

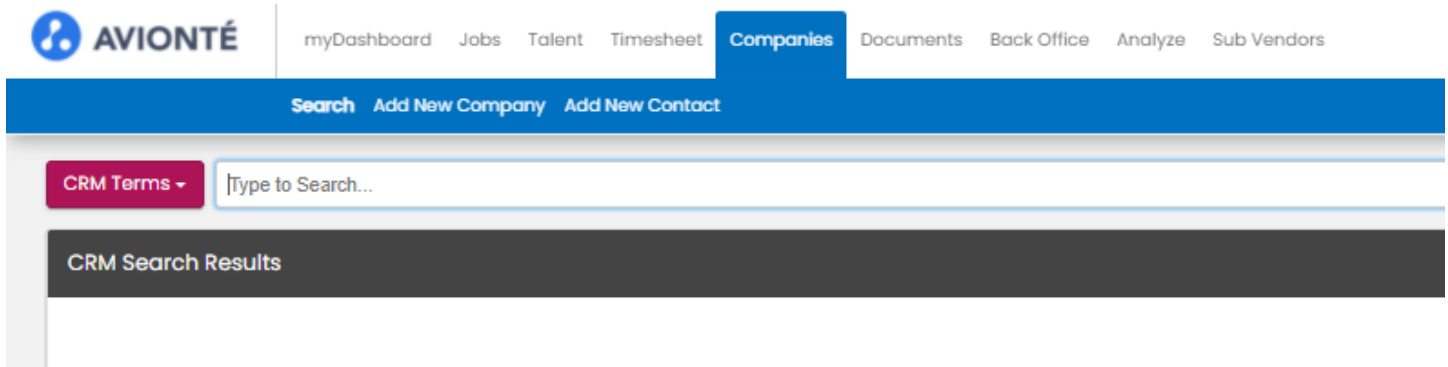
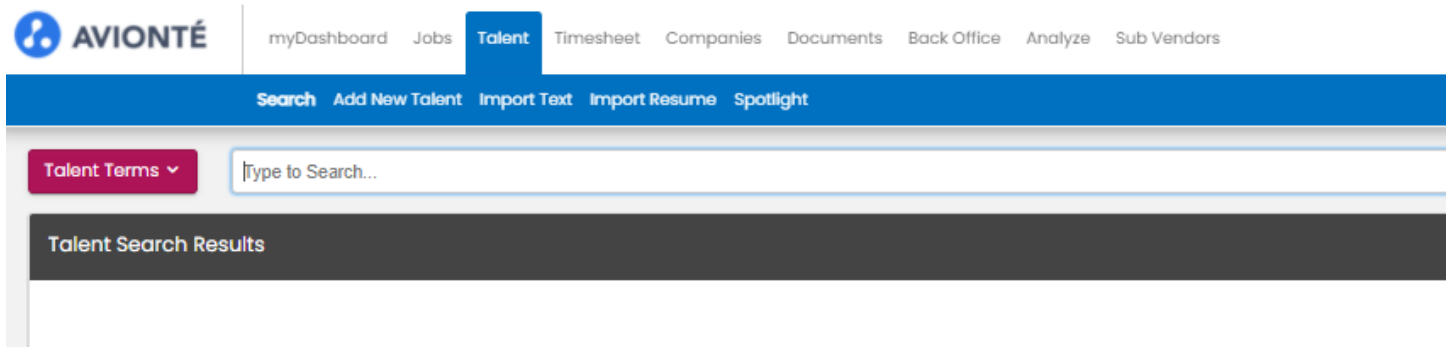
Overview

Updated 04/27/2021

A Tearsheet is used to house contacts who have something in common. This can be almost anything.

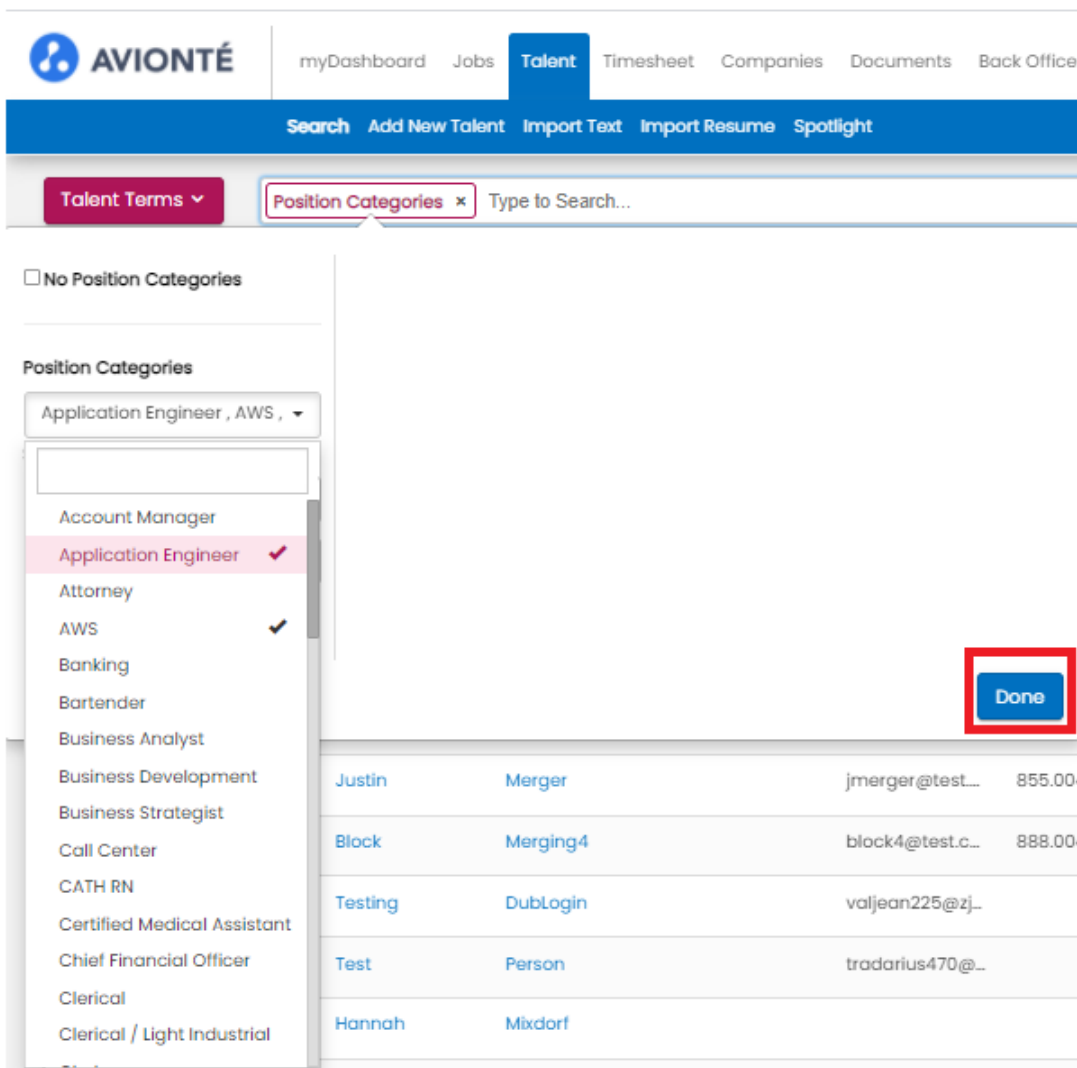
Create a New Tearsheet

1. Go to the Talent or Company Manager Tab



Tearsheets

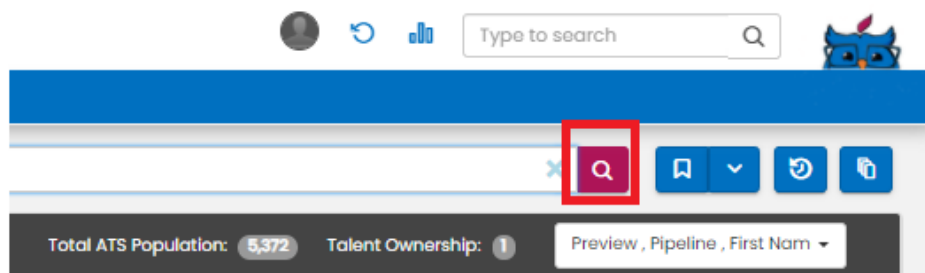
2. Enter search criteria (click 'Done' once you've added all your options)
Example: Using IT related Positions



The screenshot shows the AVIONTÉ interface with the 'Talent' tab selected. The search bar contains 'Position Categories' and 'Type to Search...'. A dropdown menu is open, showing a list of position categories. The 'Application Engineer' and 'AWS' categories are selected, indicated by checkmarks. A 'Done' button is highlighted in a red box.

