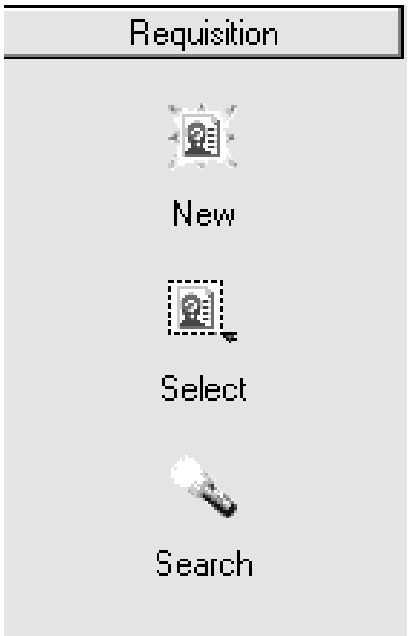
Navigation Bar Menu

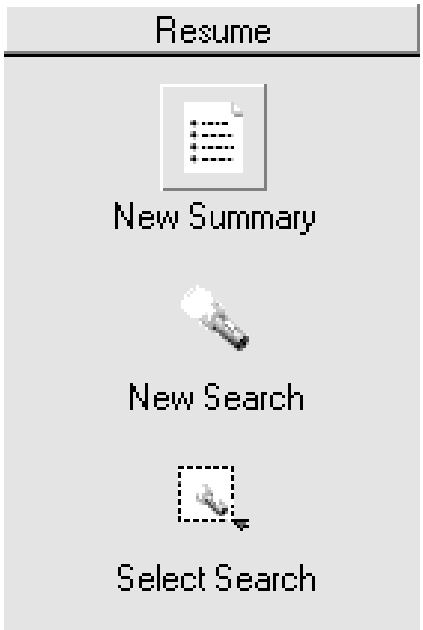
This appendix provides a more in-depth look at Resumix and some of the functionality available within the application.

Requisition



NEW	Create a new requisition.
SELECT	Select an existing requisition from a list.
SEARCH	Search for an existing requisition.

Resume



NEW SUMMARY	Create a new resume summary.
NEW SEARCH	Create a new resume search.
SELECT SEARCH	Select an existing resume search from a list.

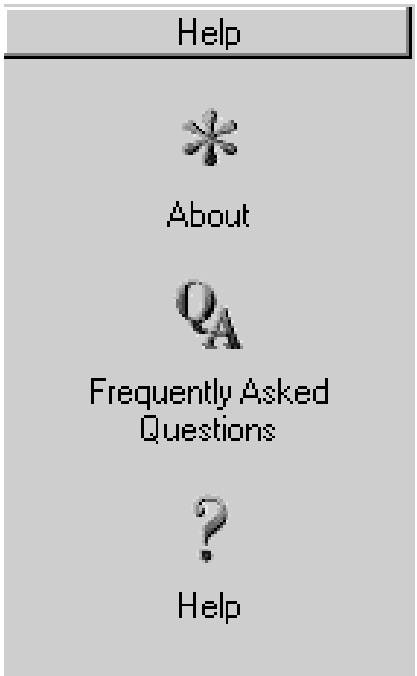
Navigation Bar Menu Icons (Cont'd)

Personal

MY FOLDERS	Create folders to personalize the organization of your work.
MY OPEN REQUSITIONS	Access your open requisitions.
MY OPEN REQS WITH NEW MATCHES	Search for an existing requisition.
MY PENDING REQUISITIONS	Displays those requisitions with a status of pending for the user logged into Resumix.
MY OPTIONS	Customizing the appearance of Recruiter's Desktop.
CHANGE PASSWORD	Change your password.
CURRENT CONFIGURATION	Access information about the configuration of your Resumix System.

Navigation Bar Menu Icons (Cont'd)

Help



ABOUT	Access information about the Recruiter's Desktop
FREQUENTLY ASKED QUESTIONS	Access Frequently Asked Questions.
HELP	Access Recruiter's Desktop Help topics.

Host Menu Bar

You can also access all of the navigation bar options from the menu bar.

