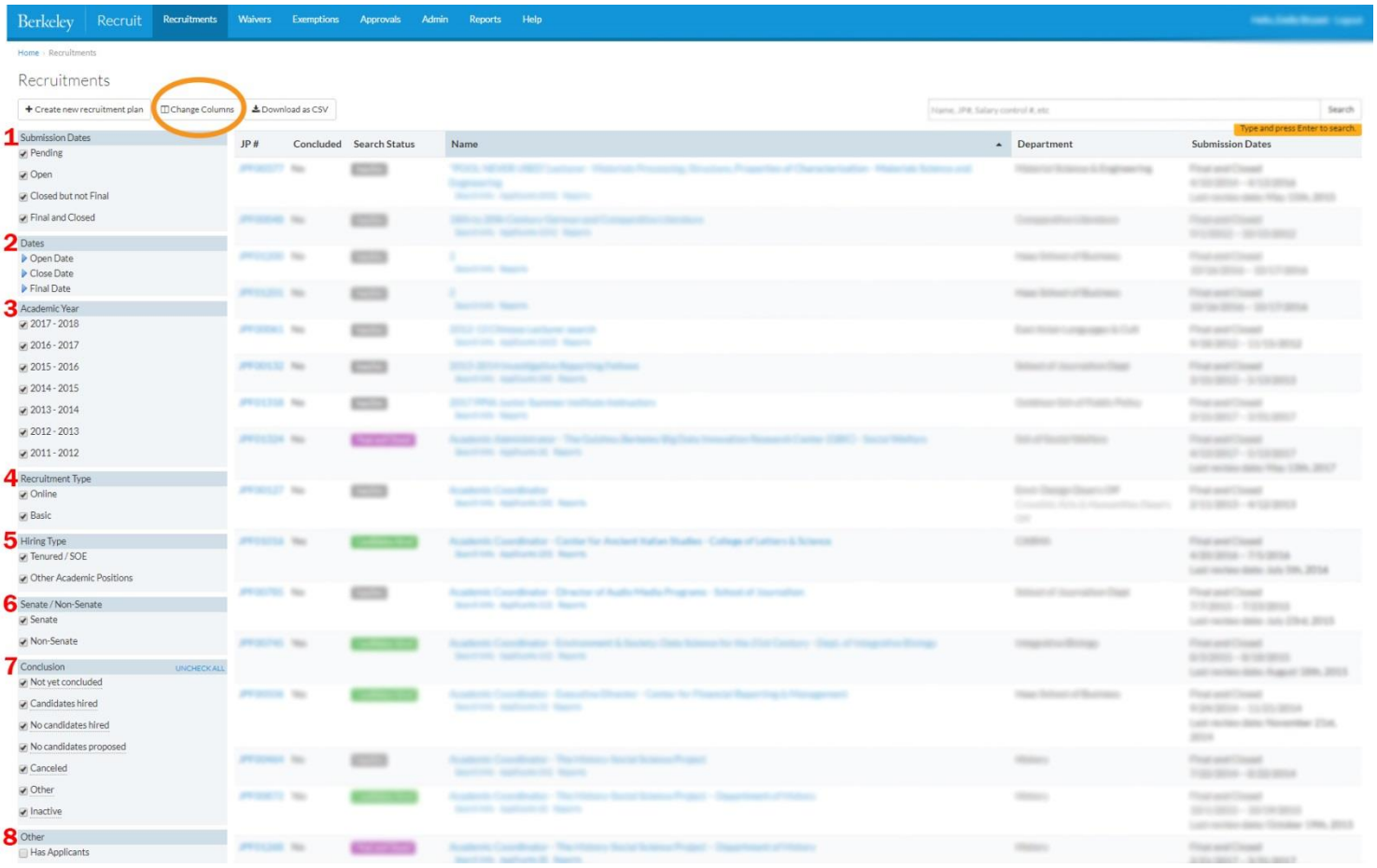
NEW AP RECRUIT FILTERS AND COLUMNS SETTINGS

September 21, 2017

Recruitments