Name	Company	Email	Phone
Justin	Merger	jmerger@test...	855.004.
Block	Merging4	block4@test.c...	888.004.
Testing	DubLogin	valjean225@zj-	
Test	Person	tradarius470@...	
Hannah	Mixdorf		

3. Click the 'Search' Icon

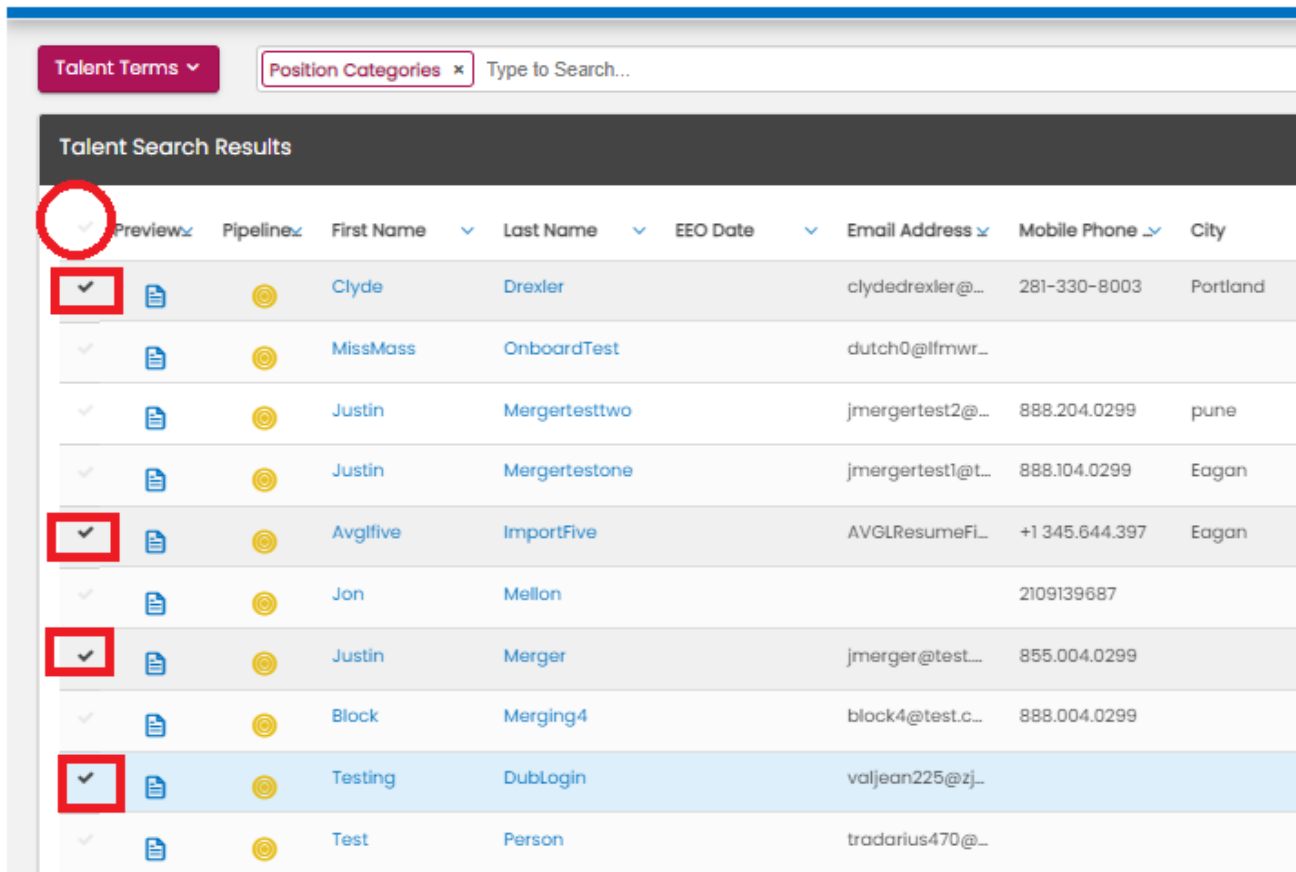


The screenshot shows the AVIONTÉ interface with the search bar and the search icon highlighted in a red box. The search bar contains 'Type to search'. Below the search bar, there are several icons: a magnifying glass, a bookmark, a dropdown arrow, a refresh, and a share icon. The search icon is highlighted in a red box.

Total ATS Population: 5,372 Talent Ownership: 1 Preview, Pipeline, First Nam

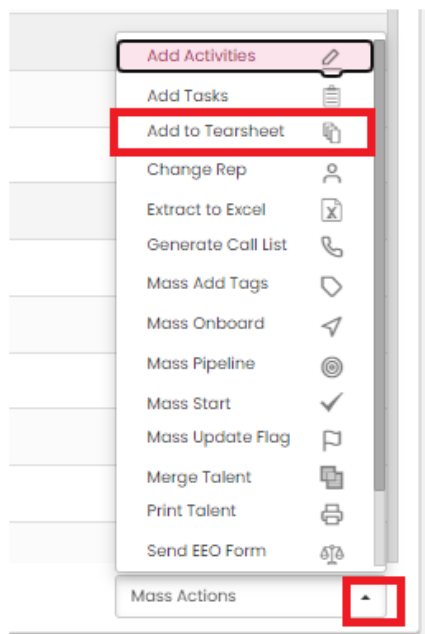
You can also add contacts to tearsheets by clicking into a Company and selecting the individuals from there.

4. Check the boxes of the applicants you'd like in your new/existing Tearsheets
 1. Click the circled option below to select all the results

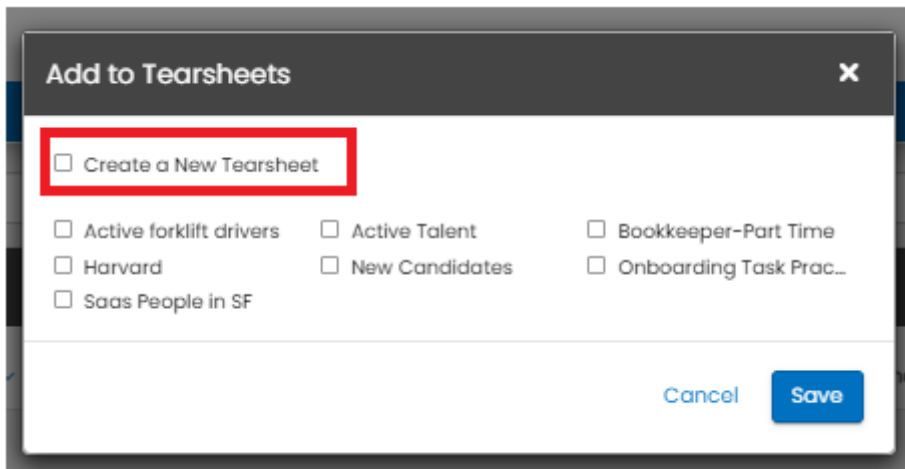


Preview	Pipeline	First Name	Last Name	EEO Date	Email Address	Mobile Phone	City
<input checked="" type="checkbox"/>		Clyde	Drexler		clydedrexler@...	281-330-8003	Portland
<input type="checkbox"/>		MissMass	OnboardTest		dutch0@lrmwr...		
<input type="checkbox"/>		Justin	Mergertesttwo		jmergertest2@...	888.204.0299	pune
<input type="checkbox"/>		Justin	Mergertestone		jmergertest1@t...	888.104.0299	Eagan
<input checked="" type="checkbox"/>		Avglfive	ImportFive		AVGLResumeFI...	+1 345.644.397	Eagan
<input type="checkbox"/>		Jon	Mellon			2109139687	
<input checked="" type="checkbox"/>		Justin	Merger		jmerger@test...	855.004.0299	
<input type="checkbox"/>		Block	Merging4		block4@test.c...	888.004.0299	
<input checked="" type="checkbox"/>		Testing	DubLogin		valjean225@zj...		
<input type="checkbox"/>		Test	Person		tradarius470@...		

5. Scroll to the bottom right of the page and click 'Add to Tearsheet'



6. Click the checkbox for 'Create a New Tearsheet'



Add to Tearsheets [X]

Create a New Tearsheet

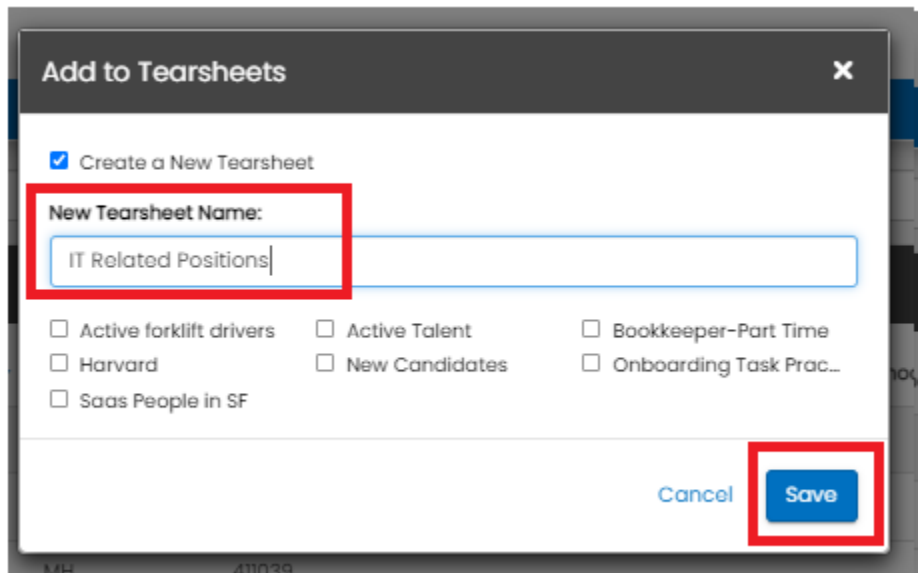
Active forklift drivers Active Talent Bookkeeper-Part Time

Harvard New Candidates Onboarding Task Prac...

