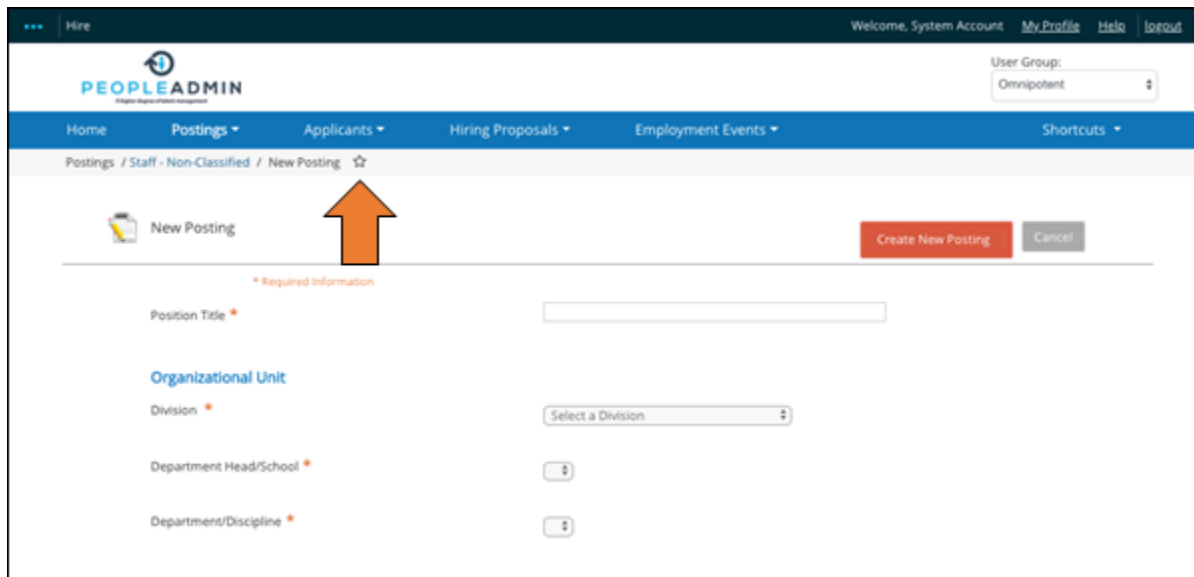


Creating Shortcuts on the New Home Page

Shortcuts can now be customized according to how each user interacts with the system! Shortcuts used to be preset and non-configurable. Continue reading to discover how to add and remove shortcuts for yourself.

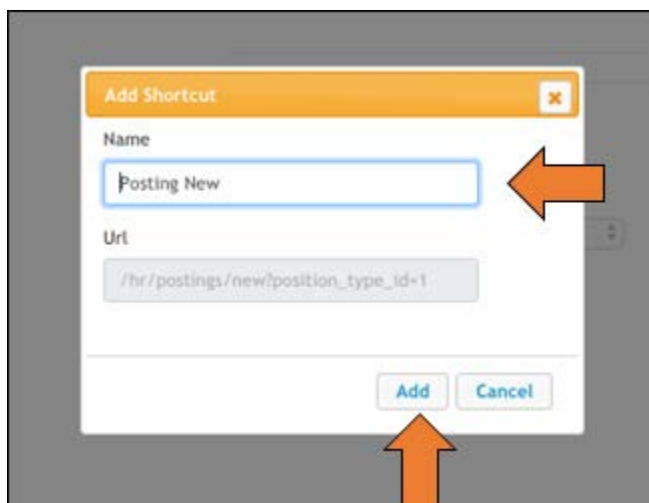
Adding a Shortcut

Shortcuts are added directly from the page you're viewing, much like your web browser. Simply click the star in the upper left hand corner by the page title as shown below.



