Upgraded PeopleAdmin Experience

New inbox

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.
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New watch list

What’s new and improved?

The watch list is now much more easily configured and managed.

Watch and un-watch items currently in your list by selecting the bookmark on the left hand side.

Un-watch in bulk by placing a check next to the items and clicking “Unwatch Postings” on the upper right hand side.

Easily search the watch list for something specific.

Add an item to your watch list with an intuitive bookmark icon labeled “Add to Watch List” in the upper right hand corner.

Remove from your watch list similarly.
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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.
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New shortcuts

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.