Saas People in SF

Cancel Save

7. Enter a name for the Tearsheet
 1. You can select more than 1 existing Tearsheet to add the selected applicants to



Add to Tearsheets [X]

Create a New Tearsheet

New Tearsheet Name:

IT Related Positions

Active forklift drivers Active Talent Bookkeeper-Part Time

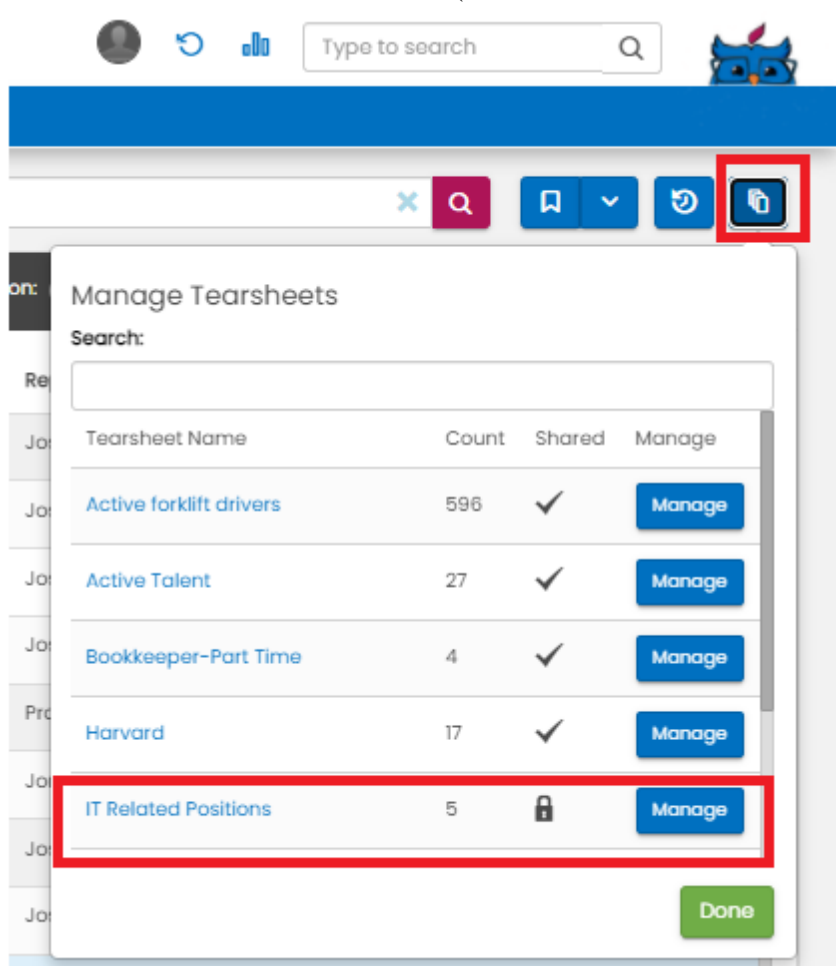
Harvard New Candidates Onboarding Task Prac...

Saas People in SF

Cancel Save

8. Click 'Save'
 1. Now you should see your new Tearsheet

9. Click on the 'Tearsheet' icon
 1. Notice the Tearsheet I just created (IT Related Positions)
 2. The Tearsheet is also set to Private (lock icon in the 'Shared' column)



The screenshot shows the 'Manage Tearsheets' interface. At the top, there is a search bar and a navigation bar with several icons. A red box highlights the 'Share' icon (a document with a person) in the navigation bar. Below the navigation bar, there is a table with the following data:

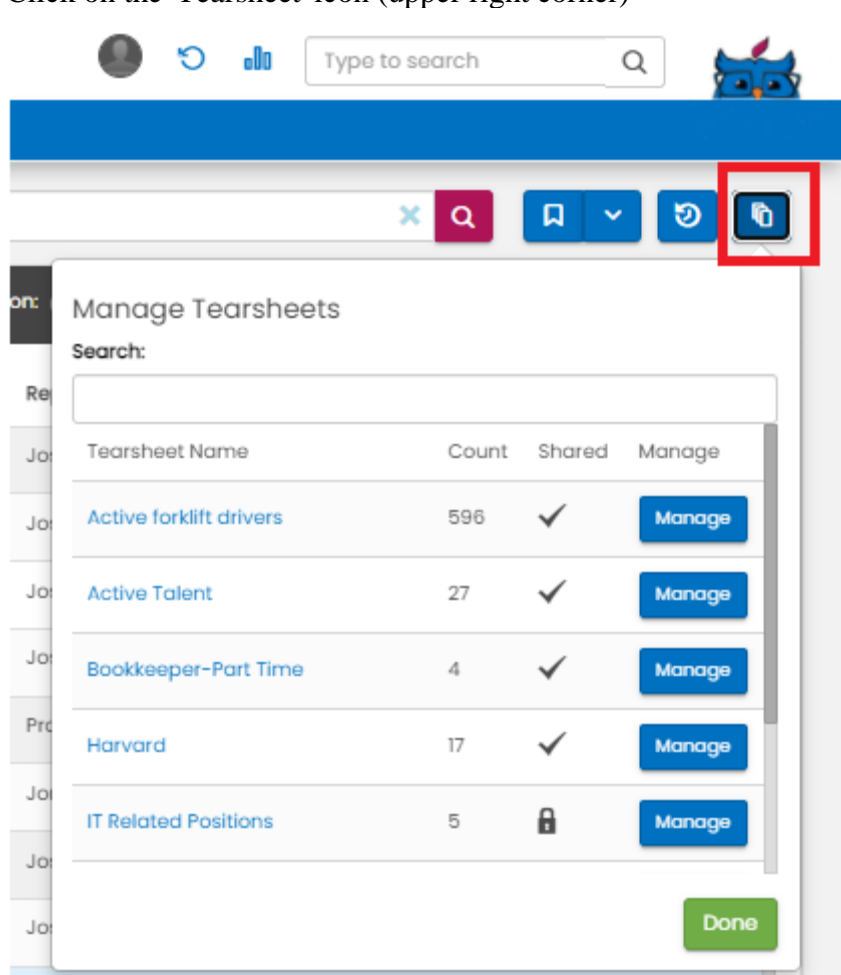
Tearsheet Name	Count	Shared	Manage
Active forklift drivers	596	✓	Manage
Active Talent	27	✓	Manage
Bookkeeper-Part Time	4	✓	Manage
Harvard	17	✓	Manage
IT Related Positions	5	🔒	Manage

A red box highlights the row for 'IT Related Positions', which has a lock icon in the 'Shared' column. A green 'Done' button is located at the bottom right of the table.

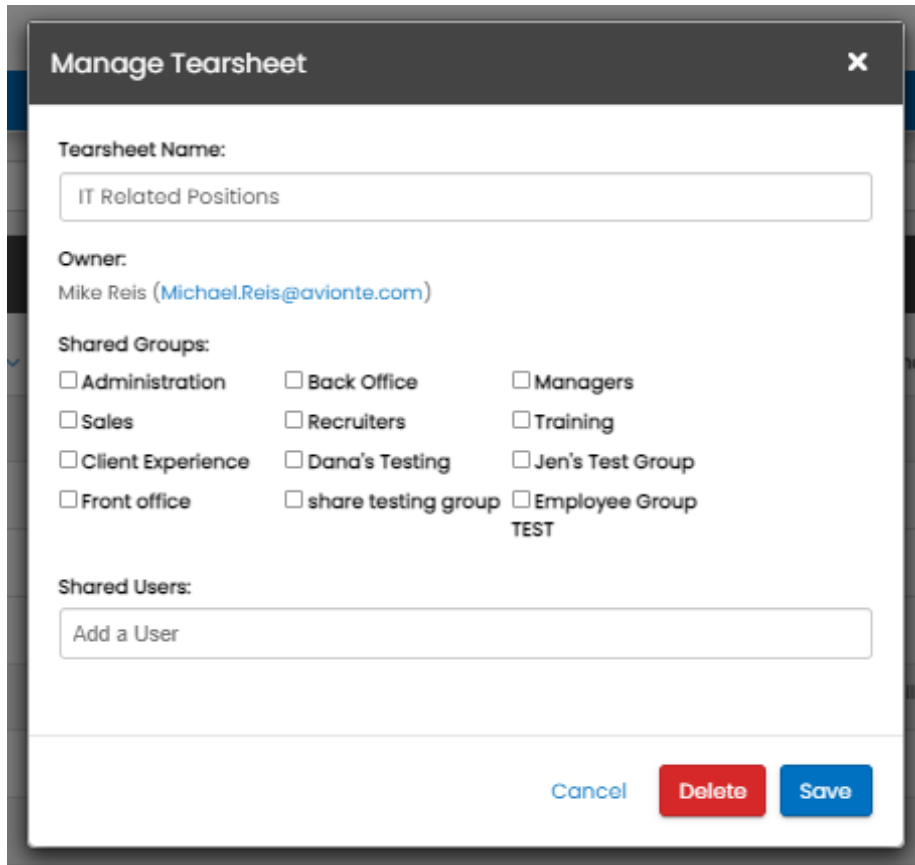
Manage/Share a Tearsheet

Current Tearsheets will be listed in the Tearsheets Tab of Applicant/Talent Tracking and the Company Manager. If the Tearsheet is in the Applicant/Talent Tracking tab then it will only have candidates. Similarly, if the Tearsheet is in the Company Manager then it will only have contacts.

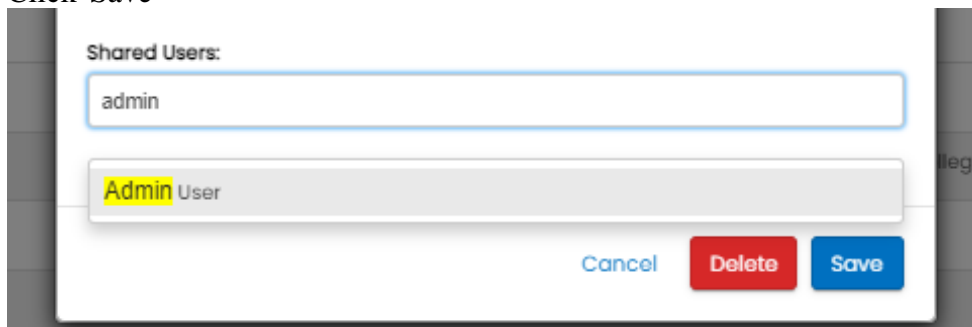
1. Click on the 'Tearsheet' icon (upper right corner)