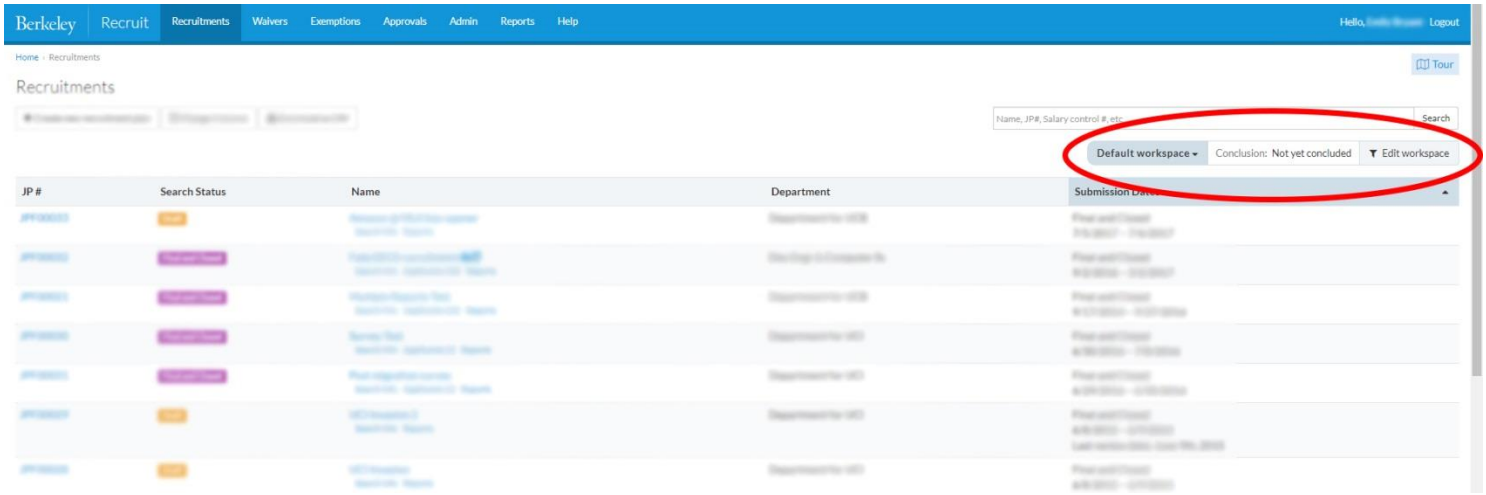
OLD LAYOUT

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.

