

AP Recruit – Saved Workspaces

The workspace ribbon at the top of each grid now lets you save your filter and column settings for recruitments, applicants, waivers, exemptions, and approvals. This new feature allows you to save as many different workspaces as needed (e.g., one for all searches in the department, one for senate searches only, one for waivers that have not been concluded, one for exemptions this academic year only, etc.)

How to Save a Workspace

Use the “Edit workspace” button to customize your filters and columns (and then click Save Changes). Your workspace will reflect the changes you just made in the workspace editor. To save the workspace settings for use again later, save them as a named workspace. Click the blue left-most button on the workspace ribbon and name your new workspace. Click Add workspace to save it.

The screenshot shows the workspace editor interface. At the top, there is a ribbon with several buttons: "Unsaved workspace" (circled in red), "Academic year: 2017/18", "Senate / Non-senate: All", and "Conc". Below the ribbon, there are two main sections: "SAVED WORKSPACES" and "CURRENT WORKSPACE".

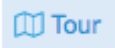
In the "SAVED WORKSPACES" section, there is a "Default workspace" link. In the "CURRENT WORKSPACE" section, there is a "Workspace name" field containing "Year-End Reporting". Below this field, there is a warning message: "Unsaved column, filter, and sort settings will be lost if you switch workspaces". At the bottom of the "CURRENT WORKSPACE" section, there is a blue button labeled "Add workspace".

Note that the default workspace will always remain in your list of saved workspaces. Return to it to see the list of all *unconcluded* searches in your unit.

The screenshot shows the workspace editor interface with the "Year-End Reporting" workspace selected. The ribbon at the top now shows "Year-End Reporting" as the active workspace. In the "SAVED WORKSPACES" section, "Default workspace" is now highlighted in light blue and has a "Locked" icon next to it. "Year-End Reporting" is listed below it with a right-pointing arrow. In the "CURRENT WORKSPACE" section, the "Workspace name" field still contains "Year-End Reporting". At the bottom of the "CURRENT WORKSPACE" section, there are two buttons: "Save changes" and "Add workspace".

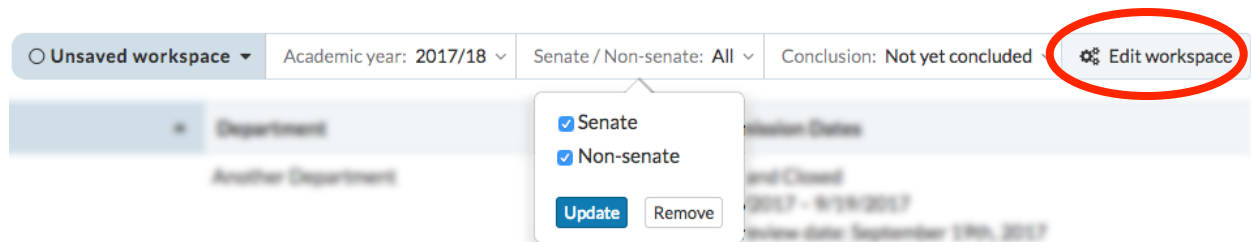
To remove a saved workspace, hover over it and click the delete button.

The screenshot shows a close-up of the workspace ribbon. The "Year-End Reporting" workspace is highlighted in light orange. To its right, there is a red button with a trash icon and the text "Delete".

For a step-by-step introduction to Recruit’s workspaces, click the Tour button,  located at the top-right side of your screen, just below your login name.

Example: Creating a saved workspace to track unconcluded searches

1. From the recruitments page, click “Edit workspace” on the right side of the workspace ribbon



2. On the filters tab of the workspace editor, select the following filters:

Academic year: check only the boxes for 2017/18 and 2016/17

Academic year [UNCHECK ALL](#) [Remove](#)

2017/18

2016/17

2015/16

2014/15

2013/14

2012/13

2011/12

Senate/Non-senate: select both Senate and Non-senate

Senate / Non-senate [Remove](#)

Senate

Non-senate

Conclusion: check only the box for Not yet concluded

Conclusion [UNCHECK ALL](#) [Remove](#)

Not yet concluded

Candidates hired

No candidates hired

No candidates proposed

Canceled

Other

Inactive

Click Save changes at the bottom of the workspace editor.

4. Notice your workspace now reflects the changes you just made in the workspace editor. Now click the left-most button on the workspace ribbon to save the workspace settings for use again later.

○ Unsaved workspace ▾ Academic year: 2017/18 ▾ Senate / Non-senate: All ▾ Conc

SAVED WORKSPACES

Default workspace

CURRENT WORKSPACE

Workspace name

Year-End Reporting

⚠ Unsaved column, filter, and sort settings will be lost if you switch workspaces

➕ Add workspace

5. Type in a name for your newly created workspace and click Add workspace.

The new workspace is saved!