2. Click 'Manage' next to the Tearsheet you'd like to edit/view



3. Select one of the 'Shared Groups' or type in the Users:
4. Click 'Save'



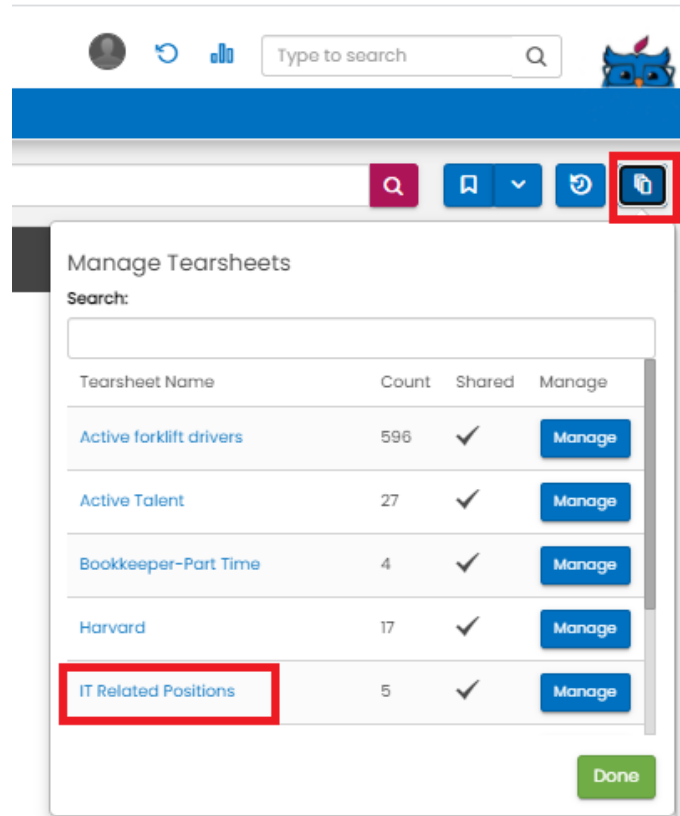
5. An email with a link to the Tearsheet will then be sent out to the users you selected.
 1. All shared Tearsheets will be marked as shared.
6. To remove Users you are sharing a Tearsheet with, go to 'Manage'
 1. Uncheck the box next to their names
 2. Click 'Save'

Remove records from an existing Tearsheet

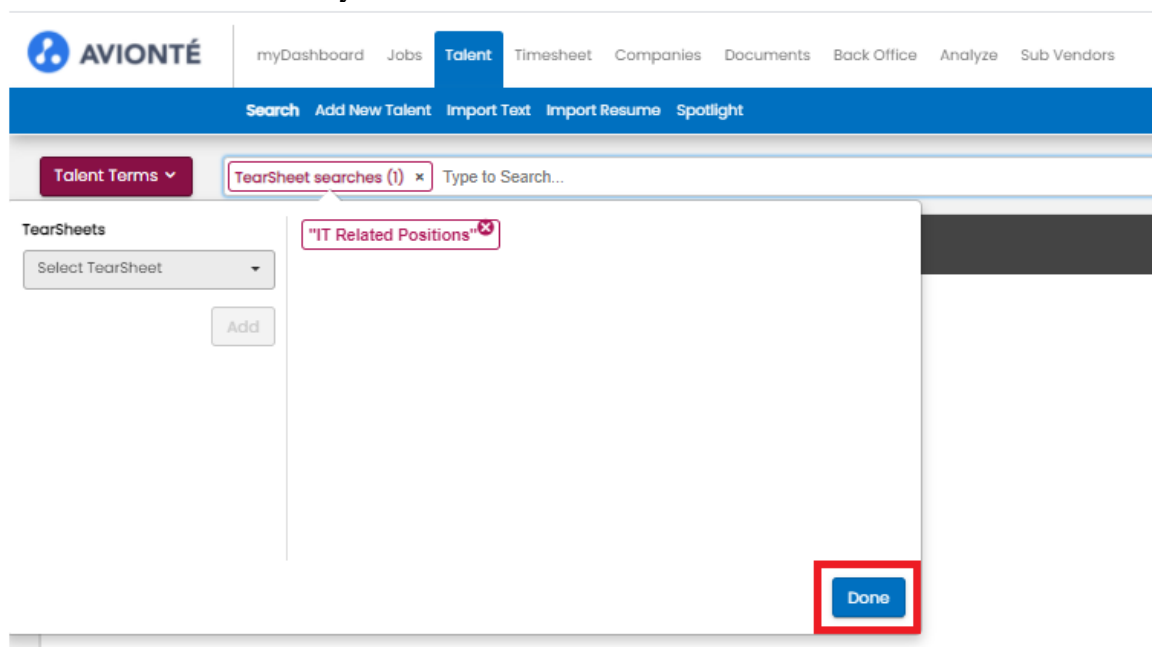
There are 2 ways to remove from a Tearsheet. You can do a search or click the Tearsheet icon.

One way to remove records from an existing Tearsheet

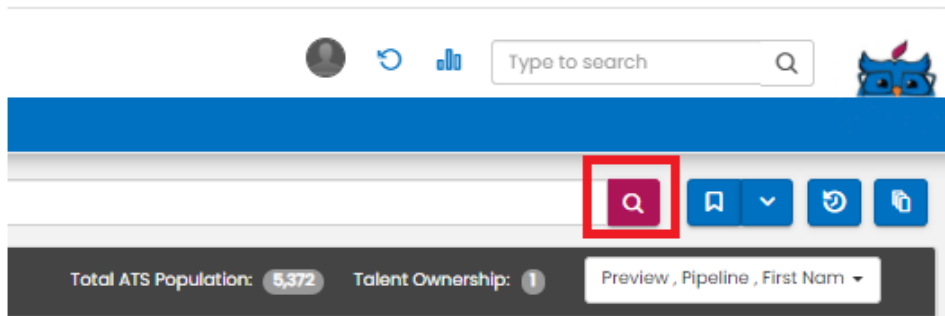
1. Click the 'Tearsheet' icon
2. Click on the appropriate Tearsheet



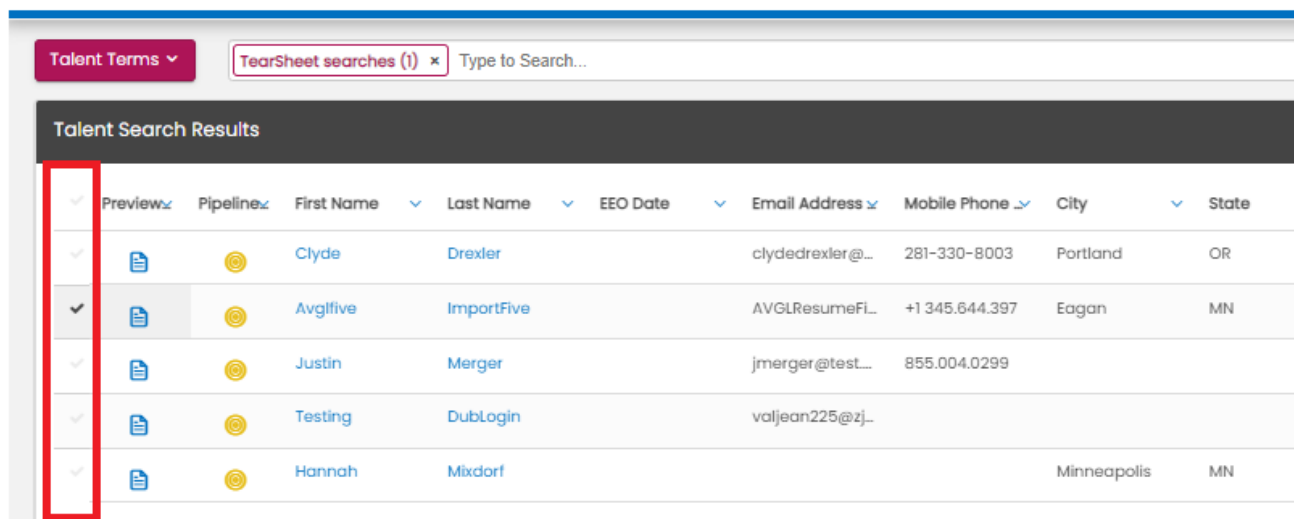
3. Click 'Done'
 1. Your Tearsheet will already be selected



