PeopleAdmin – July 2018 Release Notes

Last Updated on July 11, 2018

Release Date

PeopleAdmin plans to make the new site live on Tues., July 17

Current Home Page

New Home Page

What is Changing

1. New Names but Same Orange/Blue Colors
   a. Position Management ➔ Positions [ORANGE]
      i. Functionality remains the same to view staff & student position descriptions, start position requests and view open position requests. This module is not used for any faculty items
   b. Applicant Tracking ➔ Hire [BLUE]
      i. Functionality remains the same to create and view postings, review applicants and create and view hiring proposals

   c.

   d.
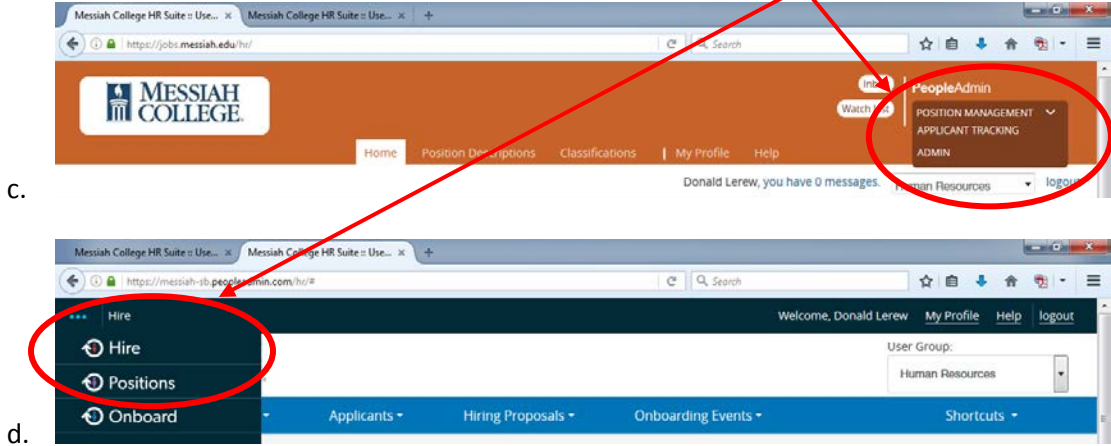
2. New Top Bar Layout -- Moved "User Groups Menu"

   a.

   b.
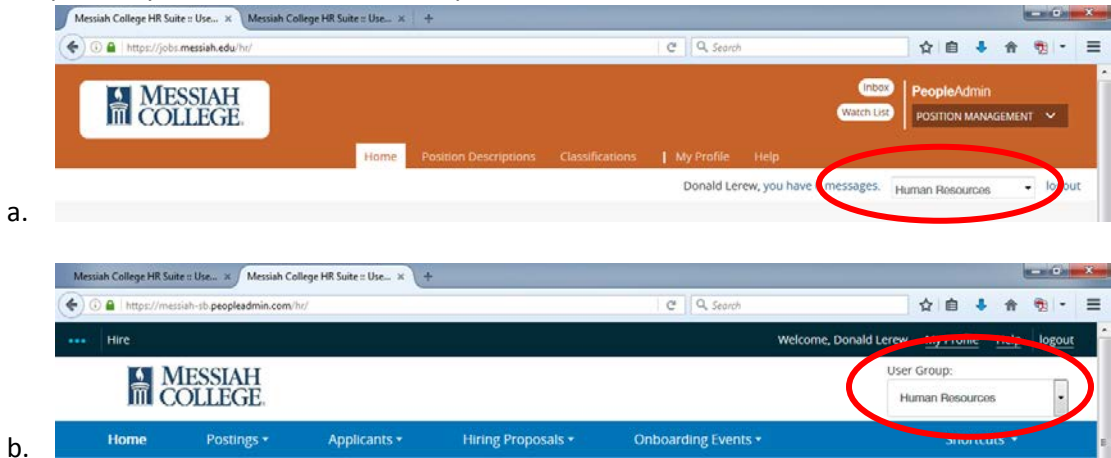
3. New Top Bar Layout -- Moved "Shortcuts"

a.

