

































Creating/Editing the Job Card

	Search.
	Erase entry.
	Expand to view additional details.
	Review history and revision history of position.



Applications Screen

	Current UW-Madison employee.
	Current contractor of UW-Madison.
	Previous employee of UW-Madison.
	Applicant was entered manually by an agency/recruiter.
	Active applicant.
	Inactive applicant.
	Applicant has a duplicate record.
	View the applicant's resume.
	Download the applicant's resume.
	View applicant's personal information and application answers.
	Print.
	Settings.
	Sorting selections.
	Next page of applications.
	Last page of applications.



Applicant Card

	Application submitted documentation.
	Email bounced back; incorrect email address on application.
	Flag - check applicant's eligibility status.
	Communication sent.
	Note added.
	New Starter Form completed.
	Documented activity; paperwork received, pre-offer check, offer made, offer accepted.
	Event booking made.
	Flag - background check completed.
	Offer status; offer accepted by applicant.
	Page up or down through applications.
	Selection boxes for bulk compile and send and/or other bulk functions.
	Close the current pop-up screen.


Active Job Card

	Preview the job posting.
	Costs associated with the job posting.

Manage Jobs Screen

	Job is active on jobs.wisc.edu website.
	Job is not active on jobs.wisc.edu website.

Events Management

	Add event timeslot to Outlook calendar.
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