Internal Applicant Records (IAR) – User's Guide

Background

In early 2019, all programs on the Fortis platform were migrated to DocuWare. Once a Fortis program, Internal Applicant Records, or IAR, now functions as a DocuWare program.

Login

Log into IAR the same way you log into most MCPS programs, with your regular network username and password.

First-time Use

First time logging in? You will see a "Welcome to DocuWare" tutorial. This is a generic tutorial that includes DocuWare features that are not active in IAR. **Disregard the tutorial**. Uncheck the box that says, "Show this Tutorial again," and close the tutorial.
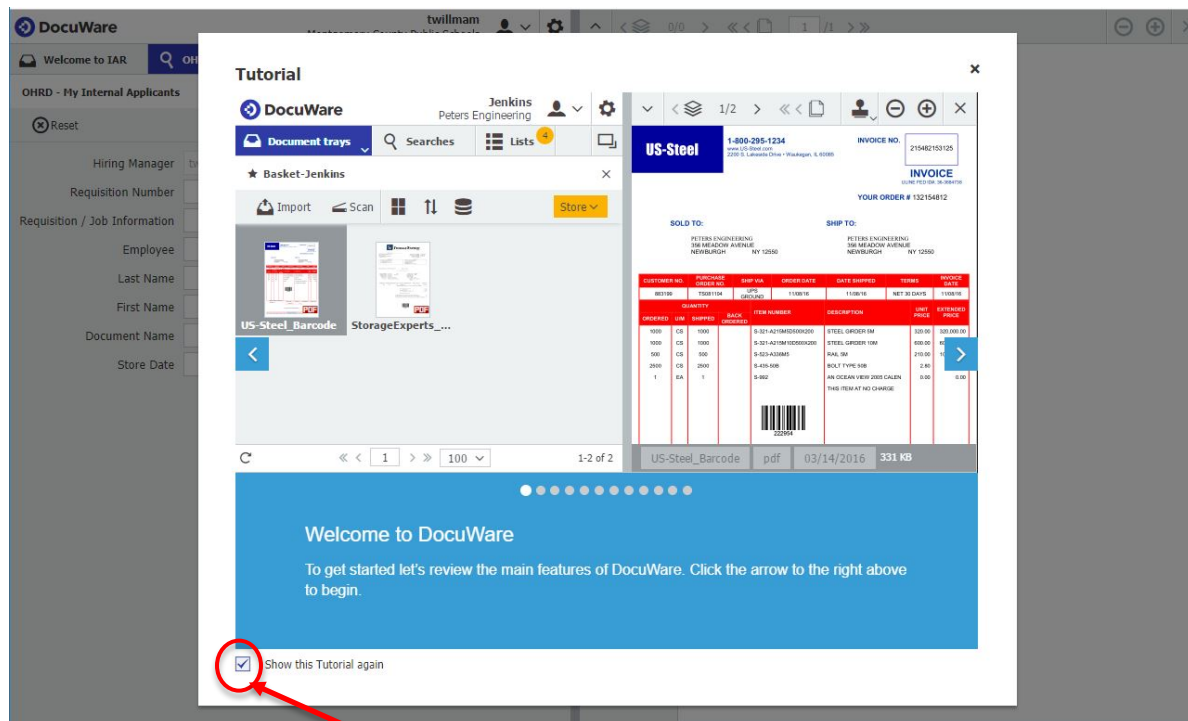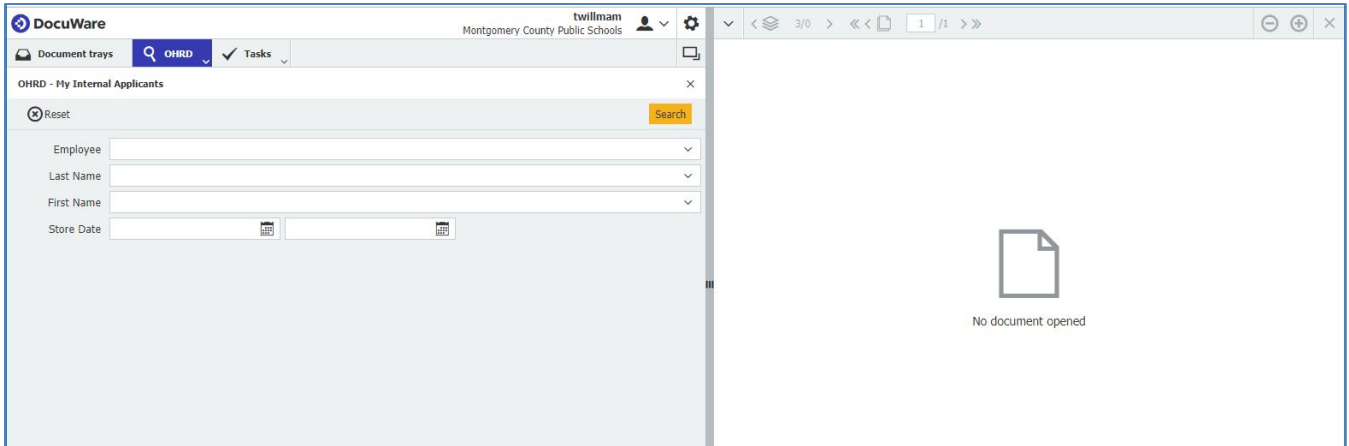