4. Click the 'Search' icon

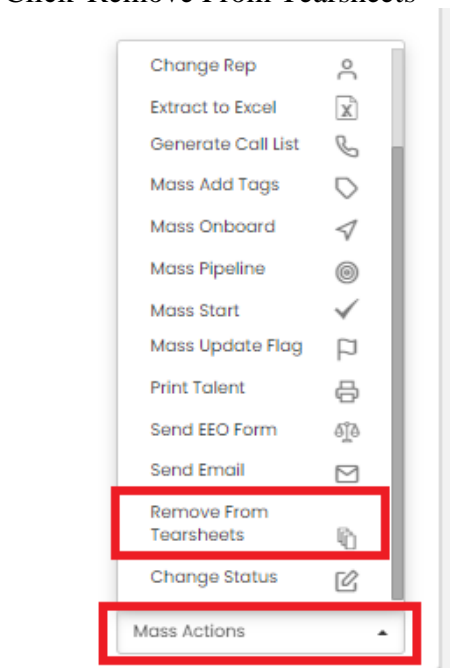


5. Once the results are displayed, select all the records you want to remove

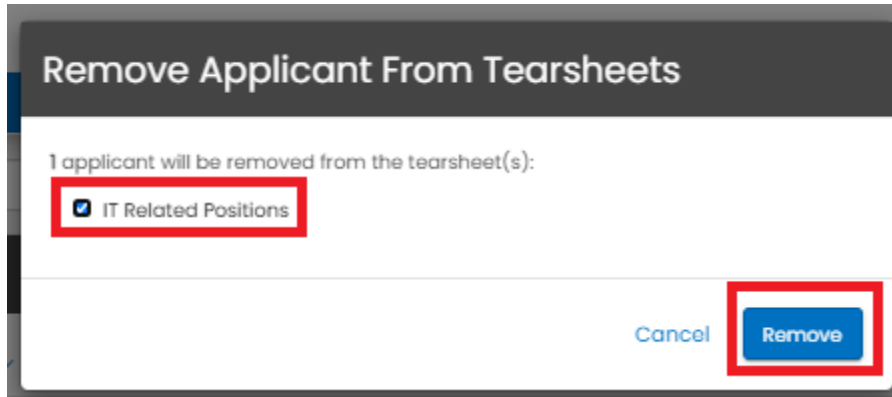


6. Click the 'Mass Actions' drop down

7. Click 'Remove From Tearsheets'



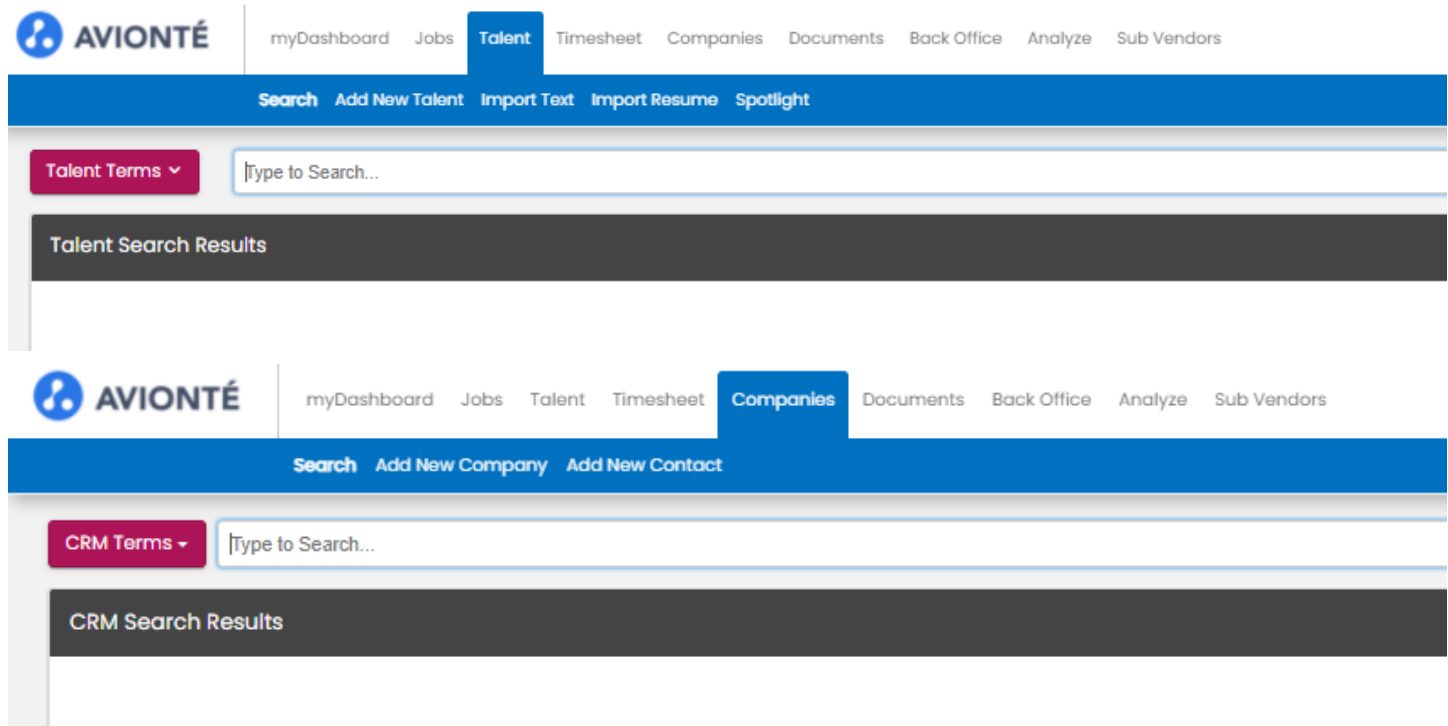
8. You'll be prompted to verify that you want to remove the record(s)
9. Select the Tearsheet checkbox
10. Click 'Remove'



1. If you still are showing the records you removed just refresh the page.

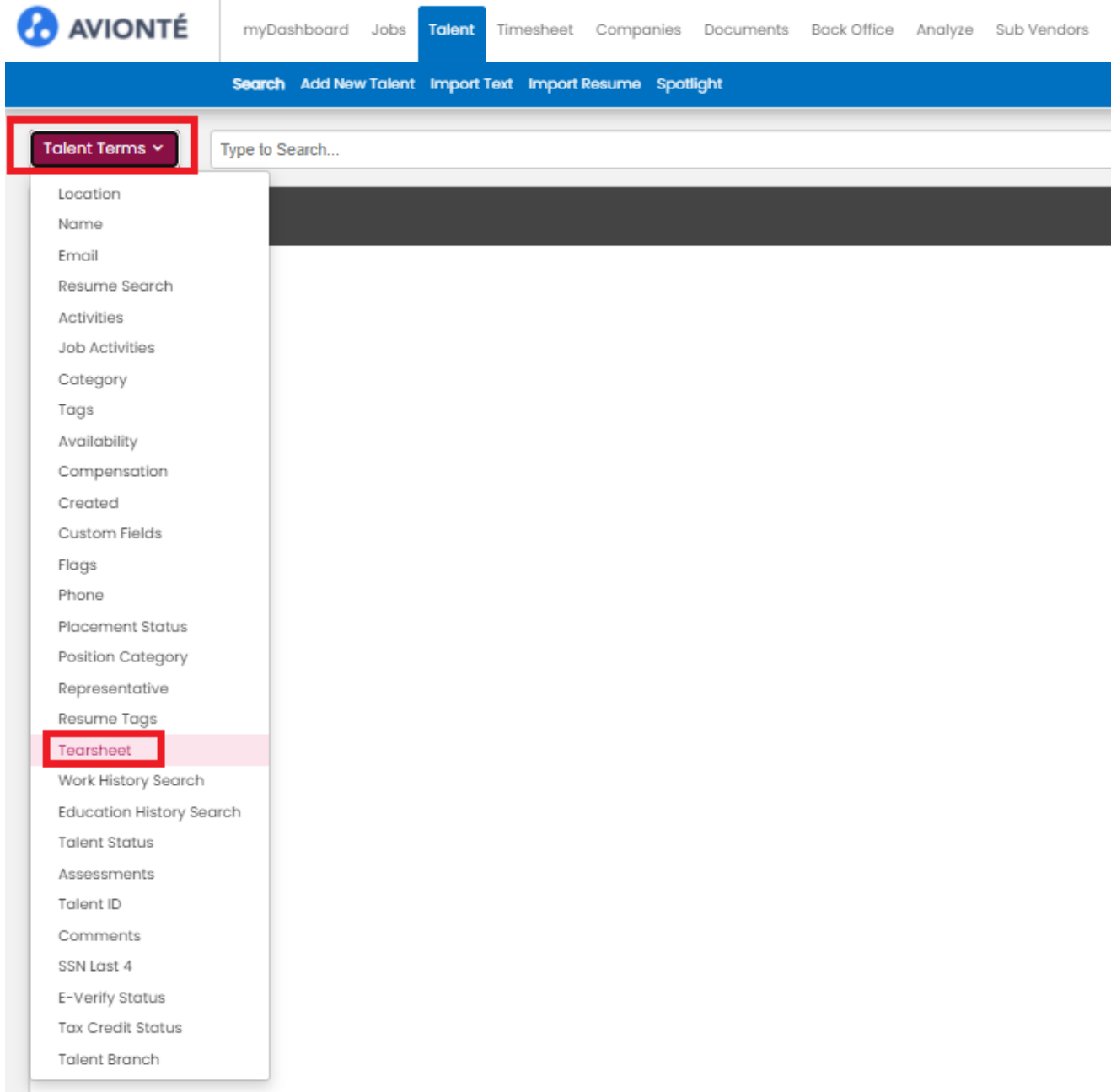
Another way to remove records from an existing Tearsheet

