



# *How to Navigate and New Features with the New Interface in PeopleAdmin*

*Human Resource Services*

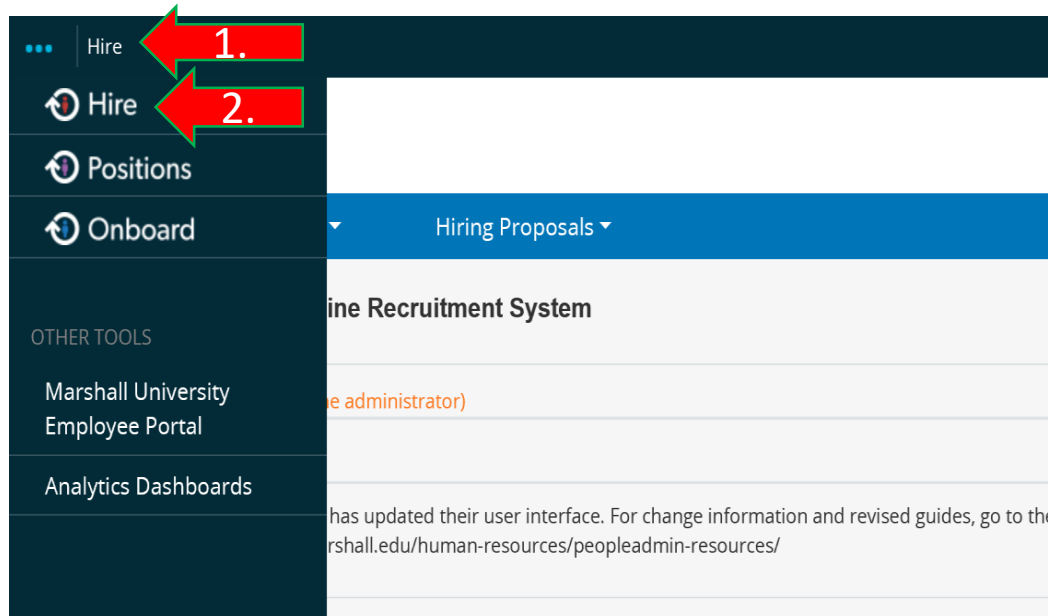


# Navigating in PeopleAdmin

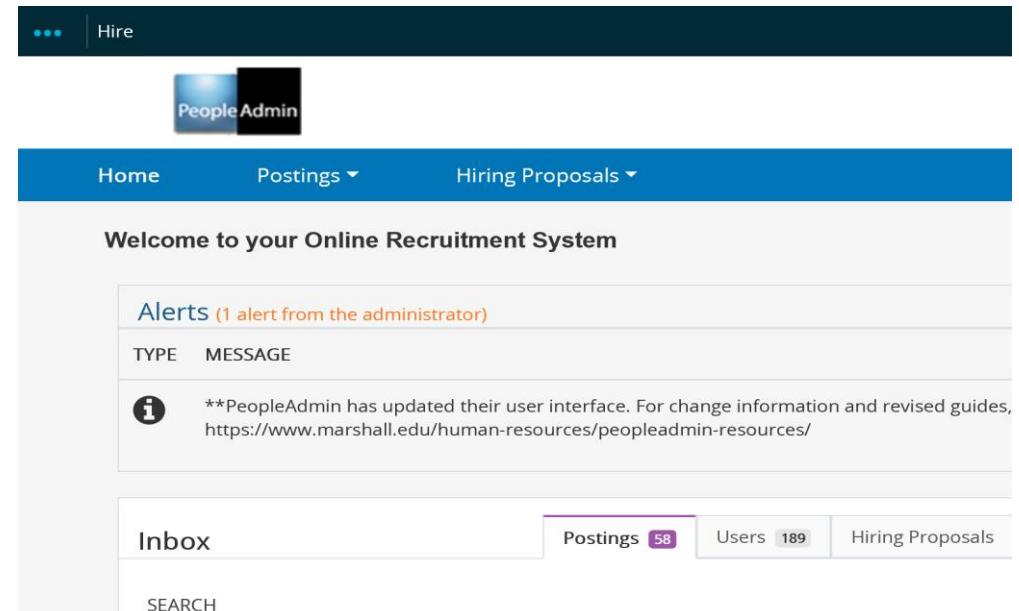


**Applicant Tracking** (blue) screen is now the **Hire** (blue) screen. When signing in, the user is defaulted to the Hire tab.

