

## Applicant Registration - Name and other details should all be capital letters.

The new update of the system has been released. The New configuration to set Name and other details in applicant registration can be capital letters.

Here are the steps on how to set up the configuration in Field control under Maintenance Module.

- Go to Maintenance Module > Field Look up > Form Controls > Talent Acquisition > at the right bottom find “Capitalize Applicant Profile Form.” and set to **YES** then save.

The screenshot displays the 'Field Lookup List' configuration interface. The left sidebar shows the navigation menu with 'Field Lookup' selected. The main content area is titled 'Field Lookup List' and shows a dropdown menu for 'Module' set to 'Talent Acquisition'. Below this, there are various configuration options, including 'Capitalize Applicant Profile Form' which is set to 'YES'. A 'Message' dialog box is open in the center, asking 'Do you want to save this record?' with 'Yes' and 'No' buttons. A 'Save' button is visible in the top right corner. Blue arrows highlight the navigation path: Maintenance > Field Lookup > Form Controls > Talent Acquisition > Capitalize Applicant Profile Form.

Go to Applicant portal. Register and create an account then sign up.

**CREATE AN ACCOUNT**

JUAN M DELA CRUZ

09278336756 02/01/2000 DEO.JANE.TESTI@GMAIL.C

CV 3mb.pdf  
Max file upload is 3MB

By signing up, you agree to our **Terms and Condition**

**SIGN UP**

Already have an account? **LOG IN**

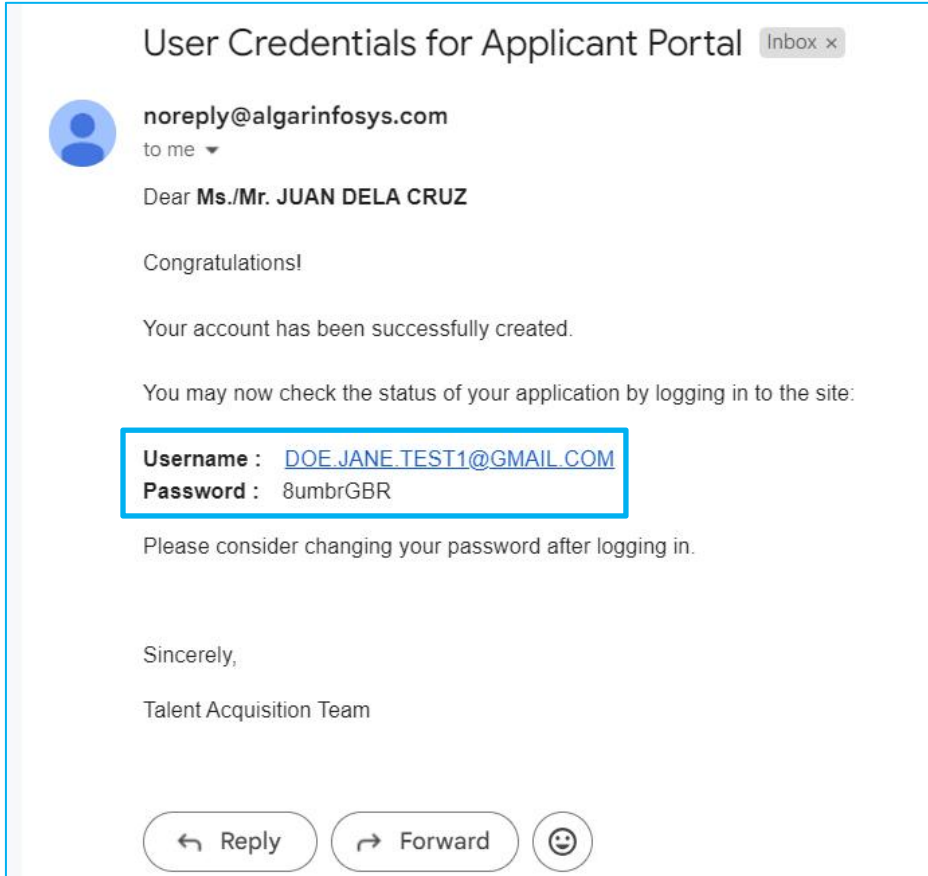
Put a check mark and click agree all to continue registration.

You're almost ready to get started! You will get a confirmation through email for account activation and verification once you have agreed on the Privacy Policy and Terms of Use.

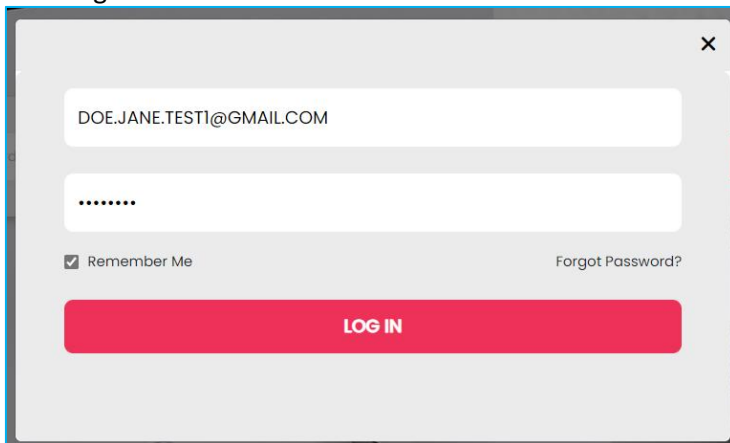
I hereby acknowledge and certify that I have read the Data Privacy Policy and I give my consent in the collection and processing of my personal information for purposes indicated herein. hereby acknowledge and certify that I have read the Data Privacy Policy and I give my consent in the collection and processing of my personal information for purposes indicated herein.

Already **AGREE ALL** ? **LOG IN**

Use the username and password sent to you via email.



Then log in.



This is the all the Letters size after configuration is already set to yes.

### Profile Information

#### Personal Details

\* Required field

First Name JUAN	Middle Name M	Last Name DELA CRUZ
Nick Name *	Gender * Select Gender	Birthdate 02/01/2000
Age 24	Civil Status * Select Civil Status	

#### Contact Details

City Address:

House No.	Street	Barangay
Municipality	Province	Zip Code

Save Data Close

#### Provincial Address:

House No.	Street	Barangay
Municipality	Province	Zip Code

Social Media:

DOE.JANE.TEST1@GMAIL.COM	LinkedIn	Youtube
09278336756	Facebook	Google Plus
@ Instagram	Skype	Twitter

Double Click To Hide Blank Area

This is the letter size when entering other details.

### Profile Information

#### Personal Details

\* Required field

First Name JUAN	Middle Name M	Last Name DELA CRUZ
Nick Name JUAN	Gender MALE	Birthdate 02/01/2000
Age 24	Civil Status SINGLE	

Profile Information

Contact Details

City Address:

123	STREET 1	TEODORO
LIGAYA	MUNTINGLUPA	1211

Provincial Address:

1234	*	LUCIA
	Street	
BAUAN	LEYTE	0212

Social Media:

DOE.JANE.TESTI@GMAIL.COM	in JUANDELACRUZ	JUANDELACRUZZ@GMAIL.COM
09278336756	JUANDELACRUZZ@YAHOO.COM	G+ JUANDELACRUZZ@GMAIL.COM
@JUANDELACRUZOFFICIAL	JUANDELACRUZZ@GMAIL.COM	JUANDELACRUZZ@GMAIL.COM

Save Data Close