

### **New inbox**

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#### What's new and improved?

The inbox is now inclusive of action items across each of your user groups.

It can be navigated using a title search function and/or filters, which differ by tab.

Only tabs you have access now should be visible in your inbox.

The inbox now contains information regarding days in current state and department.

You can now take action on an item with one click, which will auto-log you in as the appropriate user group.

Inbox Postings 150	Users 14 Hiring Proposals 55 Action	ns 45 Special H	andling Lists	
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A&S, Associate Dean Arts and Sciences Dean's Office	Approved - Internal	1574	Posting: A&S, Associate Dean (Staff - Non-Classified ) Edit	Add to Watch List
Security Ofcr, Security Campus Security and Public Safety	Approved - Internal	1508	Current Status: Approved - Internal	
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## **New watch list**

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#### What's new and improved?

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## **New widgets**



#### What's new and improved?

At-a-glance data visualizations are now available on the home page.

Persona based insights are scoped down so that users only see information within their respective scope/ organization.

If a user has admin permissions, they will always see admin widgets. If they have reviewer (or search committee) permissions, they will always see reviewer widgets. If a user has only basic approver permissions, they will see approver widgets.

For now, widgets are not configurable.



## **New shortcuts**



ns Department

Manage

Last Status Update

Workflow State

#### What's new and improved?

Shortcuts are now completely configurable and mirror experiences common in web browsers.

Any user can add items to their shortcuts tab by selecting the star in the upper left hand corner near the title of the page.

If there is no star available, the page is not currently eligible for shortcut inclusion.

Upon selecting the star, you can designate a specific name for your shortcut.

Visit any saved shortcut by clicking the Shortcuts tab on the upper right hand side of your navigation bar.

Edit, delete, or reorder shortcuts by selecting Manage Shortcuts.