

NEW AP RECRUIT FILTERS AND COLUMNS SETTINGS

September 21, 2017

Recruitments

OLD LAYOUT

Previously, all filters were found on the left side of the Recruitments page. There were **8 filter categories** you used to customize your list of recruitments, and the **Change columns** button was located at the top left side of the screen.

The screenshot shows the Berkeley Recruitments interface. At the top, there is a navigation bar with 'Berkeley Recruit' and various menu items like 'Recruitments', 'Waivers', 'Exemptions', 'Approvals', 'Admin', 'Reports', and 'Help'. Below the navigation bar, the page title is 'Recruitments'. On the left side, there are eight numbered filter categories: 1. Submission Dates, 2. Dates, 3. Academic Year, 4. Recruitment Type, 5. Hiring Type, 6. Senate / Non-Senate, 7. Conclusion, and 8. Other. Each category has several sub-items with checkboxes. At the top left of the main content area, there are three buttons: 'Create new recruitment plan', 'Change Columns' (circled in orange), and 'Download as CSV'. To the right of these buttons is a search bar with the placeholder text 'Name, JP#, Salary control #, etc.' and a search icon. The main content area displays a table of recruitment entries with columns for 'JP #', 'Concluded', 'Search Status', 'Name', 'Department', and 'Submission Dates'. The table contains 15 rows of data, each representing a different recruitment plan.

JP #	Concluded	Search Status	Name	Department	Submission Dates
JF10017	No	SEARCHING	2017-2018 APB Customer - Material Processing, Structure Properties of Characterization - Material Science and Engineering	Material Science & Engineering	Final and Closed 8/15/2017 - 8/15/2017 Last Modified Date: Nov 29th, 2017
JF10018	No	SEARCHING	2017-2018 Customer Service and Compensation Services	Compensation Services	Final and Closed 9/1/2017 - 9/1/2017
JF10019	No	SEARCHING	2	Human Resources	Final and Closed 8/15/2017 - 8/15/2017
JF10020	No	SEARCHING	2	Human Resources	Final and Closed 8/15/2017 - 8/15/2017
JF10021	No	SEARCHING	2	Human Resources	Final and Closed 8/15/2017 - 8/15/2017
JF10022	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10023	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10024	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10025	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10026	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10027	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10028	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10029	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10030	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10031	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10032	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10033	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10034	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10035	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10036	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10037	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10038	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10039	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017
JF10040	No	SEARCHING	2017-2018 Customer Service	Customer Service	Final and Closed 8/15/2017 - 8/15/2017

NEW LAYOUT

On the new layout, the filters can be found at the top of the workspace within the new Workspace Ribbon. Click the **Edit workspace** button to customize your columns and filters.

The screenshot shows the Berkeley Recruit interface. At the top, there is a navigation bar with 'Berkeley Recruit' and various menu items like 'Recruitments', 'Walters', 'Exemptions', 'Approvals', 'Admin', 'Reports', and 'Help'. Below this, the 'Recruitments' workspace is visible. A search bar at the top right contains the text 'Name, JP#, Salary control #, etc'. Below the search bar, there is a ribbon with 'Default workspace' and 'Conclusion: Not yet concluded'. The 'Edit workspace' button is circled in red.

JP #	Search Status	Name	Department	Submission Dates
JP#00001	Open	Assistant Professor	Department of UO	Final and Closed: 1/15/2017 - 1/15/2017
JP#00002	Open	Assistant Professor	Department of UO	Final and Closed: 1/15/2017 - 1/15/2017
JP#00003	Open	Assistant Professor	Department of UO	Final and Closed: 1/15/2017 - 1/15/2017
JP#00004	Open	Assistant Professor	Department of UO	Final and Closed: 1/15/2017 - 1/15/2017
JP#00005	Open	Assistant Professor	Department of UO	Final and Closed: 1/15/2017 - 1/15/2017
JP#00006	Open	Assistant Professor	Department of UO	Final and Closed: 1/15/2017 - 1/15/2017
JP#00007	Open	Assistant Professor	Department of UO	Final and Closed: 1/15/2017 - 1/15/2017
JP#00008	Open	Assistant Professor	Department of UO	Final and Closed: 1/15/2017 - 1/15/2017

Within **Edit workspace** you will find the **8 filters** you are familiar with, and the new **Column** editor. Add or remove filters to customize your workspace with the plus or remove symbol.