Exiting Recruiter's Desktop

You can exit the Recruiter's Desktop in either of two ways:

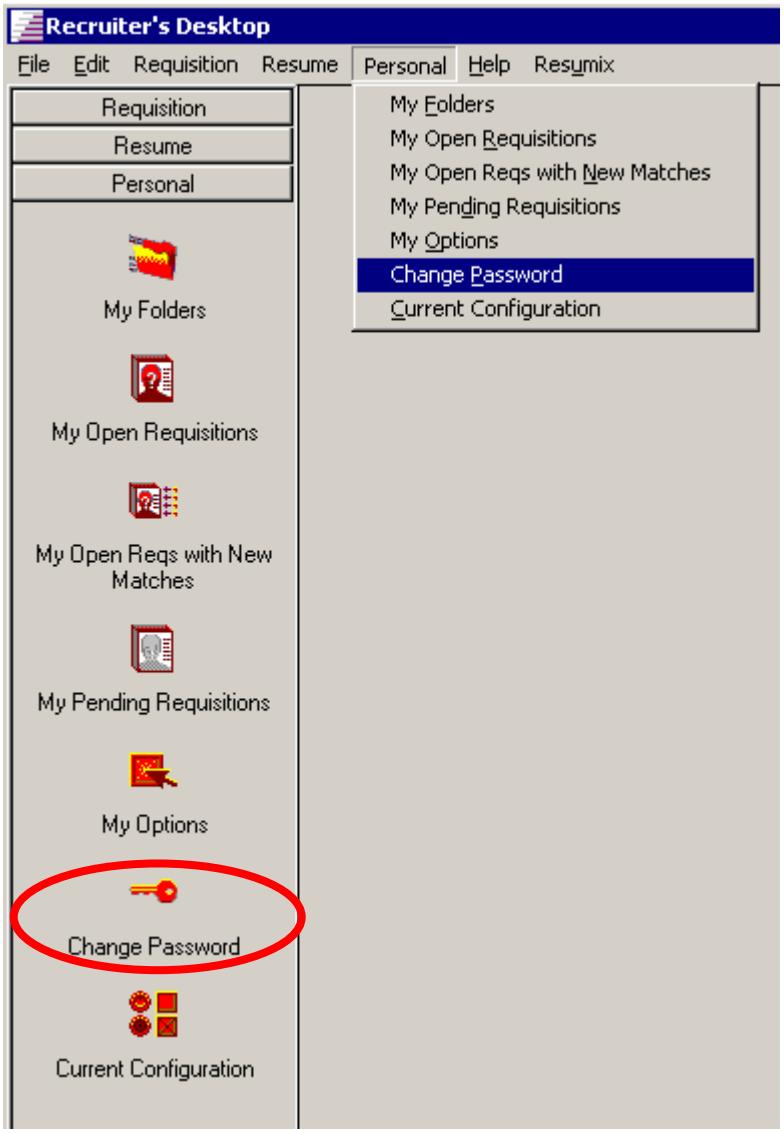
1. From Menu Bar, choose **File > Exit**.

2. Click the **Close** button in the upper right corner of the Title Bar. Click **OK** in the Confirmation box.

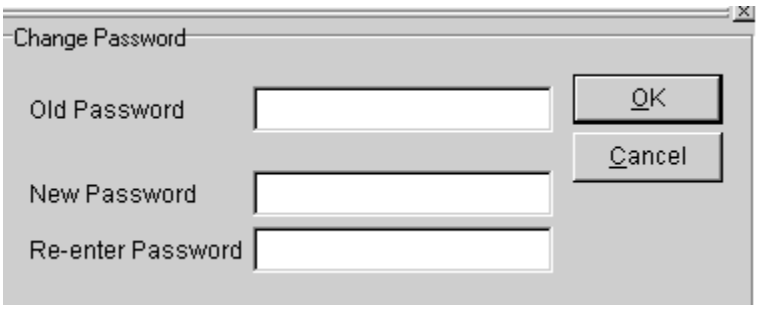
Note: Each tab has a **Close** button next to the menu button. This button closes only that particular tab.

Changing the Resumix Password

From the menu bar or navigation bar, choose **Personal > Change Password**



The Change Password dialog box appears.



Using Personal Options

The options in the Personal menu enable the user to customize their workflow and the appearance of Recruiter's Desktop.