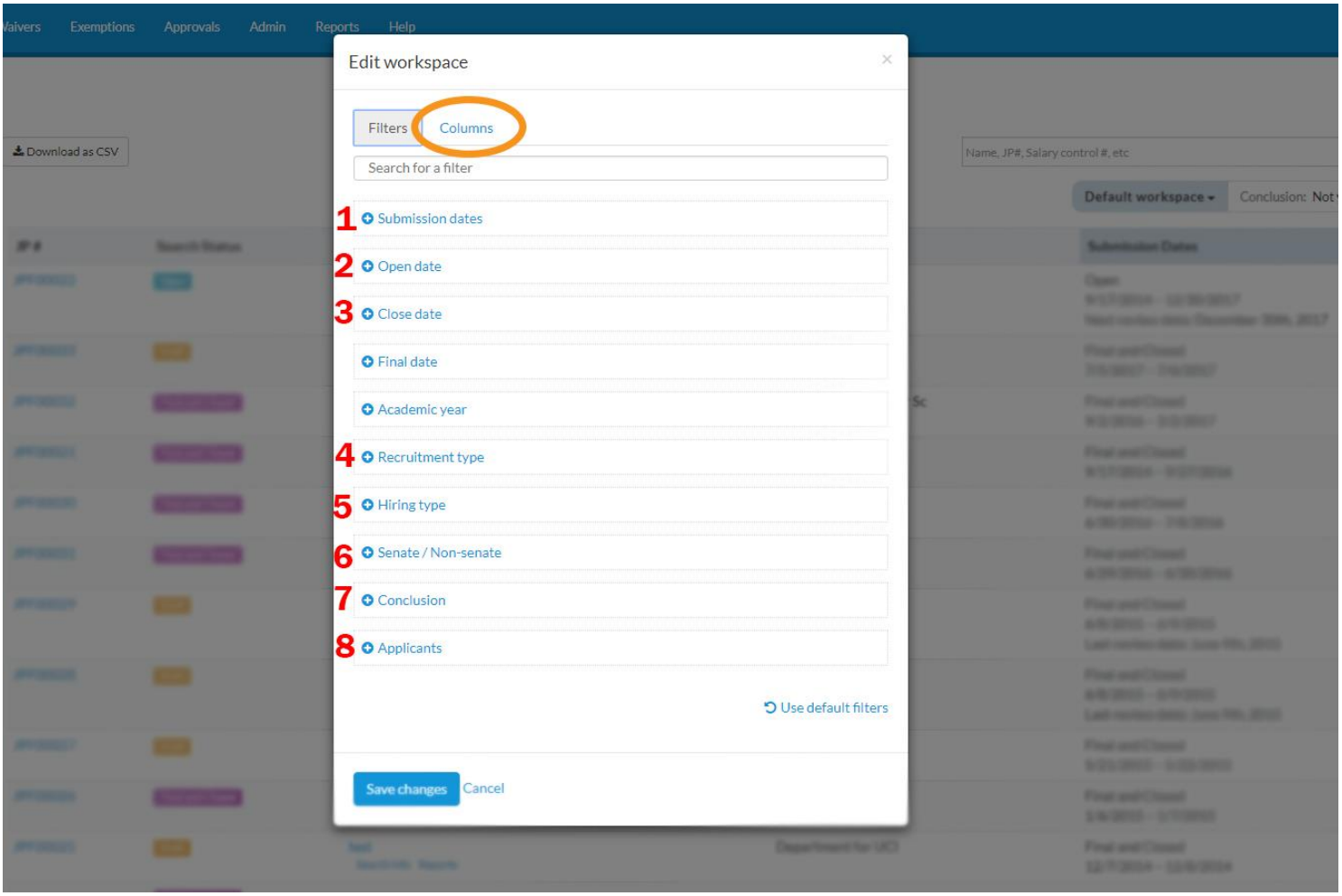


NEW LAYOUT

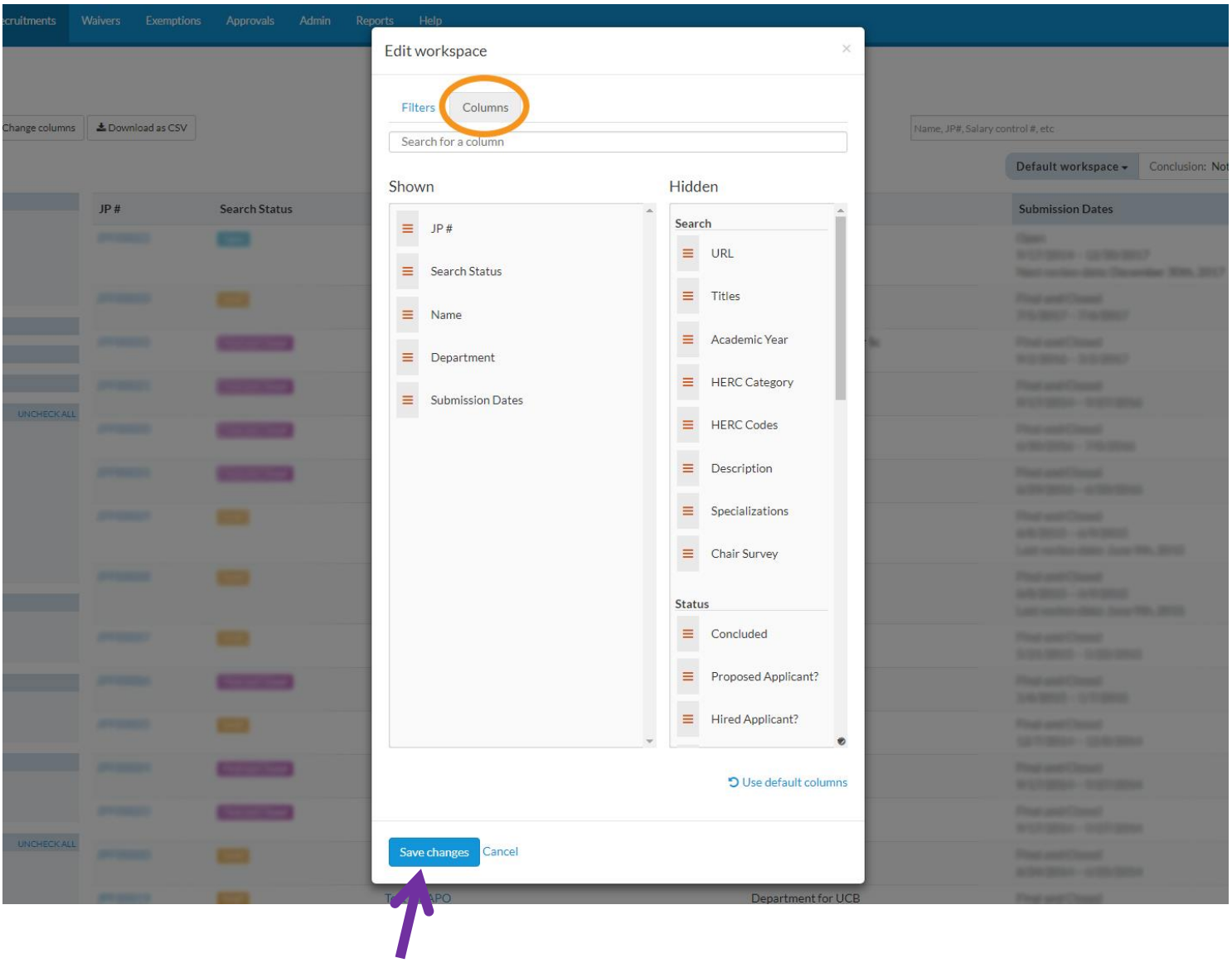
On the new layout, the filters can be found at the top of the workspace within the new Workspace Ribbon. Click the **Edit workspace** button to customize your columns and filters.



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.

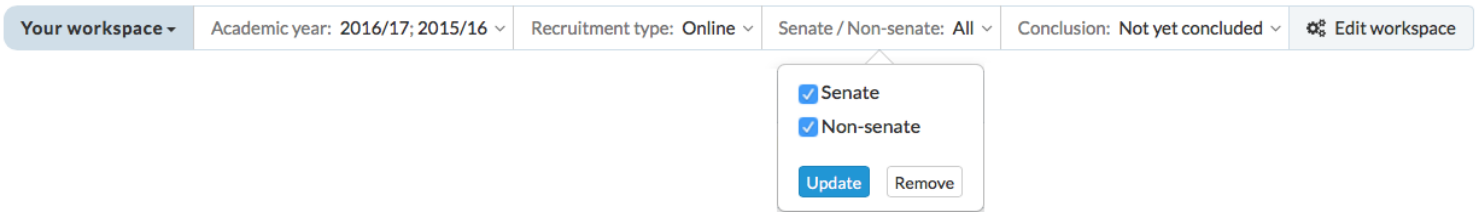


Click the column tab in the workspace editor to customize your columns. To add a column to your workspace, drag it from the **Hidden** section to the **Shown** section. To remove a column from your workspace, drag it from the **Shown** section to the **Hidden** section. You can also drag columns to rearrange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