*If you are not defaulted to the **Hire** screen, you will go to the top left hand side: 1. Click on the 3 Dots (...) to open the selection menu and 2. select **Hire** ( Hire ).*





*Your screen will look like this with a blue bar to show you are in the **Hire** screen.*

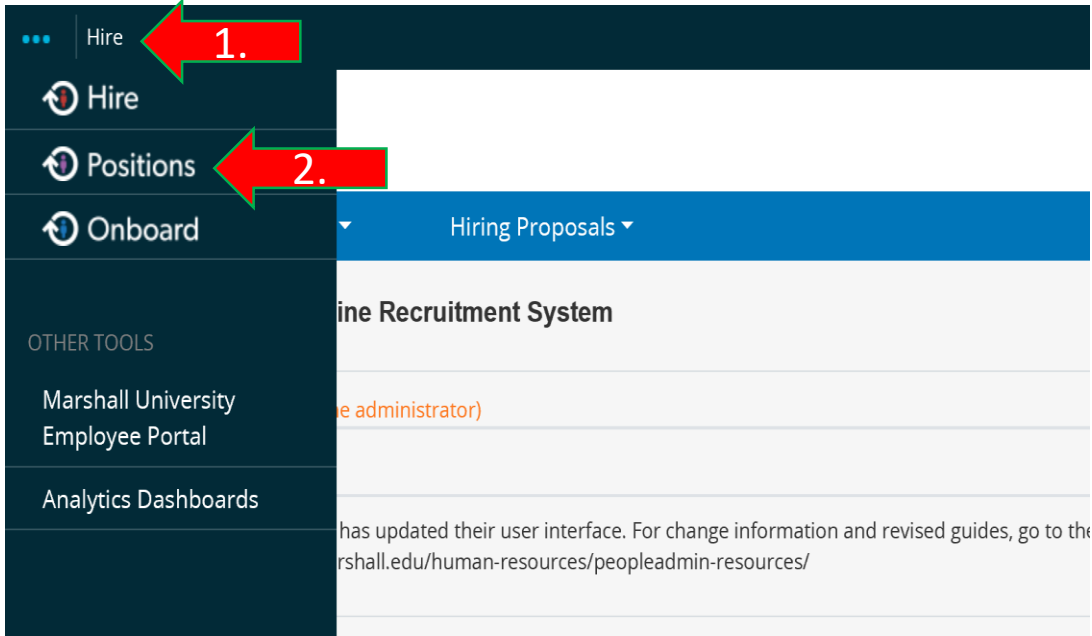


# Navigating in PeopleAdmin

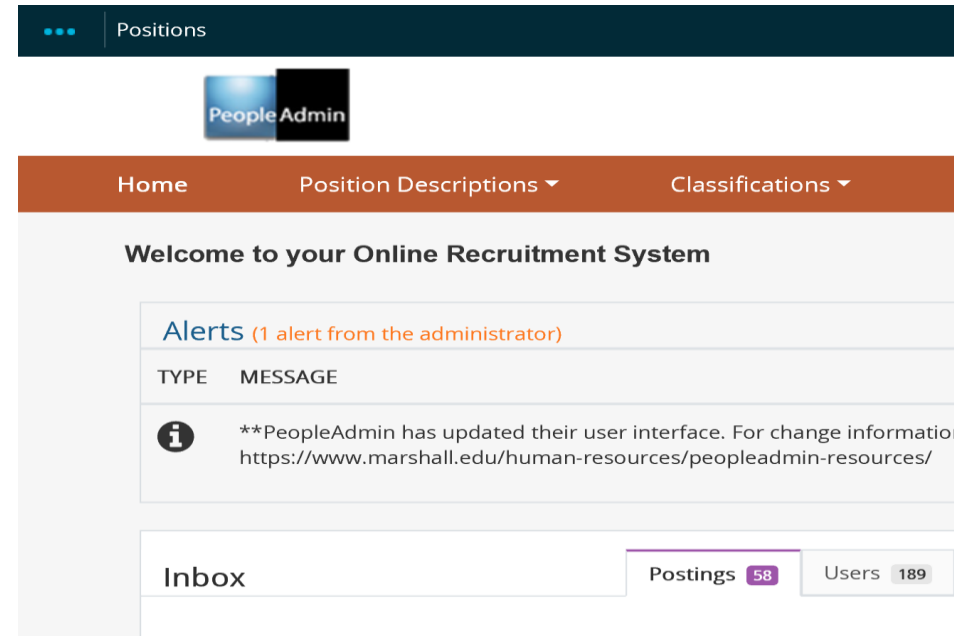


**Position Management** (orange) screen is now the **Positions** (orange) screen. To select the Positions screen, you will go to the top left hand side: 1. Click on the 3 Dots to open the selection menu and 2. select **Positions**.

To select the **Positions** screen, you will go to the top left hand side: 1. Click on the 3 Dots (  ) to open the selection menu and 2. select **Positions** (  ).