Organizing My Folders

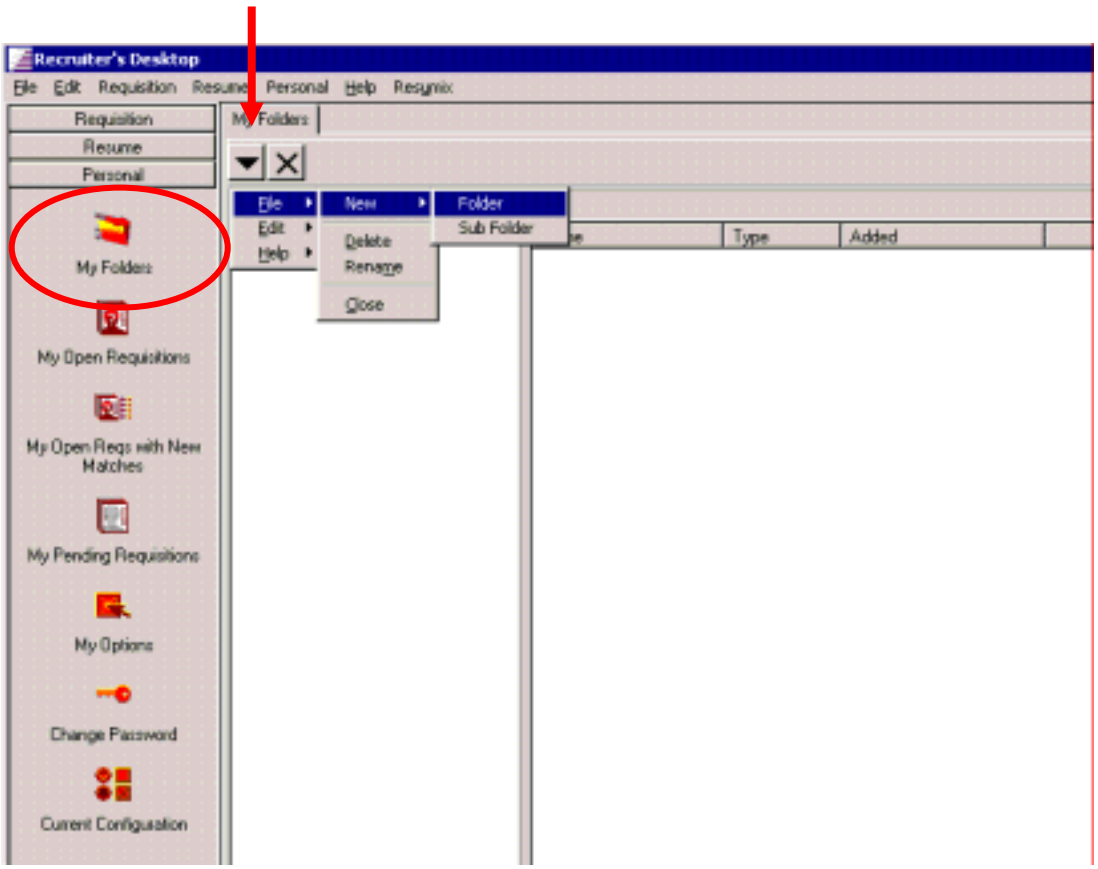
My folders is used to quickly organize and access the user's requisitions and resumes. You can customize your workflow by creating an unlimited number of folders and sub-folders, which can be moved, renamed, or deleted. It works the same way the folder system works in Microsoft Windows Explorer and Microsoft Outlook.

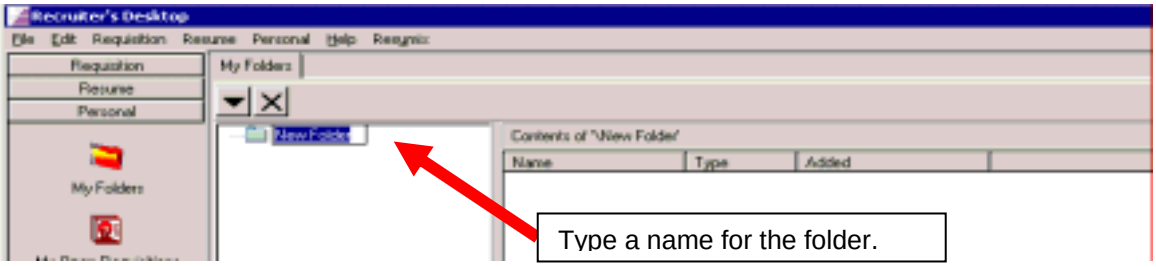
Dragging and dropping a requisition or resume into a folder, a shortcut to the database is created. Click on the linked item in My Folders to open a requisition or resume. Deleting a linked item in a folder removes only the link created to the database. It does not delete the resume or requisition from the database.