View at first login   *Disregard tutorial and uncheck "Show this Tutorial again."*

Search

- Click on the "Searches" (first-time use) or "OHRD" (Office of Human Resources and Development) button to begin a search. If you've searched before, you can also select "Recent Searches."
- Search by employee ID number, or employee name.

Search screen

View Documents

- Double-click a document to open it in the viewer.
- Click on down caret to open/close the tool palette.
- Use zoom icons to scale up or down.
- Move dividing bar to change viewer width.
- Along the top, you can move through your documents and the pages within the document you are currently viewing.

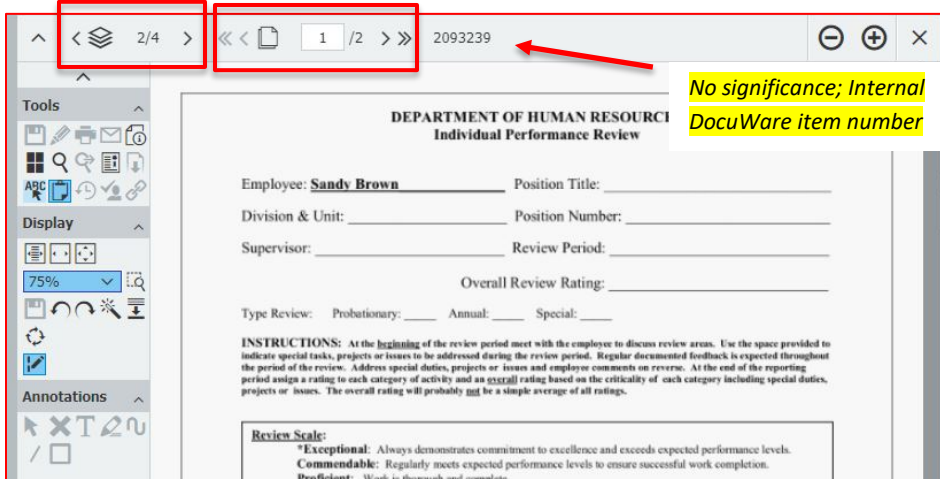==Documents available== / ==Pages in current document==