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

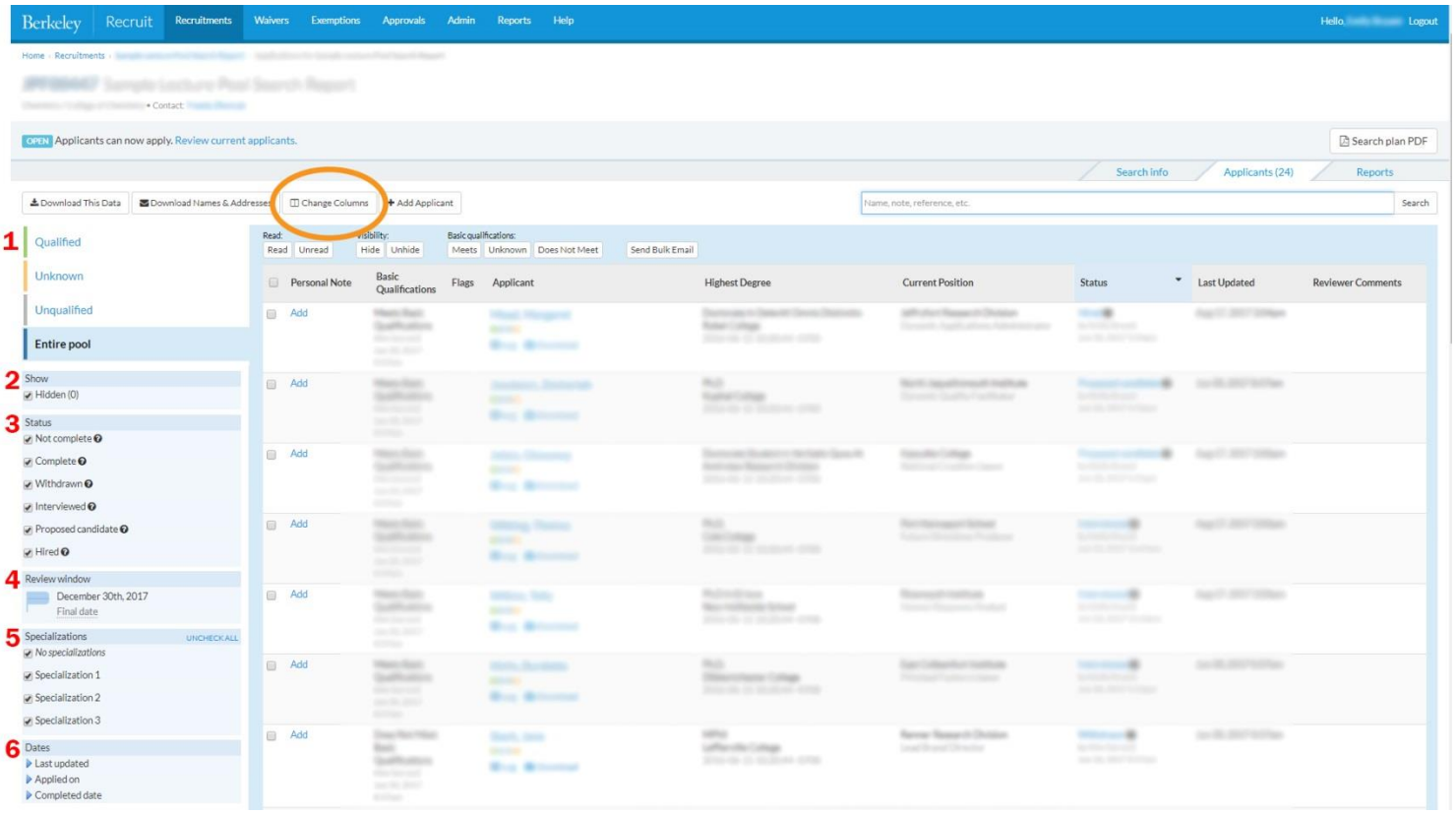
Notice the ribbon at the top of the Recruitments page indicates which filters are active. Click on any filter on the ribbon to quickly update or remove it.



