Finding Additional Attachments & Supporting Documents in ORC

At first glance, it may look as if applications are incomplete, and that candidates have uploaded resumes/CVs but have not included cover letters and other supporting documentation. In order to see the complete list of attached documents, you should click on the applicant's name.

The next screen contains a toolbar along the left side. Select the Attachments option.

On the Attachments/Supporting Documents page, there is a dropdown menu. This allows you to see multiple documents that have been submitted by the applicant.
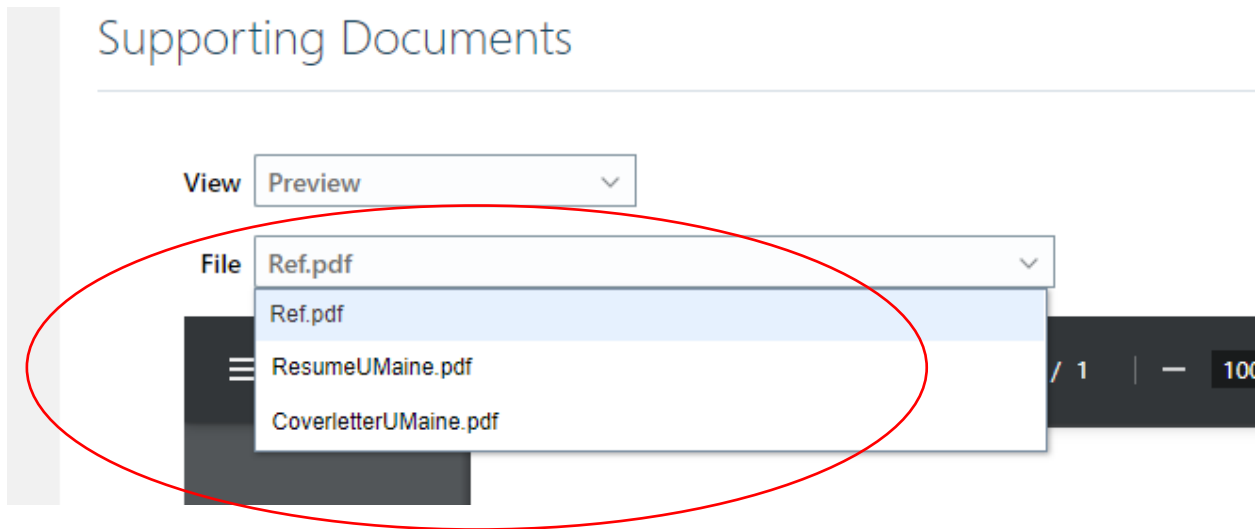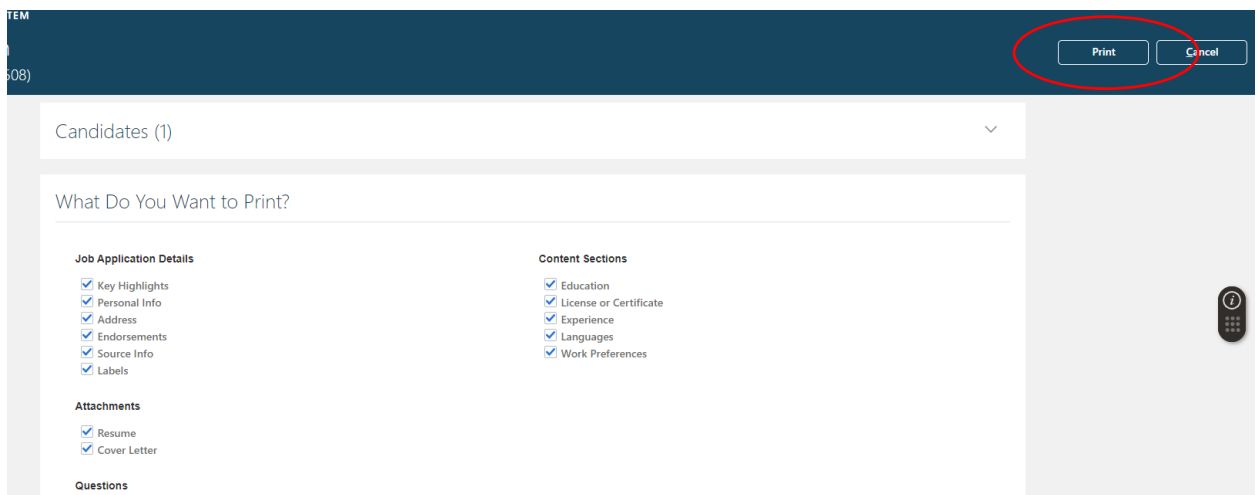

If you would like to download all of the supporting documents together in a single PDF, go to the Actions dropdown menu in the top right corner of your screen, and select the Print option (it's the last item in the list).
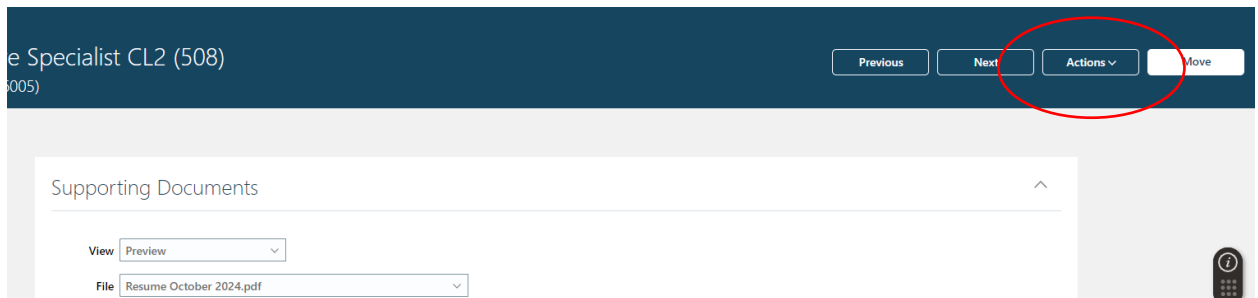
The next screen will give you options of what to include in the PDF. You can select or deselect items, and then select Print again.

You will be provided with a single PDF file that you can view, download, and/or print.