1. Go to the Talent or Company Manager Tab



Tearsheets

2. Select 'Tearsheet' from the Search options

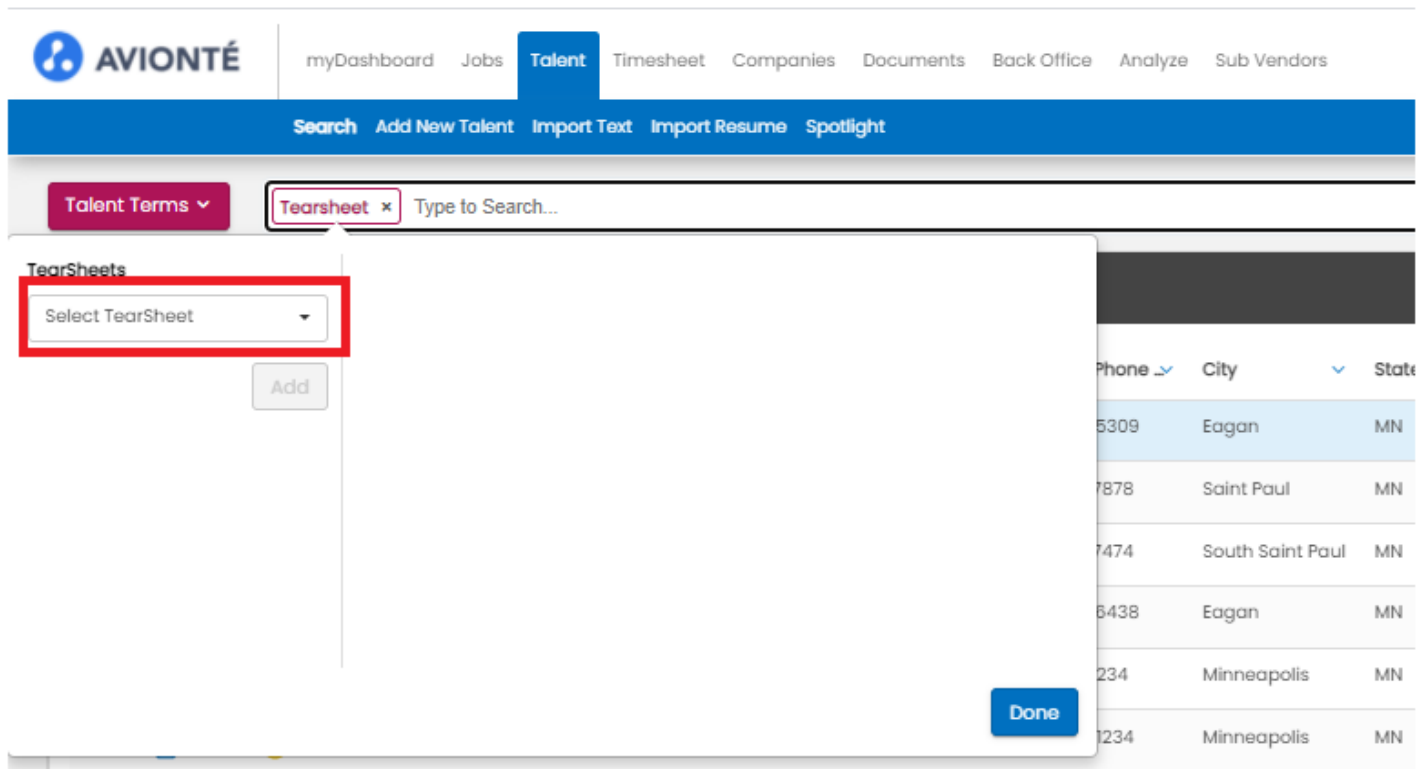


The screenshot displays the AVIONTÉ Talent search interface. At the top, there is a navigation bar with the AVIONTÉ logo and several menu items: myDashboard, Jobs, Talent (highlighted), Timesheet, Companies, Documents, Back Office, Analyze, and Sub Vendors. Below this is a blue search bar with options: Search, Add New Talent, Import Text, Import Resume, and Spotlight. A search input field contains the placeholder text "Type to Search...". A dropdown menu titled "Talent Terms" is open, listing various search criteria. The "Tearsheet" option is highlighted with a red box. Other options in the list include Location, Name, Email, Resume Search, Activities, Job Activities, Category, Tags, Availability, Compensation, Created, Custom Fields, Flags, Phone, Placement Status, Position Category, Representative, Resume Tags, Work History Search, Education History Search, Talent Status, Assessments, Talent ID, Comments, SSN Last 4, E-Verify Status, Tax Credit Status, and Talent Branch.

- Location
- Name
- Email
- Resume Search
- Activities
- Job Activities
- Category
- Tags
- Availability
- Compensation
- Created
- Custom Fields
- Flags
- Phone
- Placement Status
- Position Category
- Representative
- Resume Tags
- Tearsheet**
- Work History Search
- Education History Search
- Talent Status
- Assessments
- Talent ID
- Comments
- SSN Last 4
- E-Verify Status
- Tax Credit Status
- Talent Branch

Tearsheets

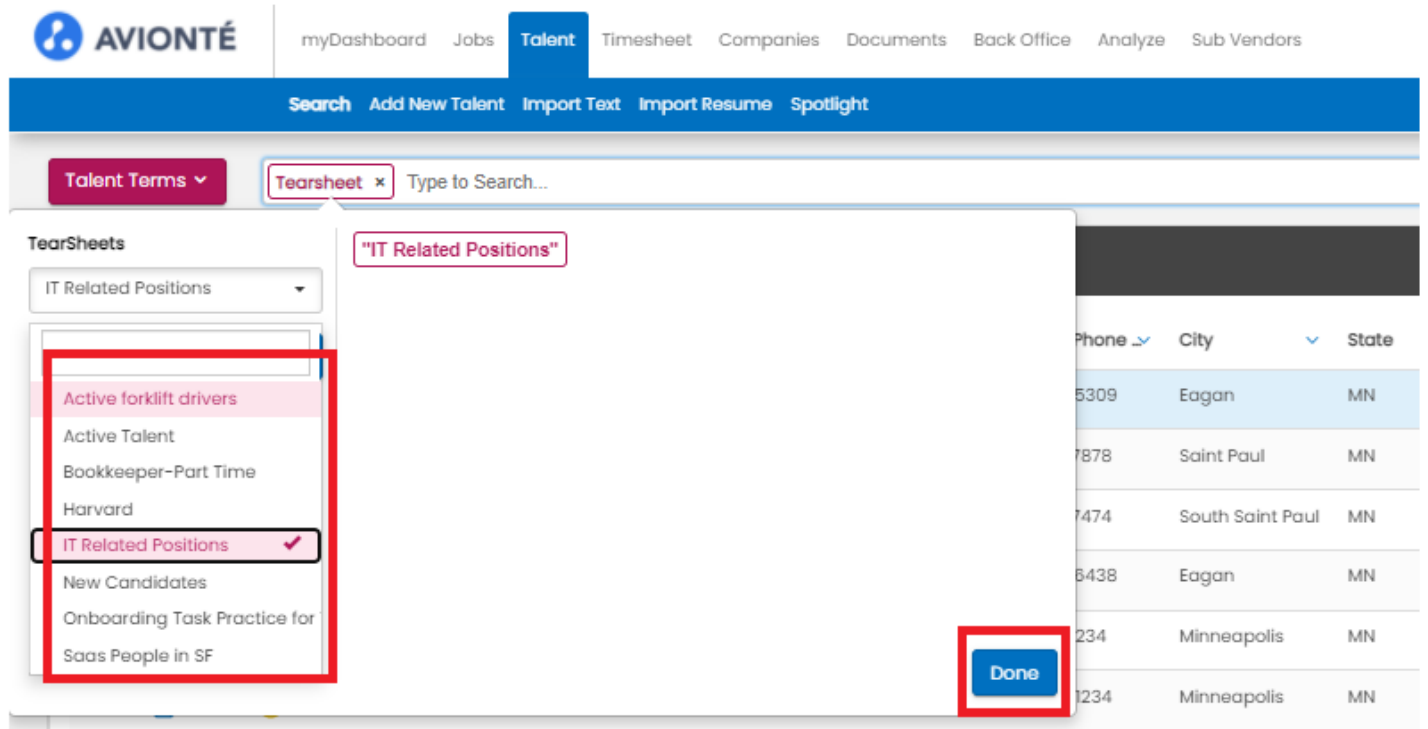
3. Click the drop down for 'Tearsheets'



The screenshot shows the AVIONTÉ interface with the 'Talent' tab selected. A search bar contains the text 'Tearsheet'. Below the search bar, a dropdown menu titled 'Tearsheets' is open, showing a list of options. The first option, 'Select TearSheet', is highlighted with a red box. A 'Done' button is visible at the bottom right of the dropdown menu.

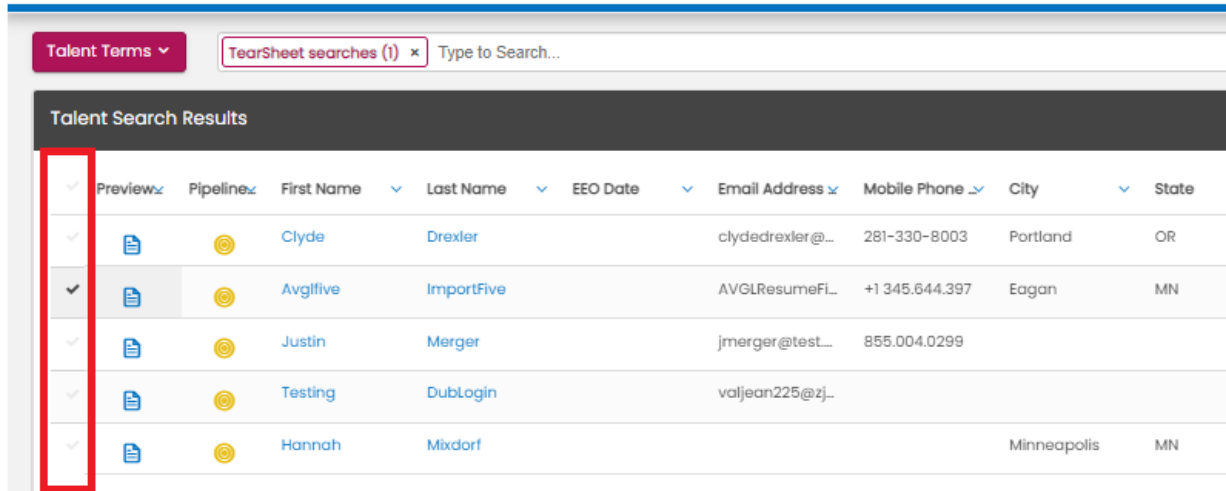
4. Select the Tearsheet(s)

5. Click 'Done'



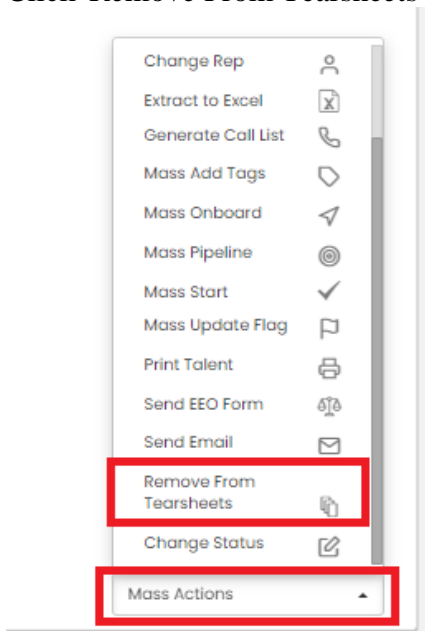
The screenshot shows the AVIONTÉ interface with the 'Talent' tab selected. A search bar contains the text 'Tearsheet'. Below the search bar, a dropdown menu titled 'Tearsheets' is open, showing a list of options. The option 'IT Related Positions' is selected and highlighted with a red box. A 'Done' button is visible at the bottom right of the dropdown menu.