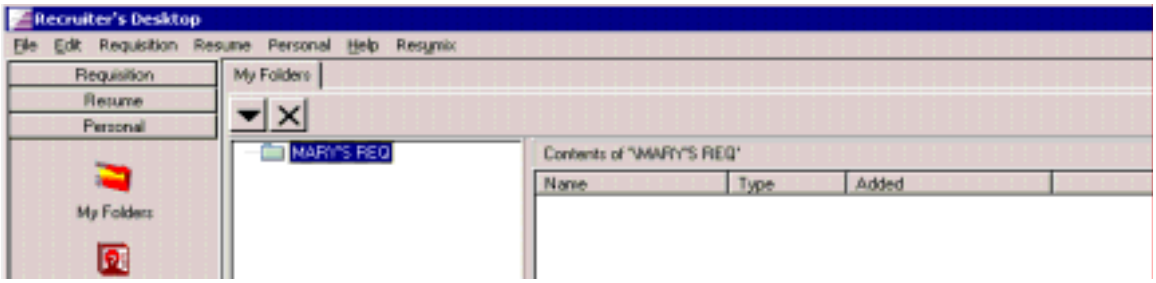
Tip: My Folders can be set up to work the way you do. To make the folders appear in a specific order, begin the folder name with 01, 02, 03, etc. Otherwise, the folder names will display in alphabetical order. Also, you can delete requisitions or resumes from My Folders after

they have been worked and are no longer needed; thereby, showing only open requisitions or resumes.

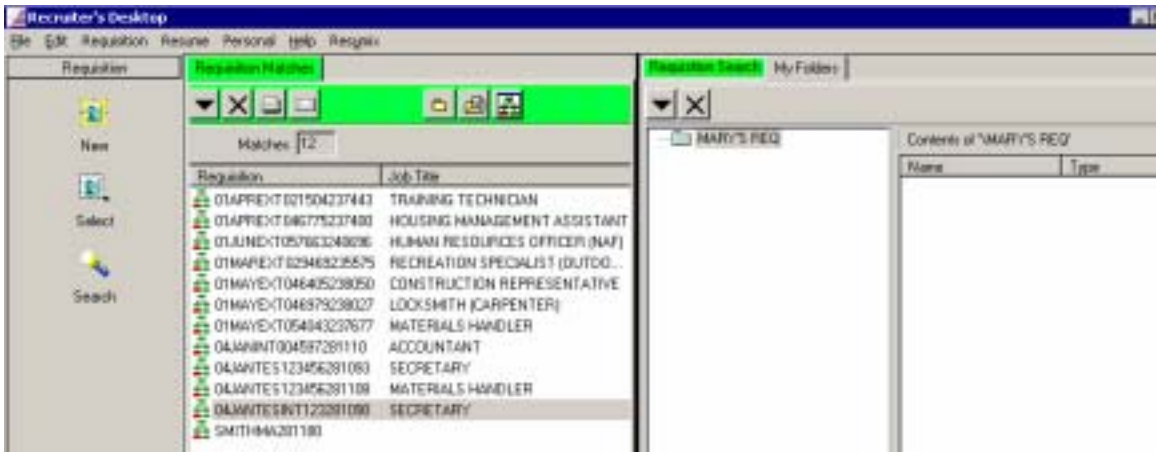
STEP 1: To create a folder, click My Folders. Click the menu icon . Select **File > New > Folder.** Type a name for the folder.



