost or improper certification. [Review Updated Documents.](#)

| | Name | SSN | Vet Pref | Rating | Override | CTAP/ICTAP | Name Request |
|--|---------------|------|----------|--------|----------|------------|--------------|
| | TEST, SABLE | 1807 | NV | EL | | | |
| | BROWN, OLIVER | 8000 | NV | EL | | | |

Refresh Issue Amend Reset Order

Referral has been modified to comply with Sole Survivorship Preference (SSP). Under the new SSP, the individual:

- Does not receive veterans' preference points as other preference eligibles do when the "rule of 3" is applied;
- Is entitled to be listed ahead of non-preference eligibles with the same score on an examination, or listed ahead of non-preference eligibles in the same quality category when agencies are using category rating;
- On Absolute Veterans' Preference certificates, SSPs will be listed after TPs (In the order of preference).

Additional certificate audit codes are available when using the **Audit Type** of **Each Applicant**. These codes include:

- **DR**- Accepted another position with agency.
 - Code Explanation: The selecting office has indicated that you decided to accept another position with the agency.
- **NA**- Selected on another certificate.
 - Code Explanation: The selecting office has indicated that you have been selected from another certificate.
- **OW**- Offer withdrawn.
 - Code Explanation: The selecting office has decided to withdraw the consideration for this position.
- **RC**- Removed from certificate security.
 - Code Explanation: During an audit of your application, the selecting office found that you are not eligible for this position for security reasons. Therefore, you were removed from the certificate, or list, of highly qualified candidates.

Additional certificate audit codes are available when using the **Audit Type** of **Unused**. These codes include:

| | |
|----|---|
| UF | Unused, Filled through VEOA |
| UG | Unused, Filled through Schedule A |
| UJ | Unused, Filled through Delegated Examining Cert |
| UK | Unused, Position Abolished |
| UO | Unused, No funding |
| UU | Unused, Position not being filled at this time |
| UX | Unused, Certificate Expired |

The Certificate Unused Code Explanation for all of these codes is: The selecting office that advertised this job has decided not to use the certificate, or list, of highly qualified candidates.

Once a certificate has been audited, users can now print a copy of the certificate showing the **Agency Action** column completed and the electronically signed selecting official signature, if the certificate was returned from Selection Manager. The **Print Audited Certificate** button is located on the Audit page in USA Staffing.

The audit page will now display the name of the person that performed the audit and the date the audit was completed.

REPORTS AREA

Vacancies to be Archived

The name of the Vacancies to be Archived Report has been changed to Vacancies to be Purged. The report has been corrected to run properly.

Accession Transaction List

This report now displays Claimed and Adjudicated CTAP and ICTAP responses for each applicant.

Certificate

The Certificate report has a **Display Audit Information** option. When checked, the report will display a copy of the certificate showing the **Agency Action** column completed and the selecting official signature, provided the certificate was returned from Selection Manager.

Individual Certificate Audit

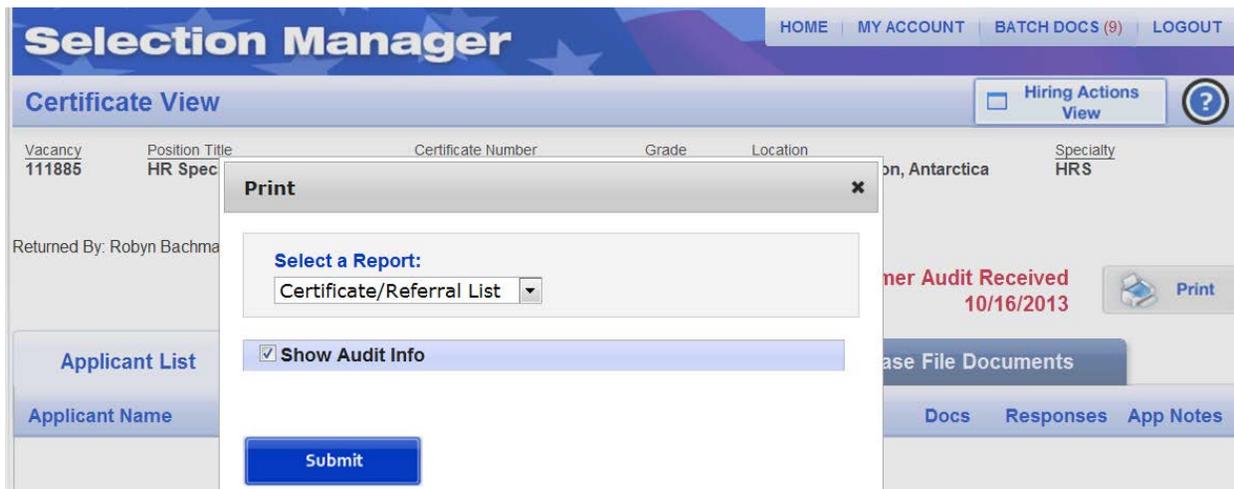
The following items have been added to the Individual Certificate Audit report:

- Name of all the contacts the certificate was sent to
- Date the certificate was returned and by who
- Name of the user who performed the final audit of the certificate (User who clicks the Complete button on the audit page)
- Customer name (Linked to the Certificate)
- Position title (Linked to VIN)
- Location of the certificate

SELECTION MANAGER

Print

Users have the option to print audit information for a certificate by checking the **Show Audit Info** box on the print request box.