- Once the results are displayed, select all the records you want to remove

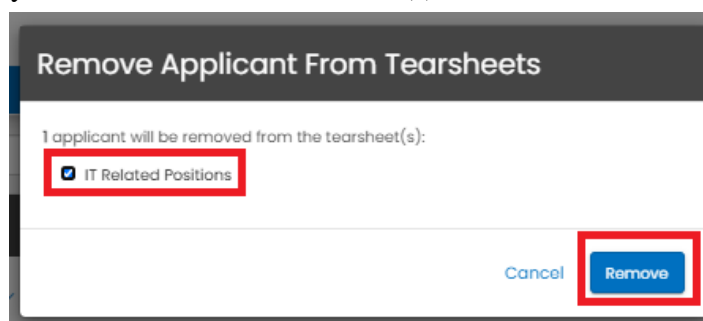


Preview	Pipeline	First Name	Last Name	EEO Date	Email Address	Mobile Phone	City	State
<input type="checkbox"/>		Clyde	Drexler		clydedrexler@...	281-330-8003	Portland	OR
<input checked="" type="checkbox"/>		Avglfive	ImportFive		AVGLResumeFI...	+1 345.644.397	Eagan	MN
<input type="checkbox"/>		Justin	Merger		jmerger@test...	855.004.0299		
<input type="checkbox"/>		Testing	DubLogin		valjean225@zj...			
<input type="checkbox"/>		Hannah	Mixdorf				Minneapolis	MN

- Click the 'Mass Actions' drop down
- Click 'Remove From Tearsheets'



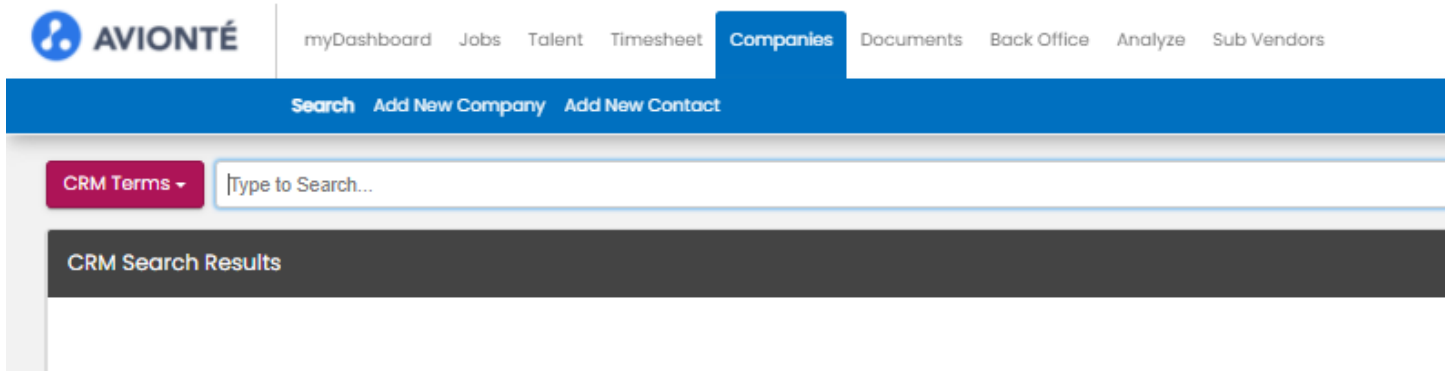
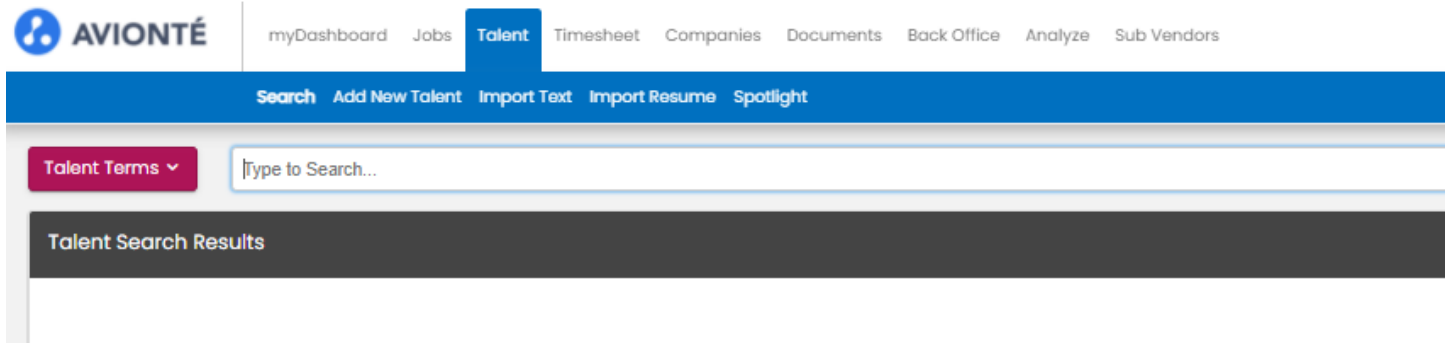
- You'll be prompted to verify that you want to remove the record(s)
- Select the Tearsheet checkbox
- Click 'Remove'



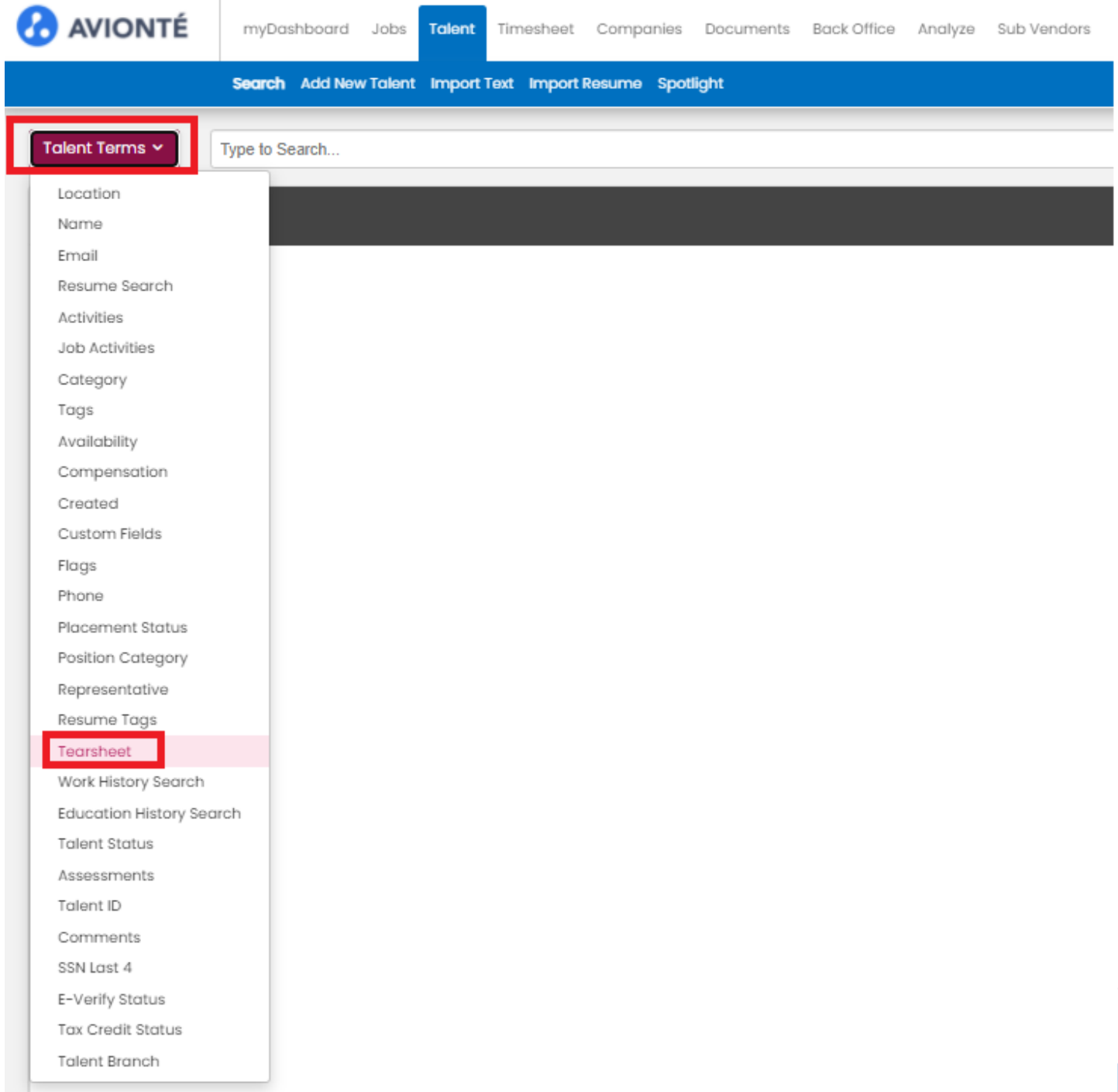
- If you still are showing the records you removed just refresh the page.

Extract/Export to Excel

1. Go to the Talent or Company Manager Tab



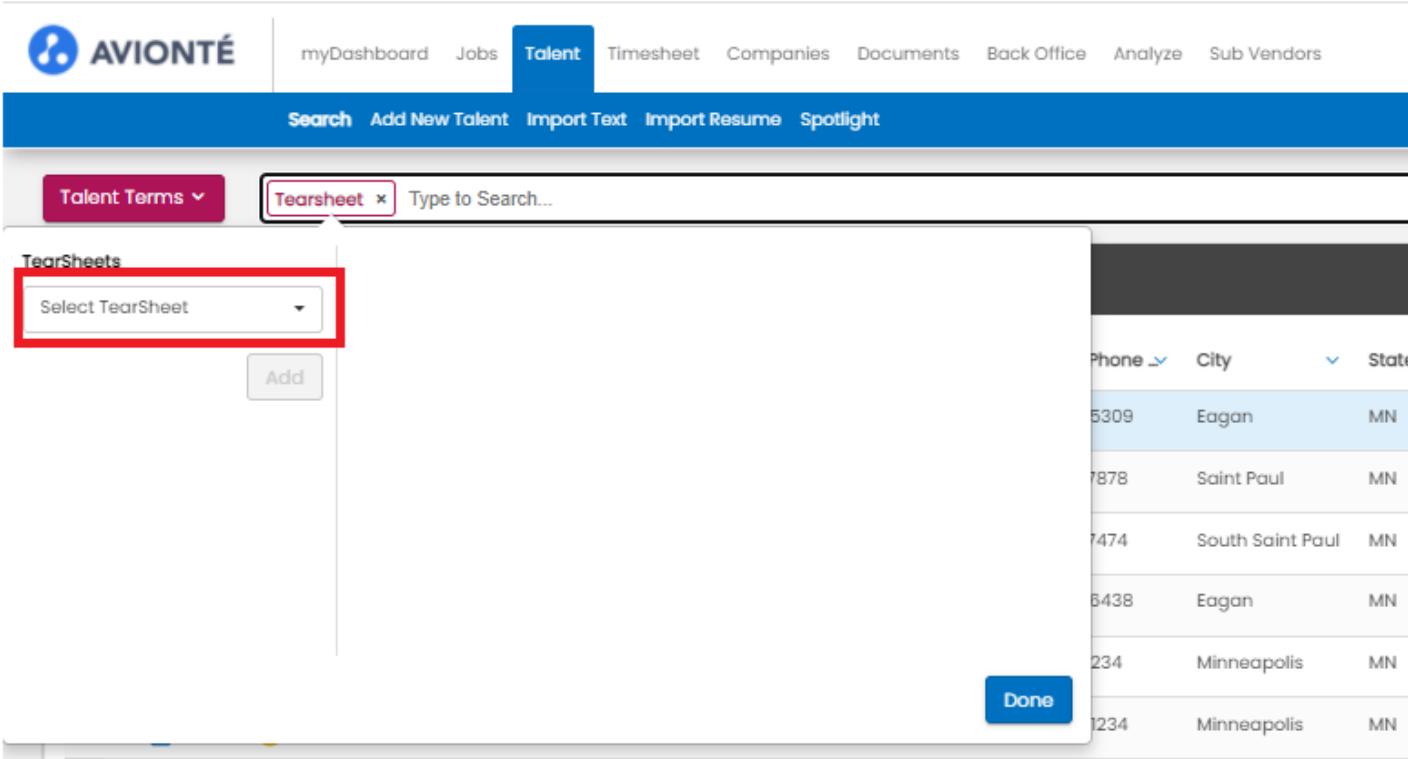
2. Select 'Tearsheet' from the Search options



