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.

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.

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

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
   - **Senate/Non-senate**: select both Senate and Non-senate
   - **Conclusion**: check only the box for Not yet concluded

3. 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.
5. Type in a name for your newly created workspace and click Add workspace.

The new workspace is saved!