



Reporting Tools

TheJobWorx lets you organise yourself when you're trying to find a job. The Reports section allows you to print out some of your information. Here you can print:

- All jobs you've applied for
- Your live applications
- Your closed applications
- Opportunities with closing dates coming up
- To do lists

...and more.

Whenever you click on a print button



...you'll see a preview of the document.

Click on the **Print Report** button to send the report to your printer.