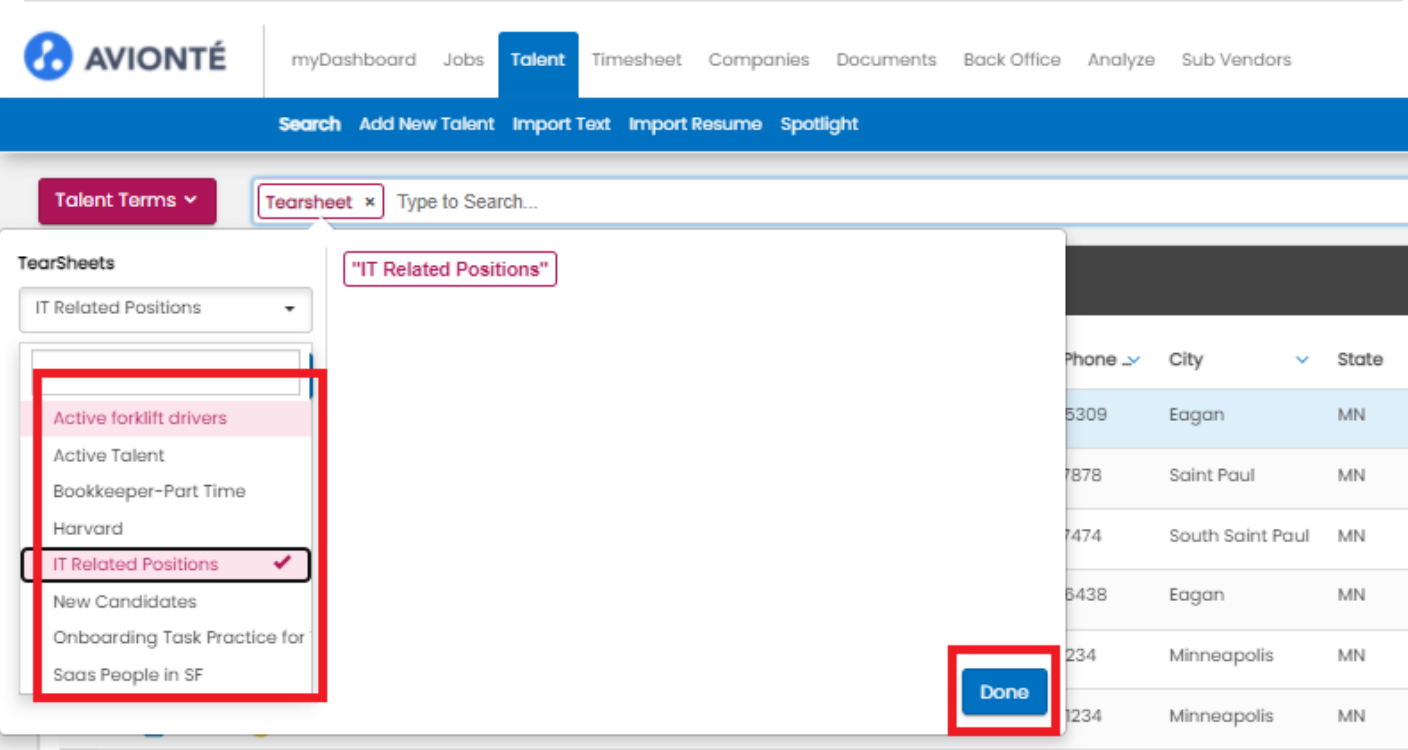
The screenshot displays the AVIONTÉ Talent management interface. At the top, there is a navigation bar with the AVIONTÉ logo on the left and several menu items: myDashboard, Jobs, Talent (highlighted in blue), Timesheet, Companies, Documents, Back Office, Analyze, and Sub Vendors. Below this is a secondary blue bar with options: Search, Add New Talent, Import Text, Import Resume, and Spotlight. A search bar is present with the placeholder text 'Type to Search...'. To the left of the search bar is a dropdown menu labeled 'Talent Terms' (highlighted with a red box). The dropdown menu is open, showing a list of search criteria. The 'Tearsheet' option is highlighted with a red box, indicating it is the selected option. Other options in the list include Location, Name, Email, Resume Search, Activities, Job Activities, Category, Tags, Availability, Compensation, Created, Custom Fields, Flags, Phone, Placement Status, Position Category, Representative, Resume Tags, Work History Search, Education History Search, Talent Status, Assessments, Talent ID, Comments, SSN Last 4, E-Verify Status, Tax Credit Status, and Talent Branch.

Tearsheets

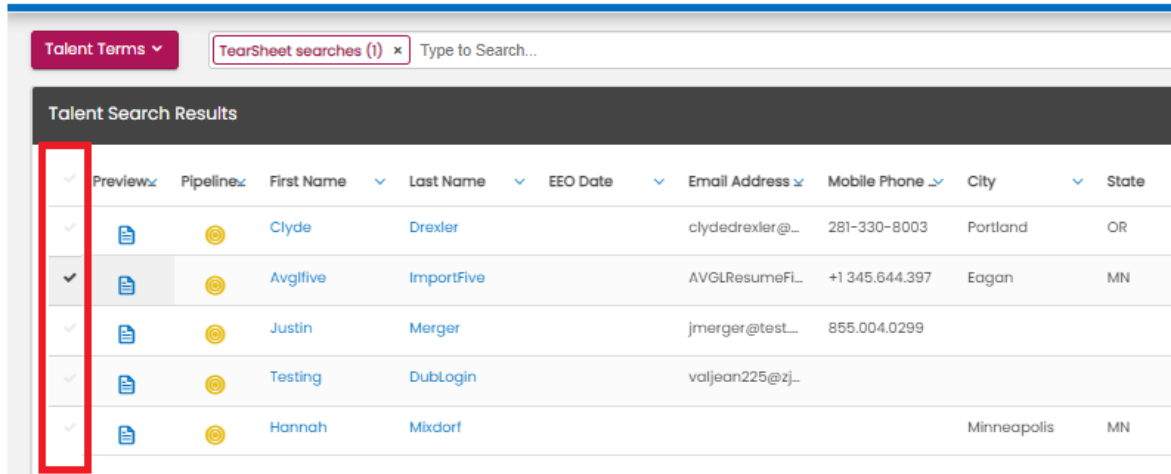
3. Click the drop down for 'Tearsheets'



4. Select the Tearsheet(s)
5. Click 'Done'



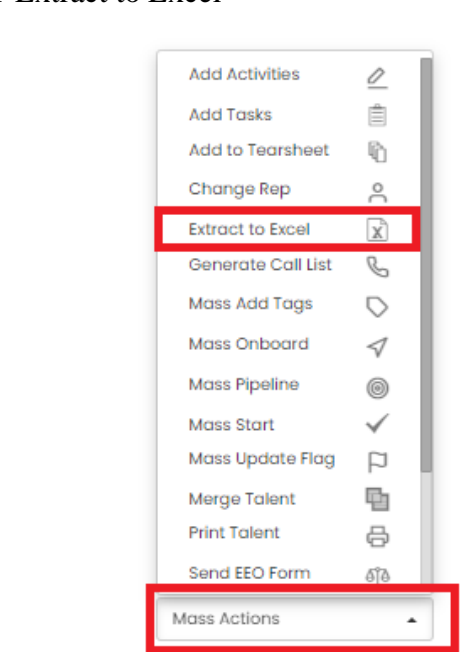
6. Select the record(s) you want to Extract/Export to Excel



Preview	Pipeline	First Name	Last Name	EEO Date	Email Address	Mobile Phone	City	State	
<input type="checkbox"/>			Clyde	Drexler		clydedrexler@...	281-330-8003	Portland	OR
<input checked="" type="checkbox"/>			Avgfive	ImportFive		AVGLResumeFL...	+1 345.644.397	Eagan	MN
<input type="checkbox"/>			Justin	Merger		jmerger@test...	855.004.0299		
<input type="checkbox"/>			Testing	DubLogin		valjean225@zj...			
<input type="checkbox"/>			Hannah	Mixdorf				Minneapolis	MN

7. Click 'Mass Actions' drop down

8. Click 'Extract to Excel'



9. The file should automatically download and be placed in your Downloads Folder

1. You may also see the file at the bottom of your screen
2. Though it is a CSV file, you can still use Excel

