



## 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:

The screenshot shows the PageUp People dashboard with the following components and callouts:

- 1:** Teams & users table showing team members and their job/position counts.
- 2:** Current jobs table with status (Pending, Active) and job details.
- 3:** Tasks table with assigned tasks, due dates, and completion percentages.
- 4:** Main menu on the right side of the dashboard.
- 5:** Help icon (question mark) in the top navigation bar.
- 6:** Print icon in the top navigation bar.
- 7:** Recent items dropdown menu in the top navigation bar.
- 8:** Quick search bar in the top navigation bar.
- 9:** Charts section showing 'Current positions' and 'Positions per week' graphs.
- 10:** Job details pop-up for 'Graduate - Tunnelling', showing job info, applications, and notes.

- 1. Teams and Users:** Displays your own team 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.