The screenshot shows the 'Edit workspace' dialog box. The 'Filters' and 'Columns' tabs are visible at the top. The 'Columns' tab is selected and circled in orange. Below the tabs, there is a search bar for filters. A list of filters is shown, numbered 1 through 8:

- 1 Submission dates
- 2 Open date
- 3 Close date
- 4 Recruitment type
- 5 Hiring type
- 6 Senate / Non-senate
- 7 Conclusion
- 8 Applicants

At the bottom of the dialog, there is a 'Use default filters' button and 'Save changes' and 'Cancel' buttons.

Click the column tab in the workspace editor to customize your columns. To add a column to your workspace, drag it from the **Hidden** section to the **Shown** section. To remove a column from your workspace, drag it from the **Shown** section to the **Hidden** section. You can also drag columns to rearrange the order they appear.

After setting your workspace click **Save changes** at the bottom of the workspace editor.

Notice the ribbon at the top of the Recruitments page indicates which filters are active. Click on any filter on the ribbon to quickly update or remove it.

NEW LAYOUT

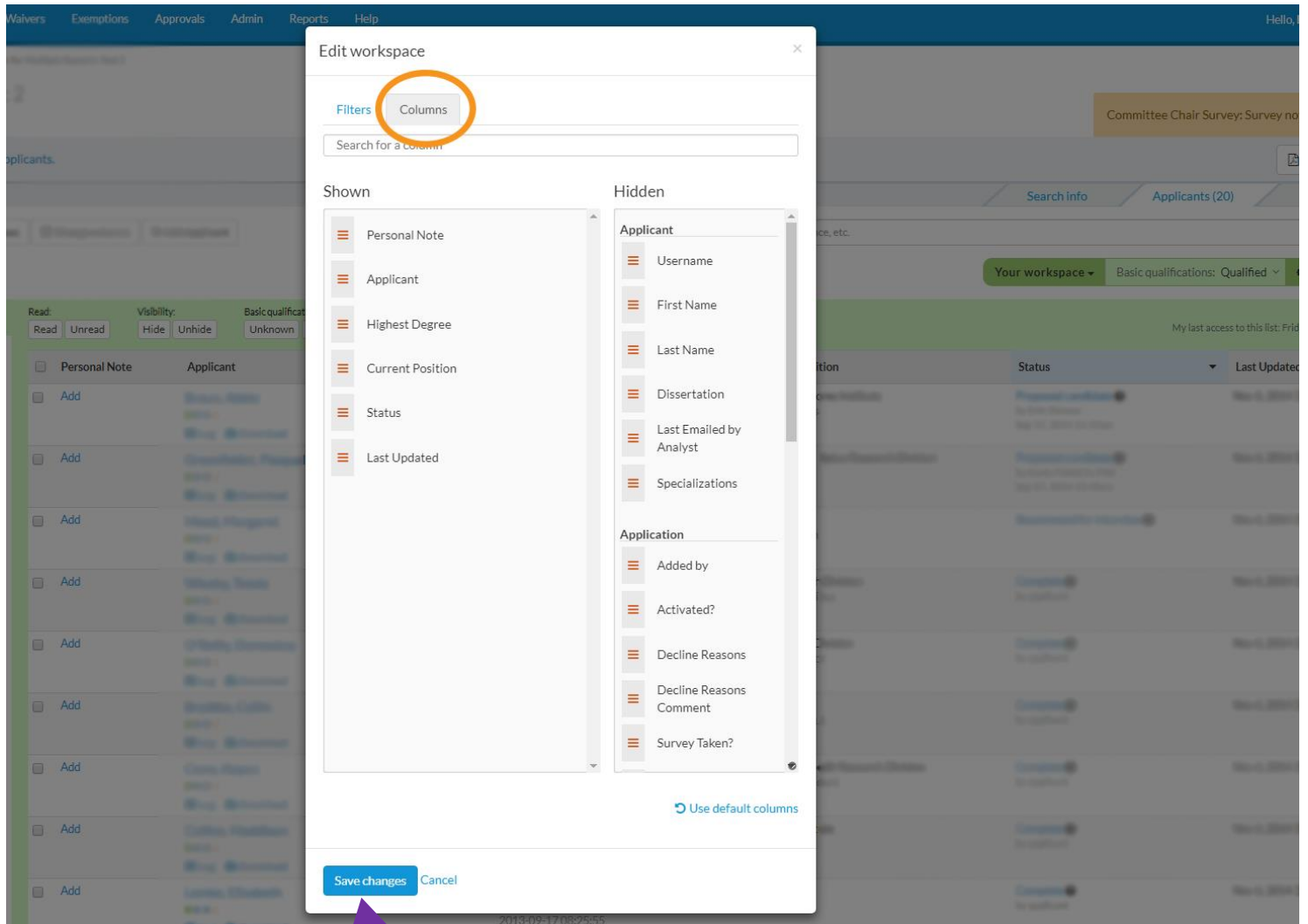
On the new layout, the filters can be found at the top of the workspace within the new Workspace Ribbon. Click the **Edit workspace** button to customize your columns and filters.

