



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:

The screenshot shows the top navigation bar of the AP Recruit interface. From left to right, the items are: a dropdown for 'Unsaved workspace', 'Academic year: 2017/18', 'Senate / Non-senate: All', 'Conclusion: Not yet concluded', and an 'Edit workspace' button. Below this, a modal window titled 'Edit workspace' is open, showing two checked filters: 'Senate' and 'Non-senate'. There are 'Update' and 'Remove' buttons at the bottom of the modal. The background of the main page shows recruitment data, including columns for 'Department', 'Status', 'Last Closed', and 'Last updated'.

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](#)



Edit workspace

Filters Columns

Search for a filter

Submission dates
Open date
Close date
Final date
Academic year
Recruitment type
Hiring type
Senate / Non-senate
Conclusion
Applicants

Use default filters

Save changes Cancel

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

Column Settings

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

Edit workspace

Edit workspace

Filters Columns

Search for a column

Shown

- JP #
- Search Status
- Name
- Department
- Submission Dates

Hidden

- Search

 - URL
 - Titles
 - Academic Year
 - Specializations
 - Chair Survey
 - Description

- Status

 - Concluded

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.

The screenshot shows the 'SAVED WORKSPACES' section with 'Default workspace' highlighted. In the 'CURRENT WORKSPACE' section, the 'Workspace name' field contains 'Year-End Reporting'. A red warning message at the bottom states: '⚠️ Unsaved column, filter, and sort settings will be lost if you switch workspaces'. Below the workspace name input is a blue 'Add workspace' button.

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**.

The screenshot shows the 'SAVED WORKSPACES' section with 'Default workspace' highlighted and a blue lock icon next to it. In the 'CURRENT WORKSPACE' section, the 'Workspace name' field contains 'Year-End Reporting'. Below the workspace name input are two buttons: a blue 'Save changes' button and a white 'Add workspace' button.

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.

The screenshot shows the 'SAVED WORKSPACES' section with 'Year-End Reporting' highlighted. To its right is a red 'Delete' button with a trash icon. Below the workspace name input is a blue 'Save changes' button.

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

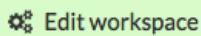


Using the workspace ribbon for applicants

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:

A screenshot of a web-based application interface. At the top, there is a navigation bar with several dropdown menus and buttons. One of the buttons is labeled "Edit workspace". A modal window is open over the main content area, specifically over the filter section of the ribbon. This modal contains a list of filter options with checkboxes: "Not complete" (unchecked), "Complete" (checked), "Recommend for interview" (checked), "Interviewed" (checked), and "Offered" (unchecked). Below this list are two buttons: "Update" (in blue) and "Remove". The background of the main content area shows a grid of items, likely applicant profiles, with some rows highlighted in green.

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.

A screenshot of a "Edit workspace" modal window. The window has a dashed blue border and contains two tabs at the top: "Filters" (which is selected) and "Columns". Below the tabs is a search bar with the placeholder text "Search for a column". The main area of the window is currently empty, showing a light gray background.

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:



The screenshot shows a user interface for managing workspaces. At the top, there are buttons for 'Unsaved workspace', 'Approvals: To Do', 'Type: Search Plan', and 'Edit workspace'. A dropdown menu is open under 'Type: Search Plan', listing six options: 'Search Plan' (which is checked with a blue square), 'Applicant Pool Report', 'Shortlist Report', 'Search Report', 'Search Waiver', and 'Exemption'. At the bottom of the dropdown are two buttons: 'Update' (in blue) and 'Remove'.

- 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.