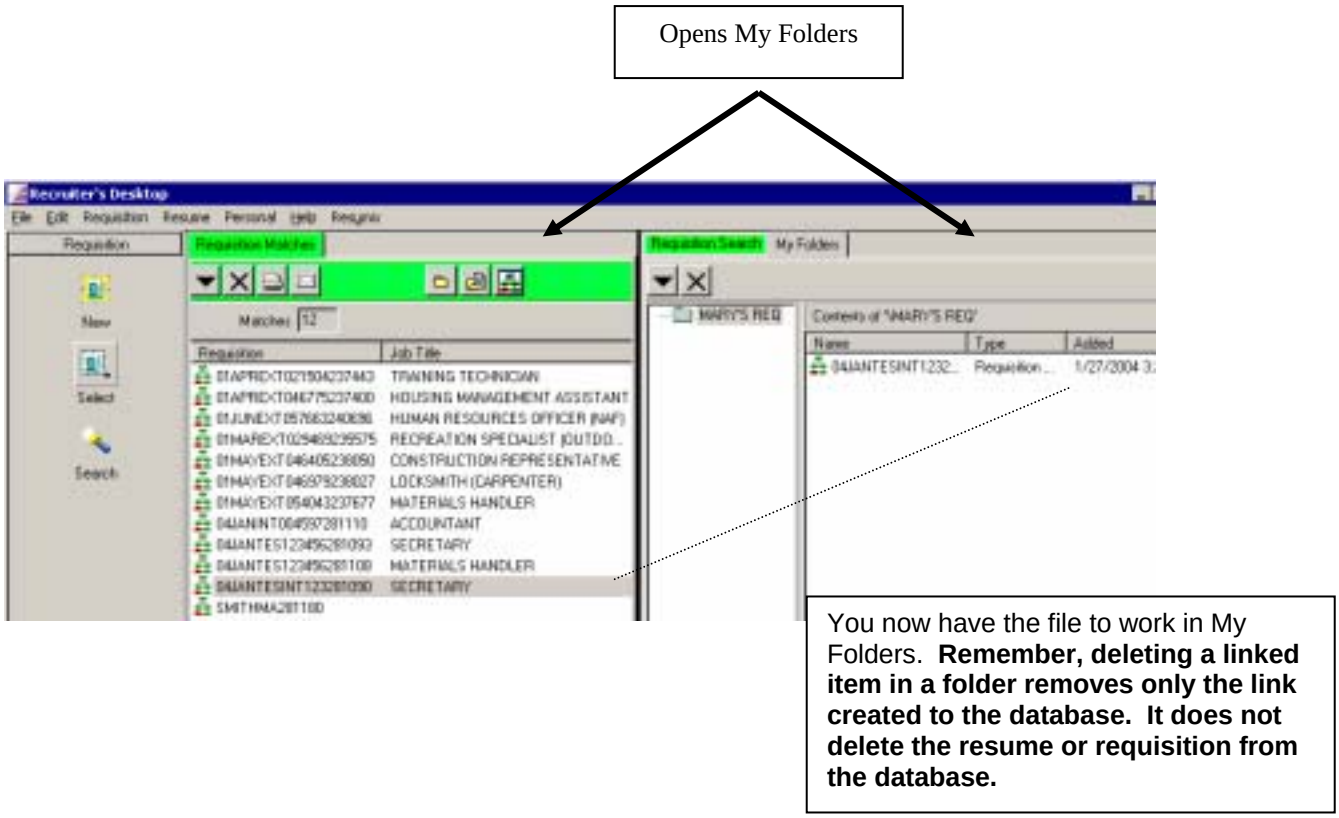


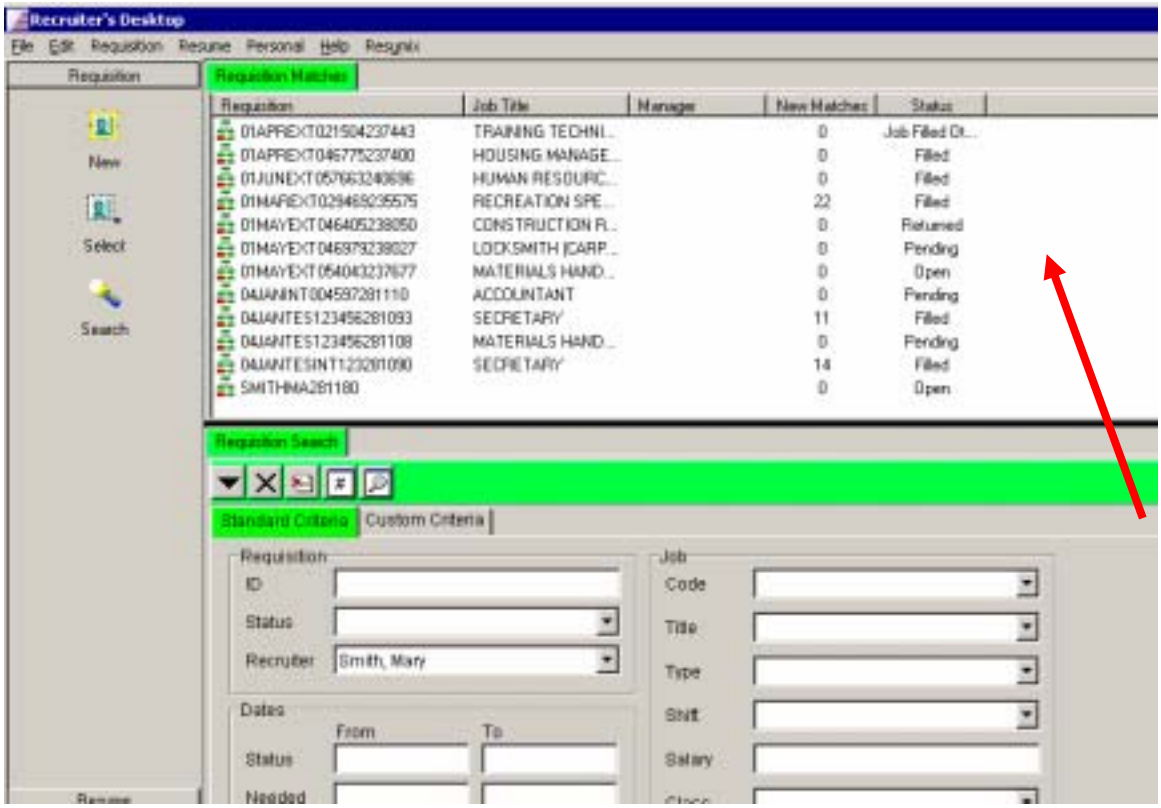


EXAMPLE

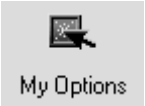


STEP 2: Locate the requisition or resume. Highlight and then left click, drag and hold to My Folder.