b.
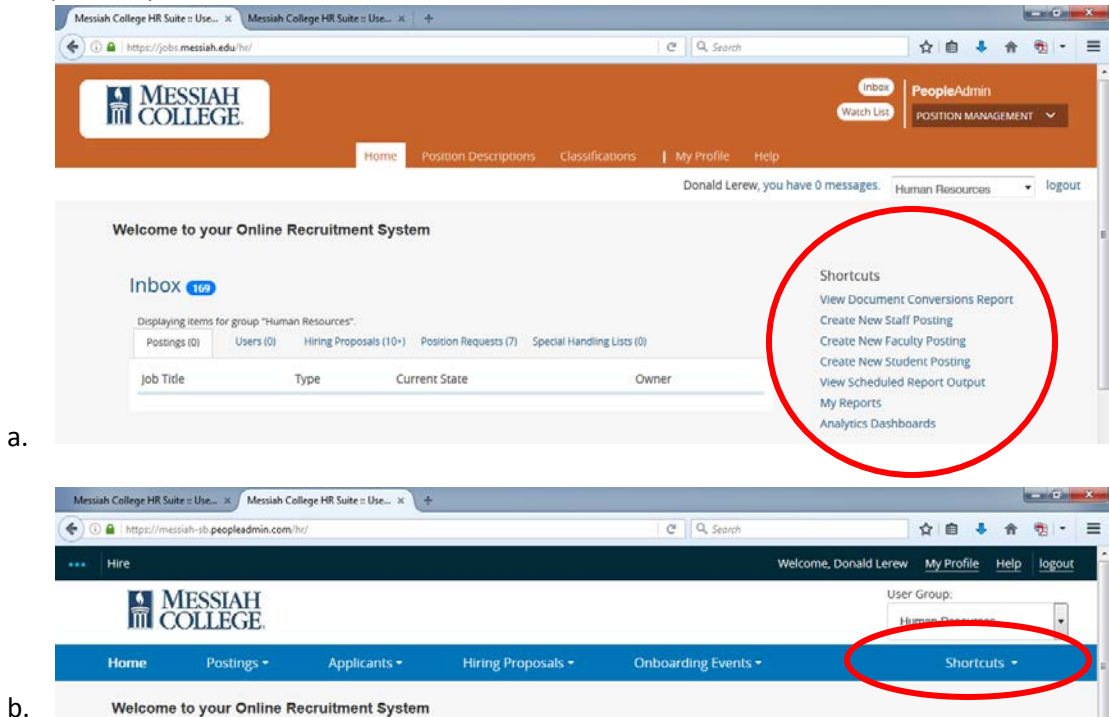
4. Search & Filters
   a. Allows user to search within each tab of the Inbox and each tab of the Watch List to locate items by keyword

b.

