How to Use AP Recruit's Workspace Ribbon

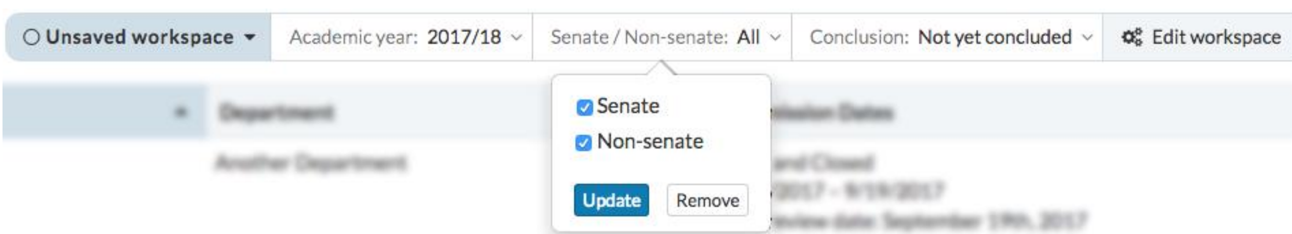
Controls such as filters, columns, and sorting help you find and organize information on content rich pages. AP Recruit has moved its left-hand filters to a horizontal workspace ribbon.

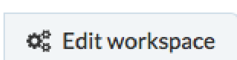
The workspace ribbon is found on the pages showing recruitments, applicants, waivers, exemptions, approvals, and on several administrative tools' pages.

This document explains how to use the workspace ribbon to customize your filters, columns, and sort settings. Optionally, you may name your workspaces and then call them up to use for a particular task or query in the future.

Using the workspace ribbon for recruitments

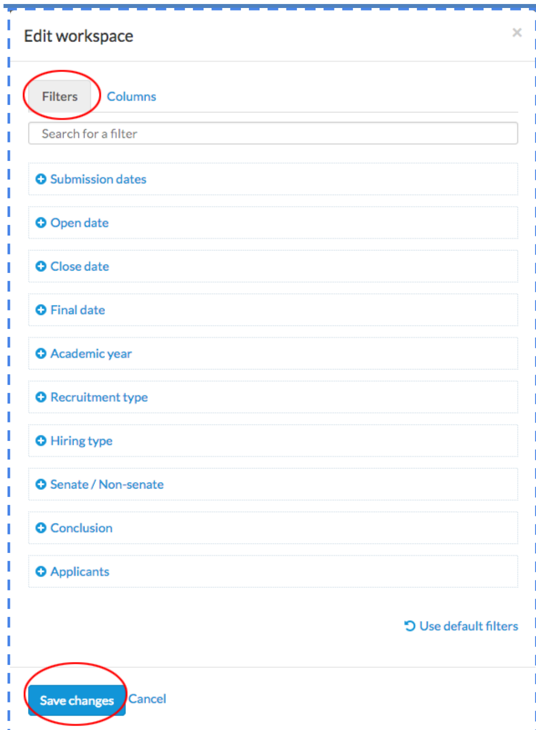
Go to the Recruitments page. Filters are displayed on a horizontal band at the top of the grid. This is the **"workspace ribbon."** In the middle of the ribbon, you'll see which filters are active. You can hover on any filter to quickly update it:





On the right of the ribbon, click the **Edit workspace** button to manage your filters.

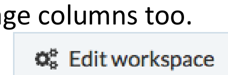
The workspace editor opens. On the Filters tab, click the plus symbol to add a new filter. Or, to subtract a filter, click Remove

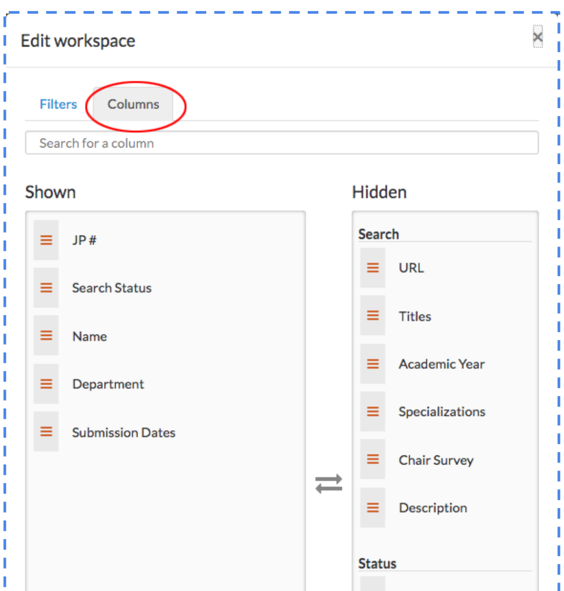


← Remember to click **Save changes** at the bottom of the modal.