Applicants

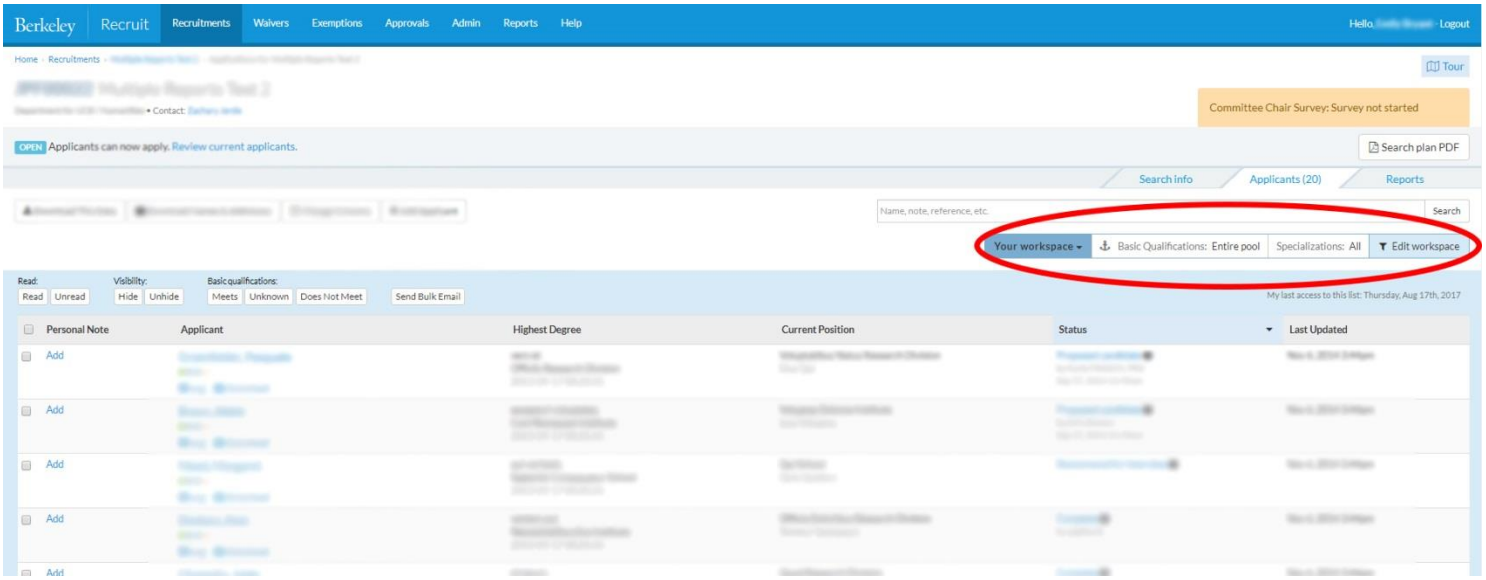
OLD LAYOUT

Similar to the Recruitments page, all filters were previously found on the left side of the Applicants page. For Initial Review Date recruitments with specializations, there were **6 filter categories** you could use to customize your list of applicants. The **Change columns** button was located at the top left side of the screen.