5. Watch List
   a. Can "Add" and "Remove" from Watch List much more easily
   b. From Home Page
      i.
   c. From Position Description
      i.
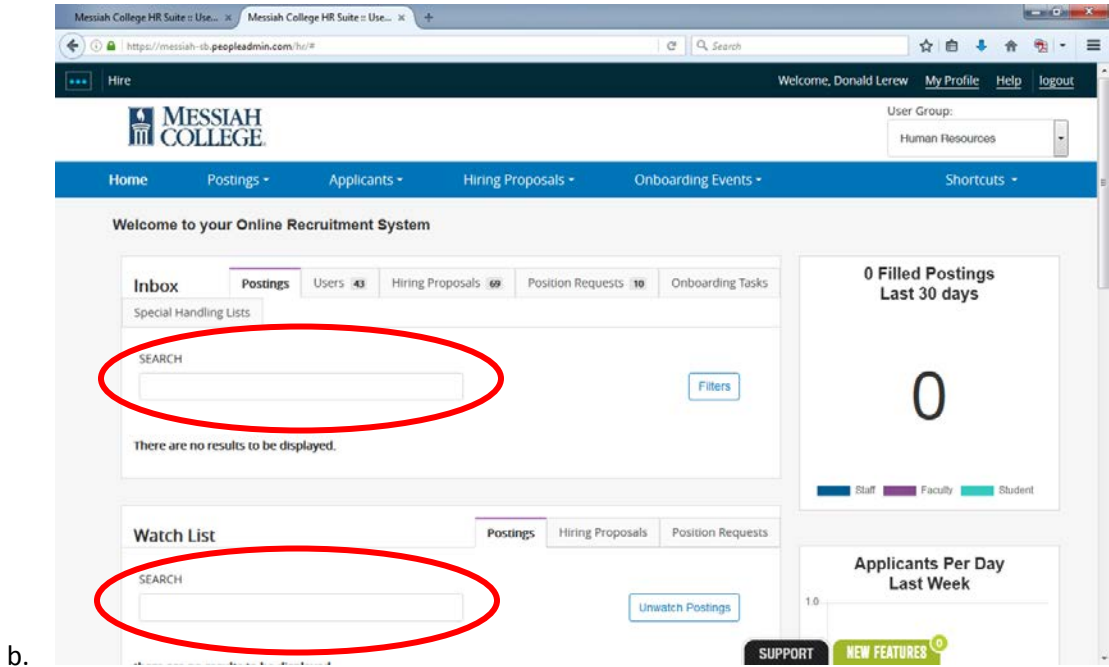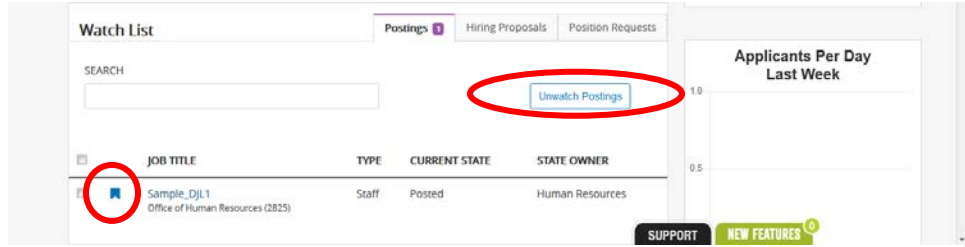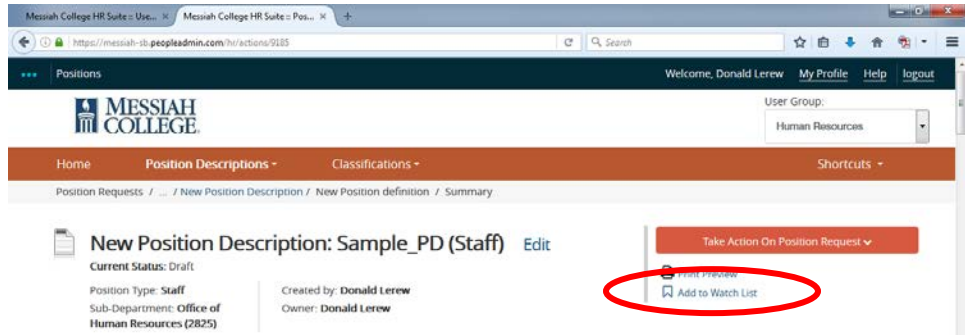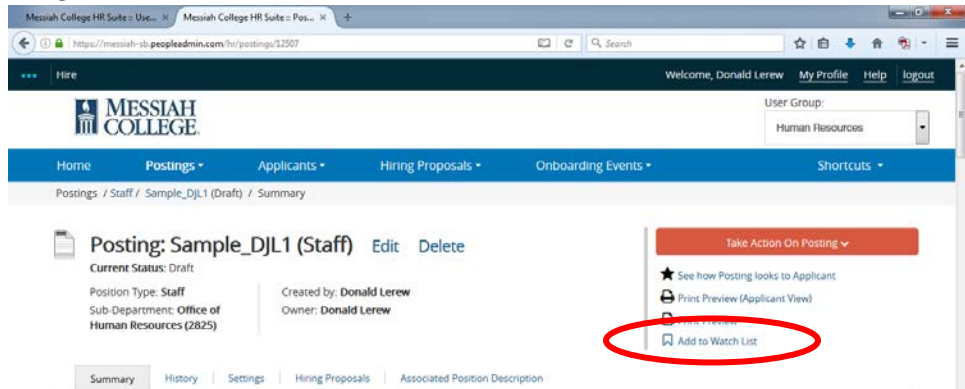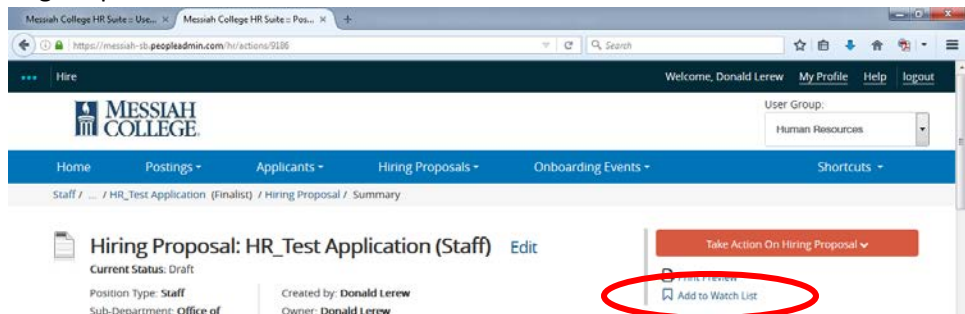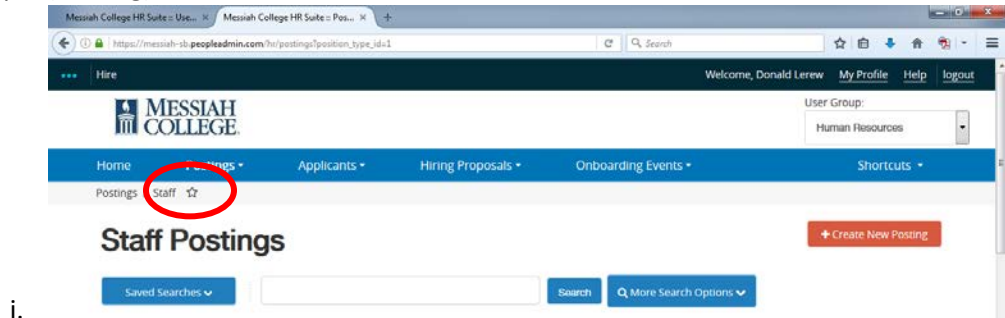   d. From Posting
      i.
   e. From Hiring Proposal
      i.