Column Settings

Use the same **Edit workspace** button to manage columns too.





This time, click the Columns tab in the workspace editor to customize your columns.

There are many columns to choose, so try the "Search for a column" field if you don't find what you're looking for.

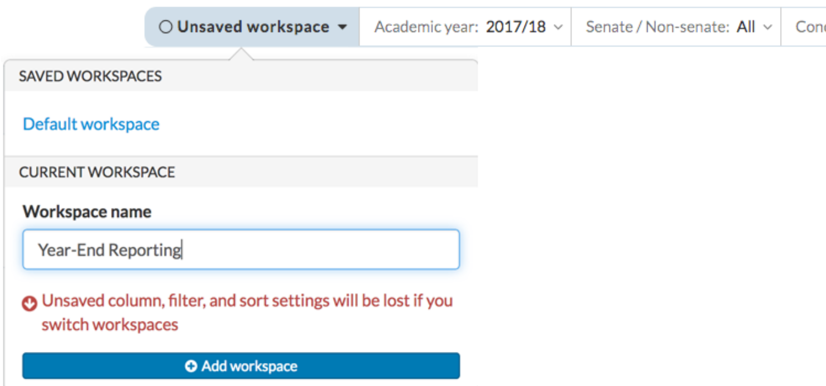
To add a column to your workspace, drag it from the **Hidden** section to the **Shown** section. To remove a column from your workspace, drag it from the **Shown** section to the **Hidden** section. You can also drag columns to rearrange the order in which they appear.

Click **Save changes** at the bottom of the modal.

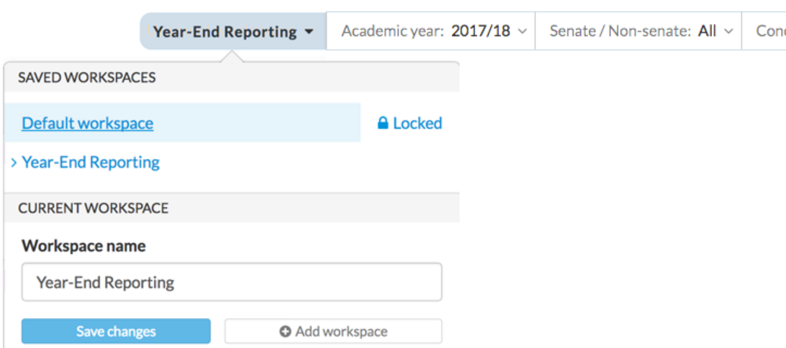
Save your workspace

Save your queries if you want to call up the same settings later.

1. Hover over the end cap on the workspace ribbon until a popover appears.
2. Give your workspace a name.
3. Click the "Add workspace" button below it.
4. The end cap will reflect the name.



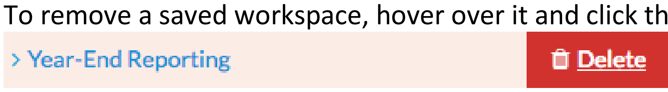
Seeing unexpected results? Reset to the essentials.
Seeing unexpected results or just want to start anew? Hover over the end cap and choose "Default workspace" and then **Save changes**.



Rename or remove saved workspaces
You have a saved workspace and wish to rename it.

1. Hover over the end cap as before.
2. Find the name of the workspace you wish to rename.
3. Place your cursor in the box below and begin typing the new name.
4. Click the "Rename" button below it. The end cap will reflect the revised name.