APPLICATION MANAGER

Application Status

Applicant status available through USAJOBS has been enhanced to give applicants more information.

| Current Status | New Status | How Does the Status Change? |
|---|--------------|--|
| Application Status Not Available | No change | When the link is broken or not established from USAJOBS going into the Application Manager Record. |
| Application Received | Received | The applicant clicks the "Submit My Answers" button in Application Manager. The system automatically e-mails the Acknowledgement Letter. |
| | Reviewed | The HR user e-mails the Notice of Results (NORS) |
| Eligible – Application Referred to Selection Official | Referred | The HR user e-mails the Notification Letters. |
| Ineligible – Application Not Referred to Selection Official | Not Referred | The HR user e-mails the Notification Letters. |
| Selected | Hired | The HR user e-mails out the Disposition Letters. |
| Not Selected | Not Hired | The HR user e-mails out the Disposition Letters. |
| | Cancelled | The HR user e-mails out the Cancellation Letters. |
| Application Incomplete | No change | The applicant submits application without the Required forms. |

Document Upload

The error message, "Upload not successful. The document you attempted to upload was encrypted," now appears when an applicant attempts to add an encrypted document such as a certified transcript. In order to upload a document, the file size must be 3MB or less and the acceptable formats are non-encrypted JPG, PDF, TXT, RTF, DOC, DOCX, and WPD.

Application Manager Help

Vacancy ID: 113541

Job Title: Human Resources Specialist
 Announcement Number: Status Test 10313 USAJOBS Control Number: 306337900
 Applicant Name: JAY LYONS

Previous Next Save

* Required information

Upload Documents
 Protect your privacy **DO NOT** include privacy information, such as Social Security Number, in your uploaded documents unless directly required. The file size must be 3MB or less and the acceptable formats are **non-encrypted** JPG, PDF, TXT, RTF, DOC, DOCX, and WPD.

1. Select Document Type: [What documents are Accepted or Required?](#)

2. Click "Browse" to locate a file and click "Open" to attach it:

3. Click "Upload":

Documents uploaded in Application Manager are automatically converted to Adobe Portable Document Format (PDF). Please do not use third-party software to convert documents to PDF. Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.

Faxed Documents may take 2-3 days to appear as Processed.
 * Upload not successful. The document you attempted to upload was encrypted.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with -\$ are normally temporary files and the system will not be able to process them.

Documents On File

| Document Type | Received | Source | Status | Original File Name |
|---------------|-----------------------|------------|---------------------------------|--------------------|
| DD-214 | 10/29/2013 3:26:30 PM | User Uplo: | Processed | DD214 Sample.pdf |
| Resume | 10/29/2013 3:35:33 PM | USAJOBS | Awaiting Retrieval from USAJOBS | resume |
| SF-50 | 10/29/2013 3:35:33 PM | USAJOBS | Awaiting Retrieval from USAJOBS | sf50 |

Understanding This Table:
 Documents on the table above with a Status of Processed have been successfully received and attached to your application, no further action on them is required. Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour. Faxed documents may take 2-3 days to appear as Processed. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your application.

System Corrections

Certificate

When selecting a Rank By of **Eligibles Only** on the Rating Criteria page, the system now displays an error message and will not proceed if a user selects the Refer Method of **Cut Off Score**.

Advanced Criteria now displays on the control sheet for all certificate types.

Certificates that contain a large number of locations now properly display the certificate text instructions at the top of the certificate.

Veterans' Preference correctly displays for VRA certificates.

Audit

When a user selects an **Audit Code** but does not select a **Return Status** code and attempts to use the Set Remaining Applicants button, the system now displays the error message, "If you select an 'Audit Code', you must also select a 'Return Status'."

The screenshot shows the USA Staffing Audit interface. At the top, there is a navigation bar with 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. Below this is a search bar with 'GO' and 'ADVANCED' buttons, and a 'Testing Office' dropdown menu. The main content area is titled 'Current Vacancy' and shows 'Vacancy 113608' with an 'Audit' tab selected. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The interface is divided into sections: 'Certificate' (MT-14-RKB-02774S0), 'Announcement' (DD113608: 10/17/2013 - 10/18/2013), and a table of applicants. The table has columns for Name, SSN, Rating, Audit Code, Return Status, Audit Date, and Notes. The 'Audit Code' column for the first applicant, LEWIS, JASON, contains the text 'Not Selected - Not Contacted'. Below the table, a red error message reads: 'If you select an 'Audit Code', you must also select a 'Return Status''. There are buttons for 'Print Audited Certificate', 'Certificate Notes', 'Set Remaining Applicants', and 'Upload New Case File Document'.

| Name | SSN | Rating | Audit Code | Return Status | Audit Date | Notes |
|-----------------|------|--------|------------------------------|---------------|------------|-----------|
| LEWIS, JASON | 5001 | EL | Not Selected - Not Contacted | | | Notes (0) |
| MASH, JUNE | 5003 | EL | | | | Notes (0) |
| WILLIAMS, CASEY | 5002 | EL | | | | Notes (0) |

Selection Manager

The Selection Manager **Certificate Information** tab now displays the correct number of applicants for certificates.

The Selection Manager due dates email now displays the correct number of certificates in the subject line.