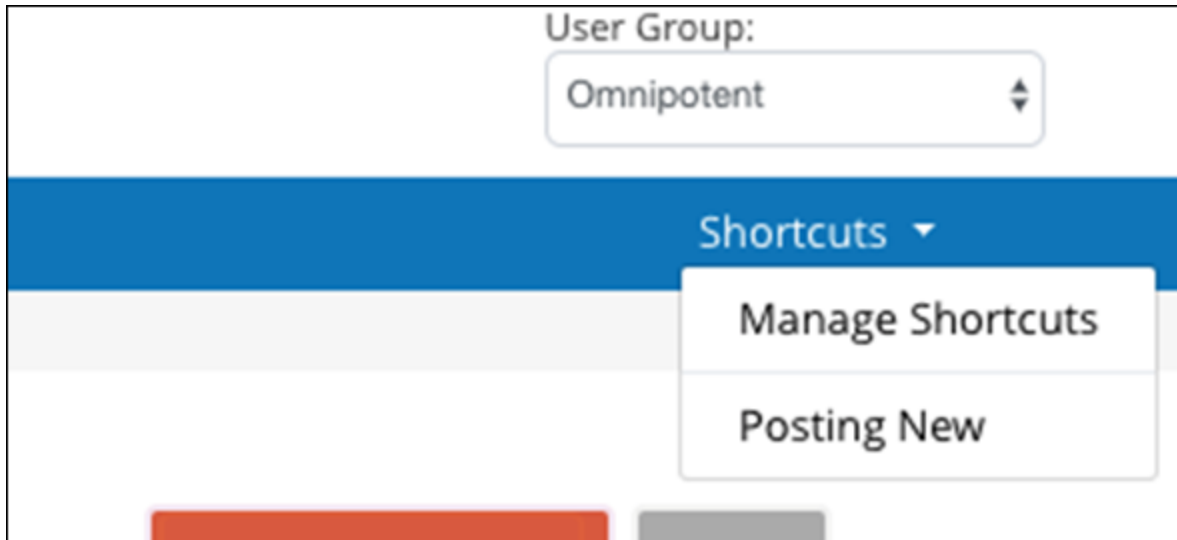
The screenshot shows the PEOPLEADMIN interface. At the top, there's a navigation bar with 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'Employment Events', and 'Shortcuts'. Below this, the breadcrumb trail reads 'Postings / Staff - Non-Classified / New Posting'. A star icon is located to the right of the 'New Posting' breadcrumb. An orange arrow points to this star icon. Below the breadcrumb, there's a 'New Posting' section with a document icon, a 'Create New Posting' button, and a 'Cancel' button. Below this, there's a form with fields for 'Position Title', 'Organizational Unit' (with a sub-section for 'Division'), 'Department Head/School', and 'Department/Discipline'. A red asterisk indicates required information.

You can then choose an intuitive name for your shortcut. And click to add.



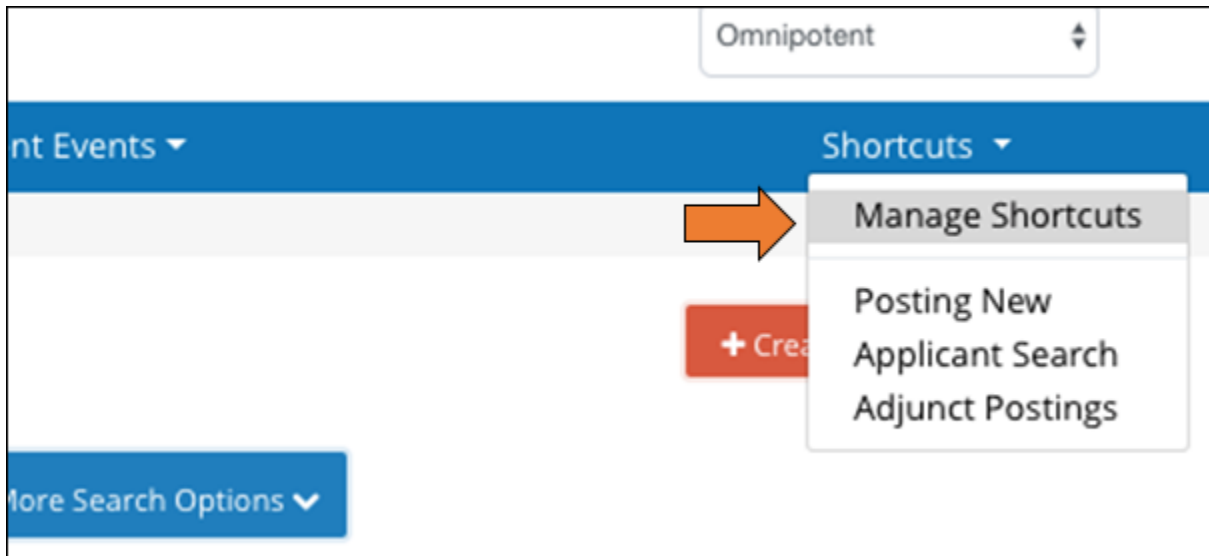
The screenshot shows a dialog box titled 'Add Shortcut'. It has a close button (X) in the top right corner. The 'Name' field contains 'Posting New' and is highlighted with a blue border and an orange arrow pointing to it. The 'Url' field contains '/hr/postings/new?position_type_id=1'. At the bottom, there are 'Add' and 'Cancel' buttons. An orange arrow points to the 'Add' button.

Now you will see your new shortcut in the upper right hand tab labeled "Shortcuts".