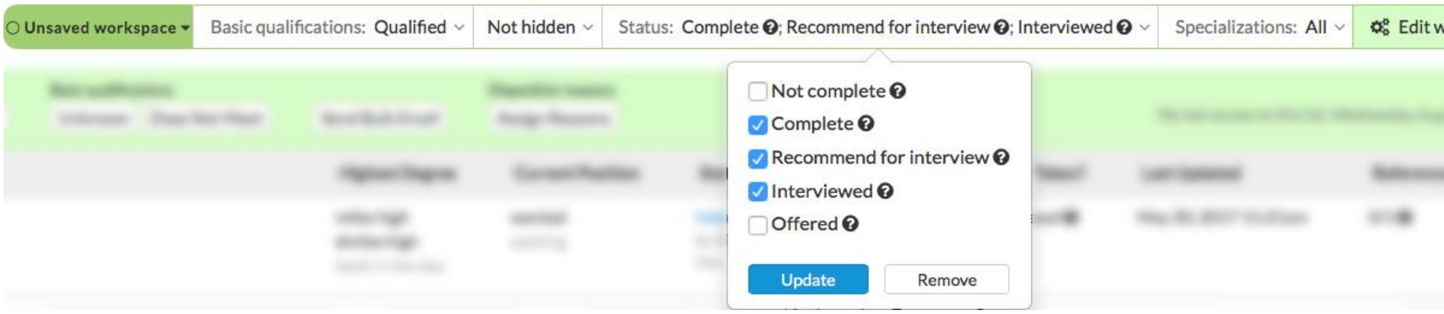
To remove a saved workspace, hover over it and click the delete button. You'll be asked to confirm.



**Note:* The Default workspace is locked and cannot be renamed or removed.

Using the workspace ribbon for applicants

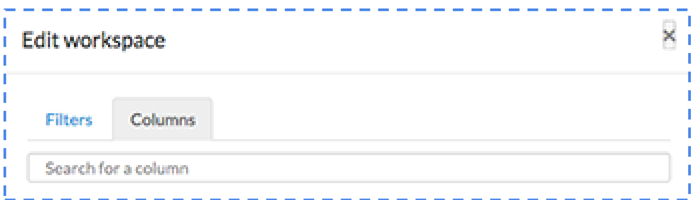
The workspace ribbon works the same when viewing the applicants. In the middle of the ribbon, you'll see which filters are active. Click on any filter to quickly update it:



To add or subtract filters, use the **Edit workspace** button.

The workspace editor opens. On the Filters tab, click the plus symbol to add a new filter. To subtract a filter, click Remove

Use the same **Edit workspace** button to manage columns. In the workspace editor, click the Columns tab.

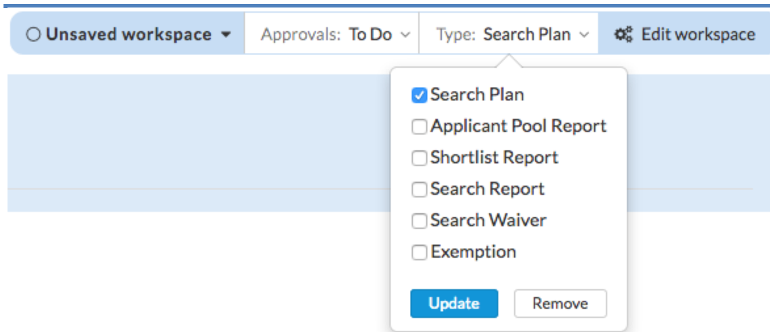


To show, hide, or reorder columns, place your cursor over the slider icons and move them into place. Remember to click **Update** at the bottom of the modal.

Save your workspaces by naming them so you can quickly load your settings later. Rename or delete saved workspaces or reset to default at any time for the essential settings.

Using the workspace ribbon to monitor your approvals

The Approvals page serves a dashboard for any user who is named as an approver of search plans, waivers, exemptions, or reports. The workspace ribbon on the Approvals page works the same as for recruitments or applicants. In the middle of the ribbon, you'll see which filters are active. Click on any filter to quickly update it:



- And as before, use the **Edit workspace** button to add or subtract filters and columns.
- **Save your workspaces** by naming them so you can quickly load your settings later.
- Rename or delete saved workspaces or reset to default at any time for the essential settings.

**Note:* Column settings on this page show only when you have upcoming approvals showing.

Using the workspace ribbon for waivers and exemptions

No surprise, the workspace for waivers and exemptions work the same as for recruitments, applicants, and approvals.

Take a tour!

For a step-by-step introduction to AP Recruit's workspaces, click the Tour button, located at the top-right side of your screen, just below your login name.

The tour loads automatically when you first visit a page with the filter ribbon. The system then marks you as having taken the tour and you will not see the pop-up message again. Users can retake the tour with click of a button whenever they like.