6. Ability to Add Shortcuts to Appear on Home Page
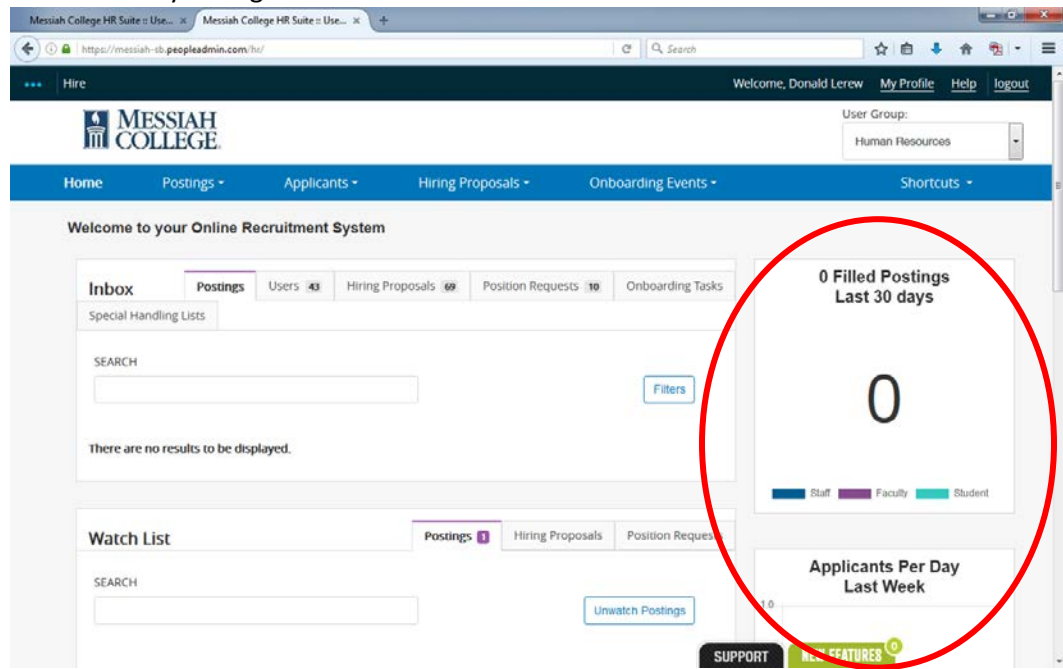   a. Allows users to create personalized shortcuts to different areas of the system (see "Star" icon)
    b. Sample (Posting)
        i.

7. Metrics
    a. Pre-defined system-generated metrics based on user role
    b.

8. Automatic User Group Updates
    a. Users selecting an item from the Inbox or Watch List will have User Group automatically updated to appropriate role to take action on the assigned item
9. Full Documentation
    a. Additional screenshots and information will be provided in updated documentation in the near future