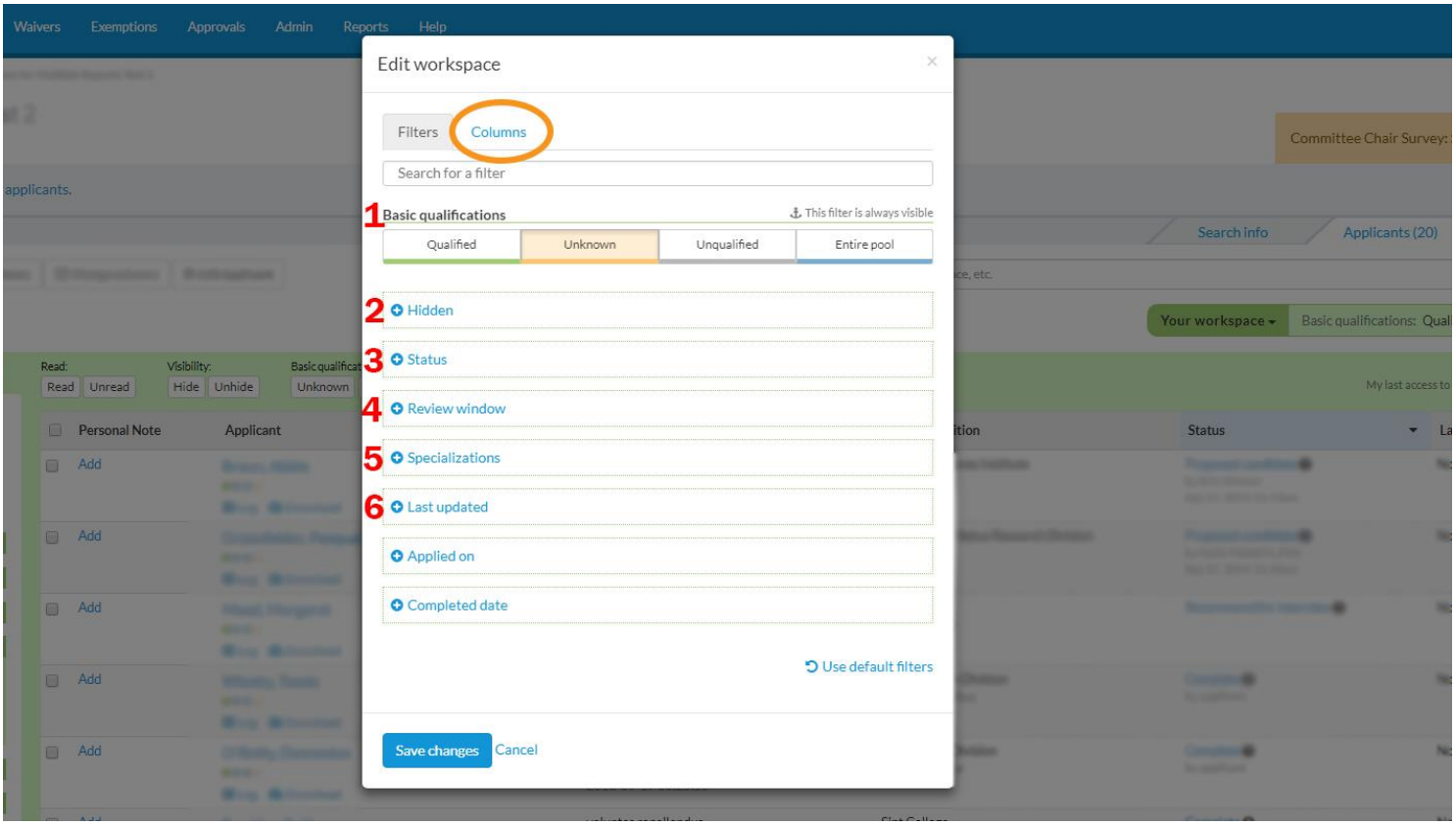


NEW LAYOUT

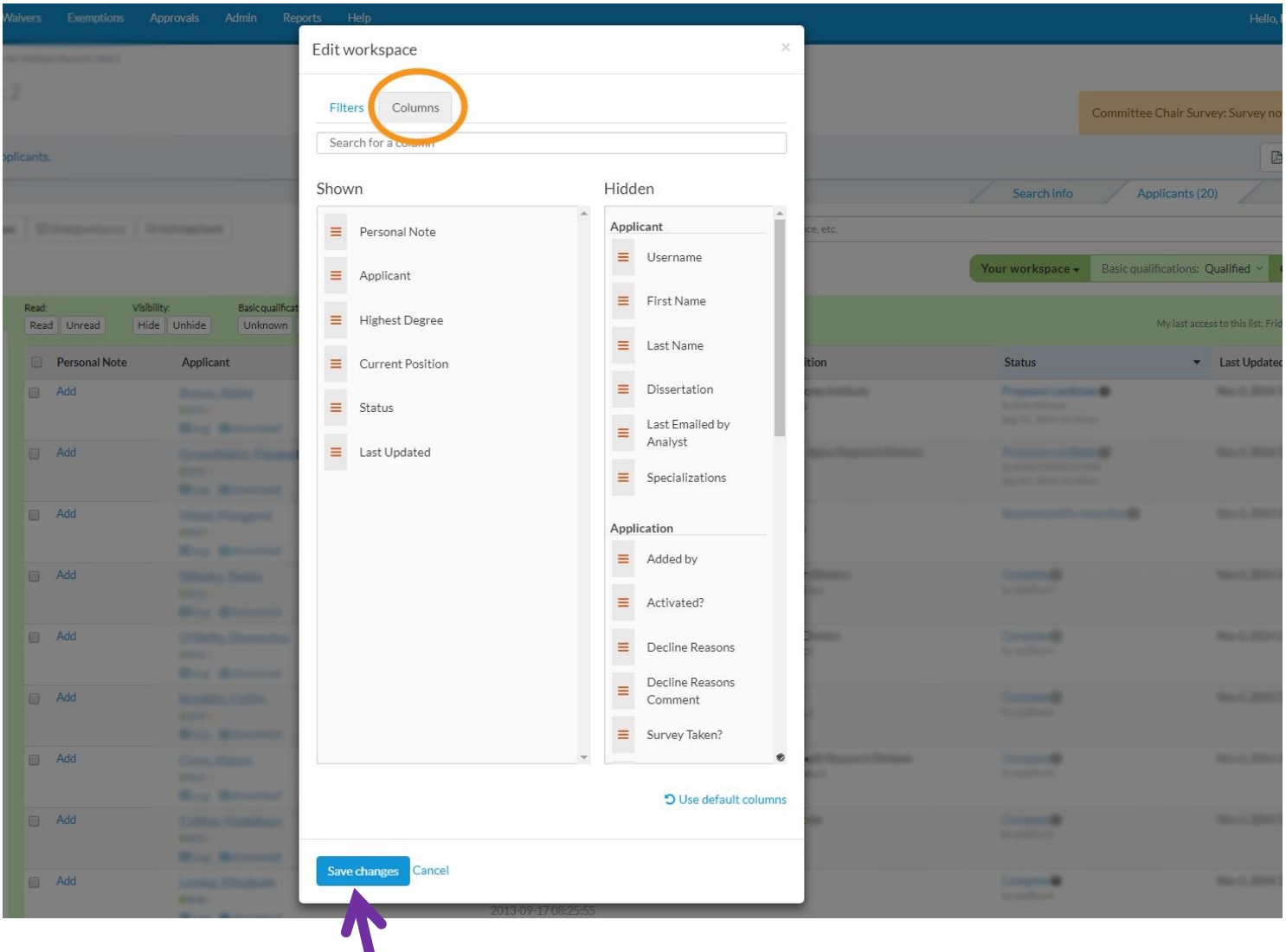
On the new layout, the filters can be found at the top of the workspace within the new Workspace Ribbon. Click the **Edit workspace** button to customize your columns and filters.



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.

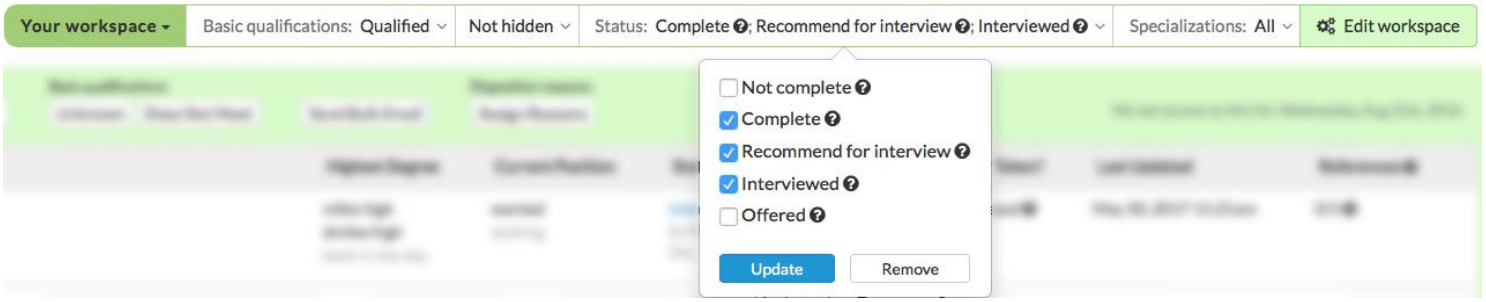


Changing columns on the Applicants page works the same way as with the Recruitments page. Click the **Columns** tab in the workspace editor to customize your columns. To add a column to your workspace, drag it from the **Hidden** section to the **Shown** section. To remove a column from your workspace,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