The screenshot shows the Berkeley Recruit system interface. At the top, there is a navigation bar with 'Berkeley Recruit' and various menu items like 'Recruitments', 'Waivers', 'Exemptions', 'Approvals', 'Admin', 'Reports', and 'Help'. Below this, there is a search bar and a 'Your workspace' dropdown menu. The 'Your workspace' dropdown is circled in red, and it shows a list of filters: 'Basic Qualifications: Entire pool', 'Specializations: All', and 'Edit workspace'. Below the dropdown, there is a table with columns for 'Personal Note', 'Applicant', 'Highest Degree', 'Current Position', 'Status', and 'Last Updated'. The table contains several rows of applicant data.

Within **Edit workspace** you will find the **6 filters** you are familiar with, and the new **Columns** editor. Add or remove filters to customize your workspace with the plus or remove symbol.

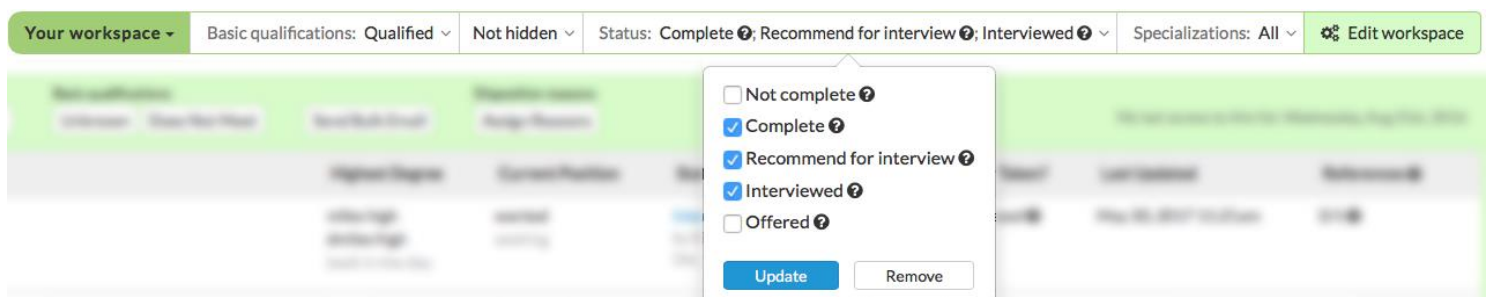
The screenshot shows the 'Edit workspace' dialog box. The 'Columns' tab is selected and circled in orange. The dialog box has a search bar for filters. Below the search bar, there is a list of filters with numbered callouts: 1 Basic qualifications (with a note 'This filter is always visible'), 2 Hidden, 3 Status, 4 Review window, 5 Specializations, and 6 Last updated. There are also two additional filter options: 'Applied on' and 'Completed date'. At the bottom, there is a 'Use default filters' button and 'Save changes' and 'Cancel' buttons.

Changing columns on the Applicants page works the same way as with the Recruitments page. Click the **Columns** tab in the workspace editor to customize your columns. To add a column to your workspace, drag it from the **Hidden** section to the **Shown** section. To remove a column from your workspace, drag it from the **Shown** section to the **Hidden** section. Drag columns to rearrange the order they appear.



As a reminder, don't forget to **Save changes** after editing your workspace.

After setting your workspace, the ribbon at the top of the Applicants page indicates what filters are active. Click on any filter on the ribbon to make quick updates.



Approvals, Waivers, & Exemptions

The filters and columns features for Approvals, Waivers, and Exemptions work the same as for Recruitments and Applicants. Find the active filters in the workspace ribbon at the top of the page and use **Edit Workspace** to customize your filters and columns.