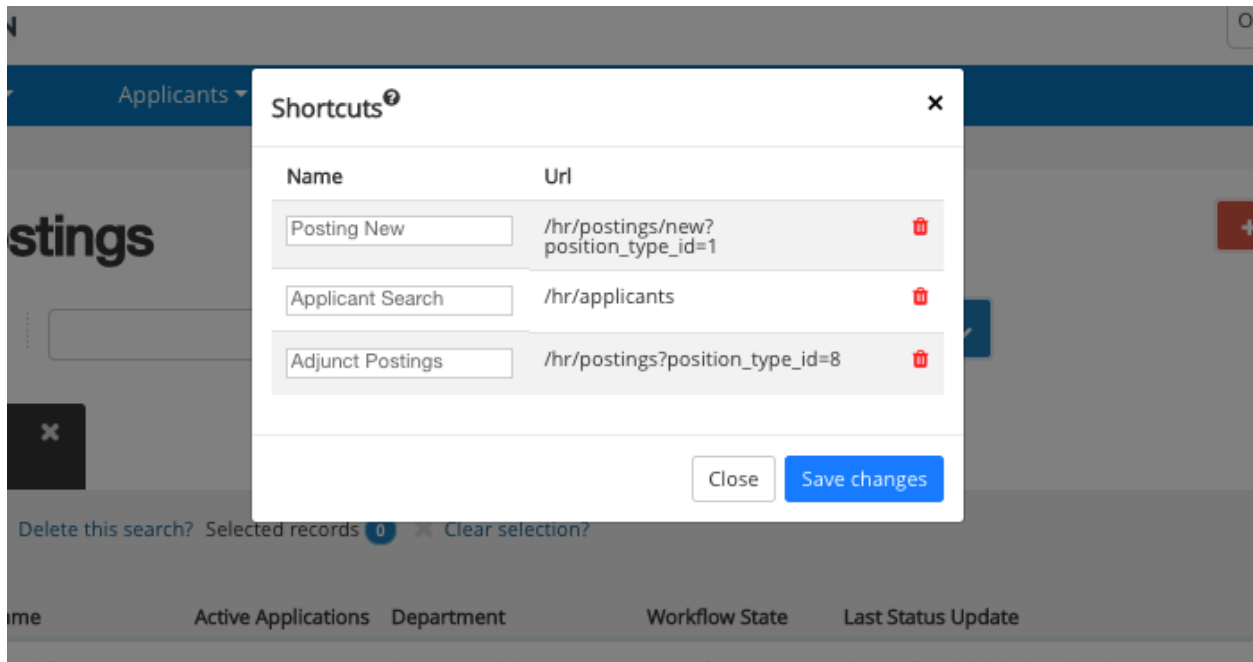
Managing Shortcuts

Editing, reordering and deleting shortcuts can be done by selecting “Manage Shortcuts”.



Delete by selecting the red trash can icon on the right, rename by placing your cursor in the text box and typing any name you choose, and reorder by holding your mouse over a line and dragging and dropping in your preferred order.

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FAQ

What pages can I shortcut to?

You can shortcut to pages where you need to take action, such as "Create Posting" in the Applicant Tracking Module, or "Emails and Templates" in the Admin Module. To bookmark specific Postings, you should use the "Add to Watchlist" feature instead of the Shortcuts feature. You can follow specific Postings, Hiring Proposals, etc any time by going to what you've bookmarked in the Watchlist. [Click here to read more about the Watchlist.](#)

Can I configure shortcuts for other people?

Each user can only configure their own shortcuts, except for Admin-level users. If you are able to log in as another user, and you create a shortcut while logged in as them, that user will then see it next time they log in.

While we cannot mass-configure shortcuts for users, you should be able to help out any specific users who need help with shortcuts.

Can I rearrange the shortcuts?

Yes. When you click on Manage Shortcuts, you can drag and drop the shortcuts into the order you want them to appear in.

Are the names of my shortcuts important?

We would recommend saving names that you will be able to clearly identify later. We would also recommend keeping a consistent naming convention for yourself.

SelectSuite may have a name pre-populated such as "Posting New", but it is possible to save multiple shortcuts with the same name.

We would recommend one of two ways:

1. Begin your shortcuts with the Position Type name
 1. Ex. Staff New Posting, Staff New Position Description, Faculty New Posting, Faculty New Position Description
2. Begin your shortcuts with the Action Type name
 1. Ex. New Posting Staff, New Posting Faculty, New Position Description Staff, New Position Description Faculty

Why are some star icons black and some star icons not filled in?

If you're on a page and see a black star, this means that a shortcut already exists for this page. If you see a star that has not been filled in, you can click on it to create a shortcut. You can click on Manage Shortcuts to review your existing shortcuts.

Do I need to change my usergroup before I follow a shortcut?

If you follow a shortcut while you are logged in as a usergroup which cannot take that action, you will need to change your usergroup either before or after you follow your shortcut. Your usergroup will not automatically change with the Shortcut feature like it does with the New Inbox.

What is that weird text on the shortcut I'm saving?

The URL ending such as `"/hr/postings/new?from_source_id=1437"` is the path the system will follow to reach your saved page. Once you follow your shortcut, you'll notice your URL in your browser will now have that ending, such as

`"https://jobs.faber.edu/hr/postings/new?from_source_id=1437"`.