Your screen will look like this with a orange bar to show you are in the **Positions** screen.



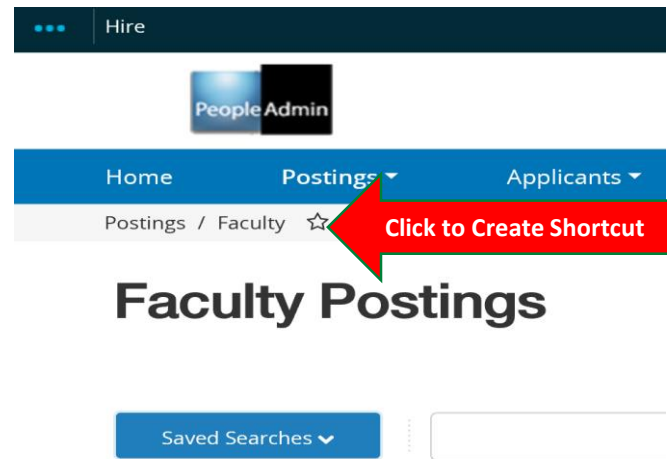
# New Feature in PeopleAdmin - Shortcuts!



## Creating Shortcuts:

When you want to create a shortcut to certain screens that you use often, you will notice a Star next to any screen that is available to make as a shortcut.

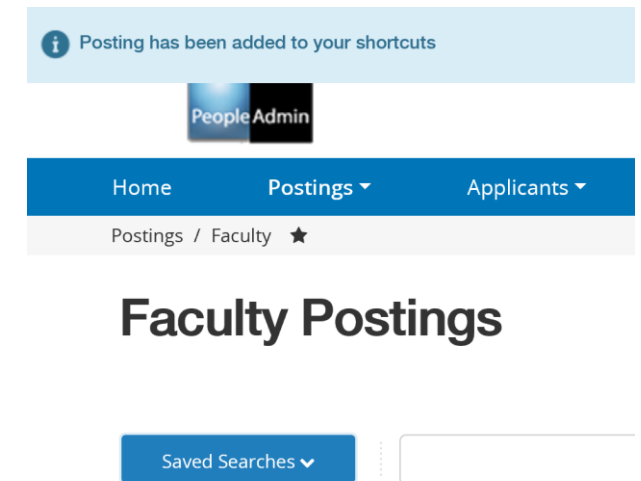
1. To add a shortcut, you will click on the Star (☆) to mark the screen as a Shortcut.



2. You will be asked to name and then click on the Add button at the bottom.

A screenshot of the 'Add Shortcut' dialog box. It has an orange header with the title 'Add Shortcut' and a close button. The 'Name' field contains 'Posting'. The 'Url' field contains '/hr/postings?position\_type\_id=3'. At the bottom, there are 'Add' and 'Cancel' buttons.