==No significance; Internal DocuWare item number==

- Use display tools to change your view (full width, clipping, rotate, etc.). Hover over each tool for a description of its function. Tools that are gray have no function in IAR.
- Once you're done, you can log out of IAR under your account icon. When you login again, IAR will open to the same view you had when you logged out the last time.
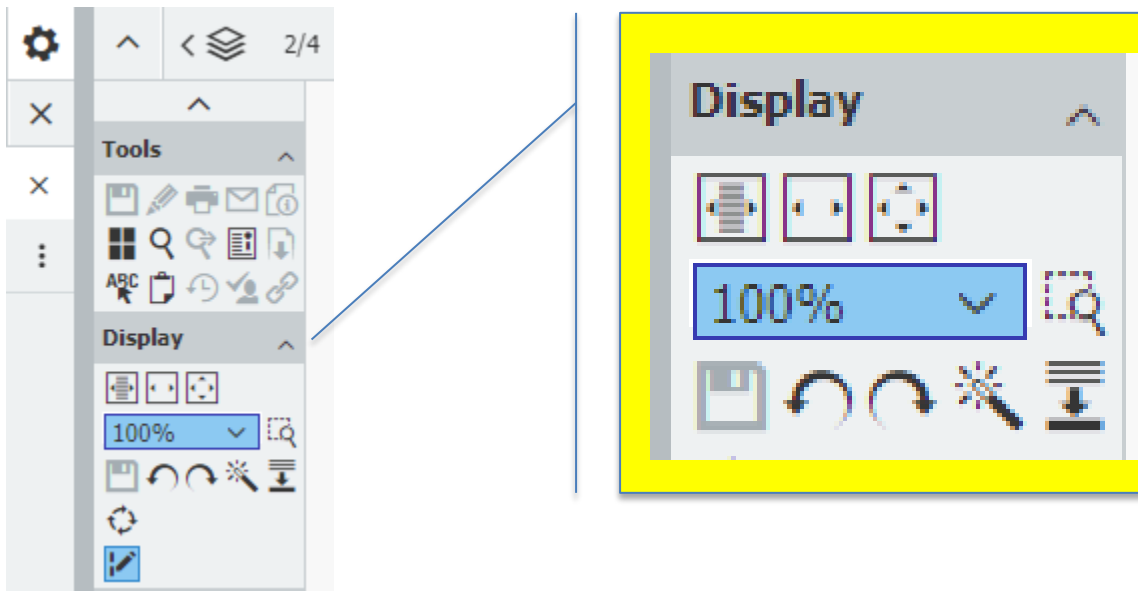
Non-functioning Icons

Some icons in the Toolbar are grayed out because they have no function in the IAR program. Because the documents are part of an employee file, IAR users are not able to save, print, send, or link documents.

In addition, other icons in the program appear active, but do not serve a purpose in IAR. They include:

- Document Trays
- Profile*
- Gear icon

- Tasks
- Settings
- Store Date

* It is important that you do not make changes to your Profile in IAR.

FAQs

- The tutorial says I can use things like "one-click indexing for quick storage" and "stamps on documents," but they don't work for me.
  - Several features in DocuWare have no function in IAR.
  - Disregard tutorial and view the tutorial and/or guide linked on the web site.
- I can log in but I get no search results, even though I have an active requisition
  - Only the hiring manager can view requisitions (not collaborators); only one hiring manager per school
  - Permissions level issue? Please contact the Technical Help Desk at 301-517-5800.
- I click on the [task, tray, print…] icon but nothing happens
  - There are icons and trays that display but serve no function within IAR.
- I changed my password under the IAR Account Settings.
  - The password feature inside the IAR application does not work with your MCPS account settings, and you will be locked out of IAR until resolved. Call the Technical Help Desk at 301-517-5800 for assistance.
- What is the difference between ATS and IAR?
  - The Internal Applicant Records program is separate from the Applicant Tracking System.

IAR	ATS
Hiring manager only	Hiring manager and collaborators
View internal applicants only	View all applicants
Contains documents in an employee's history including evaluations, certifications, driving record, etc.	Contains application and attached documents only.