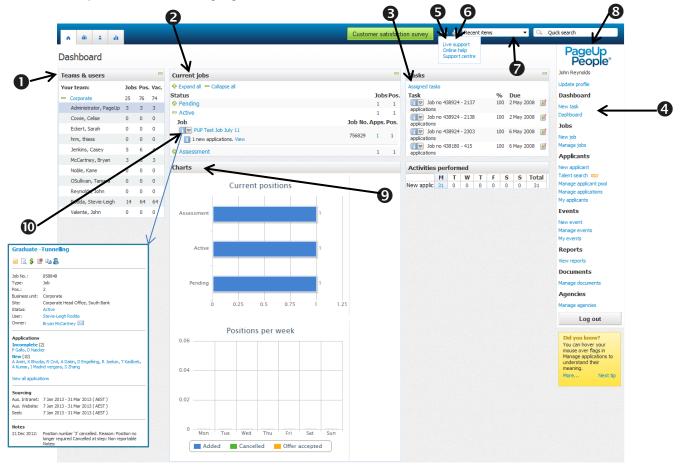
Recruitment



Dashboard: Overview

You will be presented with the below screen when you log in to PageUp People.

This is the Manage Tasks screen & will show you a summary of your current recruitment activities. There are a number of important features to highlight here:



- 1. Teams and Users: Displays your own tame and any other team and users you have access to. (You can view the jobs other recruiters by clicking on their name)
- 2. Current Jobs: Shows jobs you have listed and their status (i.e. Pending, Active). Click on the '+' symbol to view the Job title, Job number (Automatically created), number of applicants and number of Positions available.
- 3. Tasks: You can add, edit or delete tasks. NOTE: Black means it is in the future, Red means it is due today or overdue)
- 4. Main menu: These are your Main menu options. Click on the menu option to navigate to that screen. You can also use the Tabs in the top left corner of the screen.
- 5. Help: Hover your mouse over Help to access "Live support", "Online help" and the "Support centre".
- 6. Print icon: You can use this on any page within PageUp where this icon displays.
- 7. Recent items: Displays the last 20 Applicants and/or jobs viewed.
- 8. Quick search: Type in an applicant's name, job title or email address to quickly look up information.
- 9. Charts: Current positions and Positions per week graphs display based on information from Current Jobs. NOTE: this is read only and can not be changed.
- **10.** "i" icon: Clicking in the "i" icon shows you a summary of the job including job number, Business unit, Site, Status, Owner, status and number of applicants, Sourcing channels and any job notes.