3. You will see a notification at the top in a blue bar and see that the Star (★) is now filled.

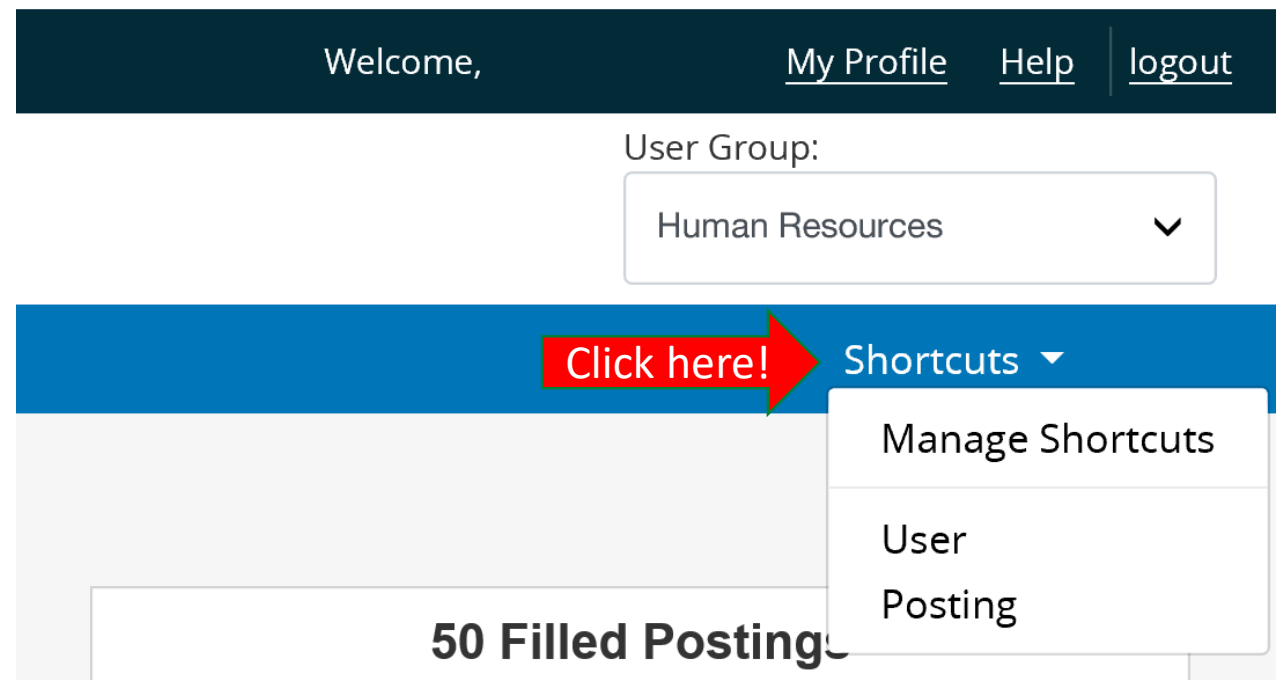


# New Feature in PeopleAdmin - Shortcuts!



## Accessing Shortcuts:

After you create your shortcut, you can access them by clicking on the Shortcuts tab under the User Group drop down menu on the top right hand side.





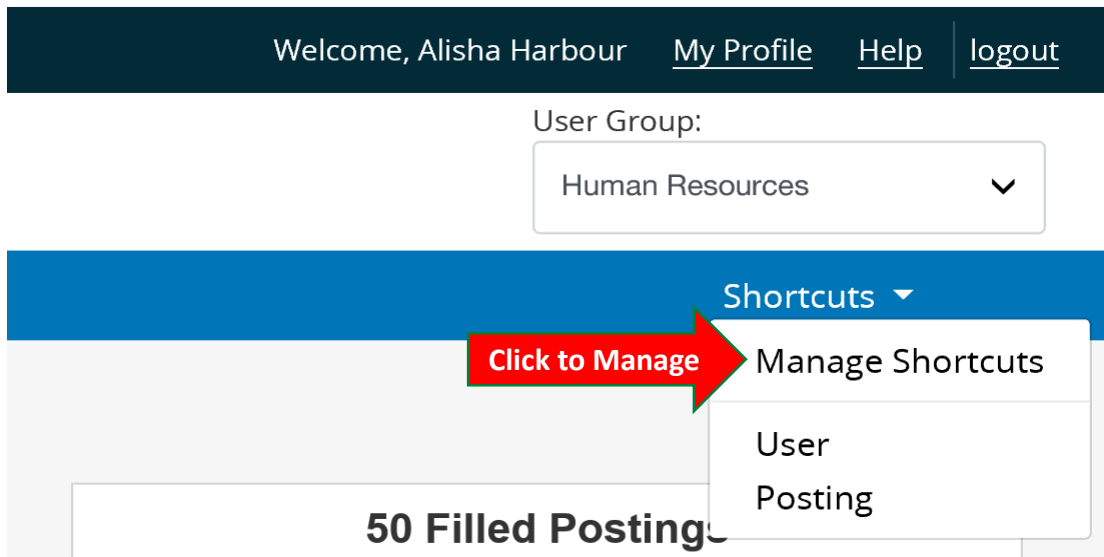
# New Feature in PeopleAdmin - Shortcuts!



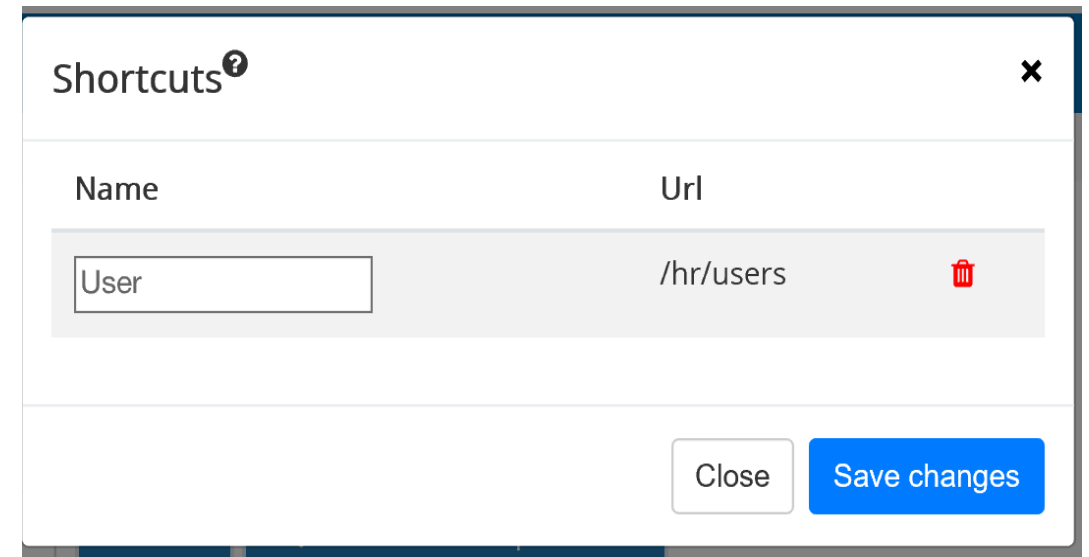
## Managing Shortcuts:

After you create your shortcut and decide you no longer need the shortcut, you manage them by clicking on the Shortcuts tab under the User Group drop down menu on the top right hand side.

1. To manage your shortcuts, click on the Manage Shortcuts option and a pop up window will show you the options on managing your shortcuts.



2. In the pop up window, you can rename your shortcuts or delete it using the red trashcan icon to the right side.



# New Feature in PeopleAdmin – New Inbox Filter!



You now have filters on your inbox so you can view only the items that you wish to view at the time. You can filter by department and current state of the posting/position.

To create a filter, you will click on the Filter Button to the right hand side of the Inbox section. Then you will select how you want to filter your inbox with department, current state or both by using the drop down menu in blue.

The screenshot shows the 'Inbox' section of the PeopleAdmin interface. At the top, there are tabs for 'Postings' (active), 'Hiring Proposals', 'Position Requests', and 'Onboarding Tasks'. Below the tabs is a 'SEARCH' bar. To the right of the search bar is a red arrow pointing to a blue 'Filters' button, with the text 'Click here!' next to it. Below the search bar, there are two dropdown menus: 'Department' and 'Current State'. The 'Department' dropdown is open, showing a list of departments. A red arrow points to the 'Academic Affairs Special Allocation - MU2001' option, with the text 'Filter here!' next to it. Below the dropdowns, there is a table with columns 'TE' and 'DAYS IN CURRENT STATE'. The table has one row with the value '238' under the 'DAYS IN CURRENT STATE' column.

TE	DAYS IN CURRENT STATE
tor	238