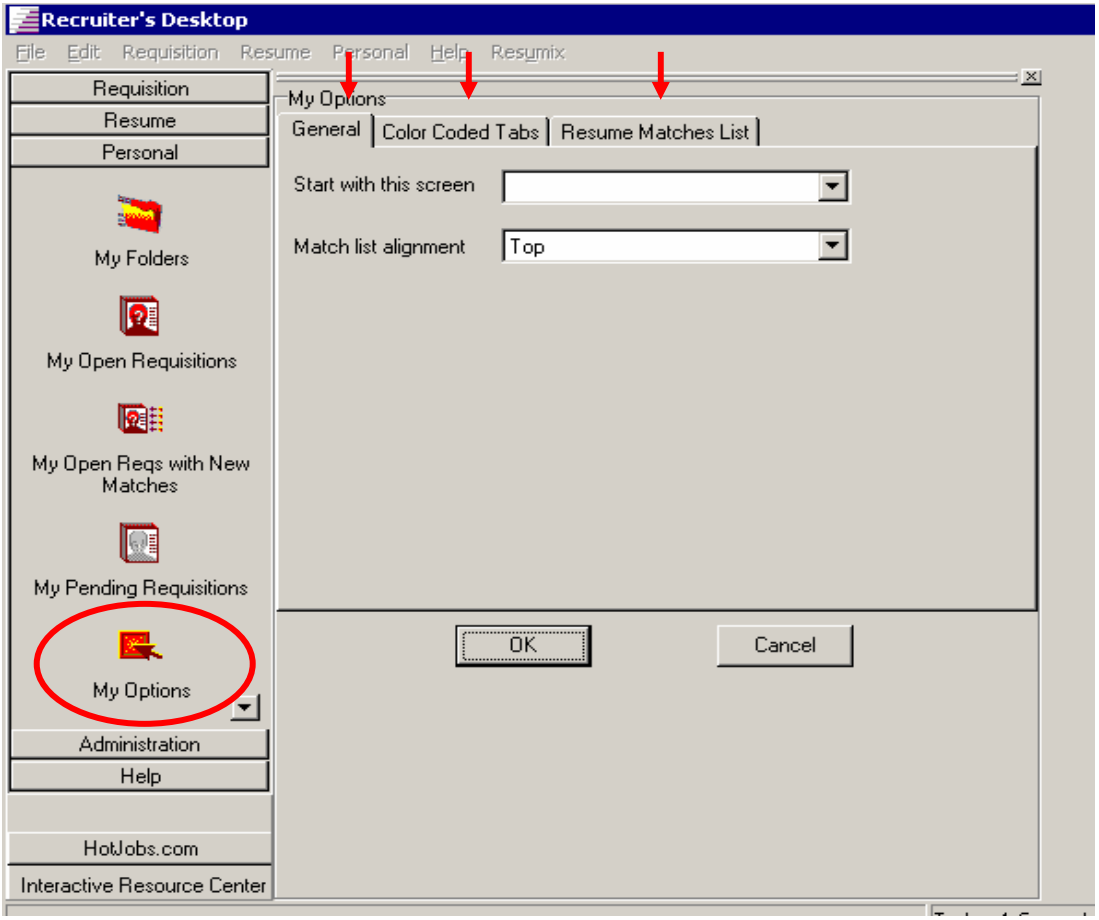
NOTE: This example utilizes the "My Options" button and shows the layout of the Requisition Matches tab located on top of the Requisition Search tab.



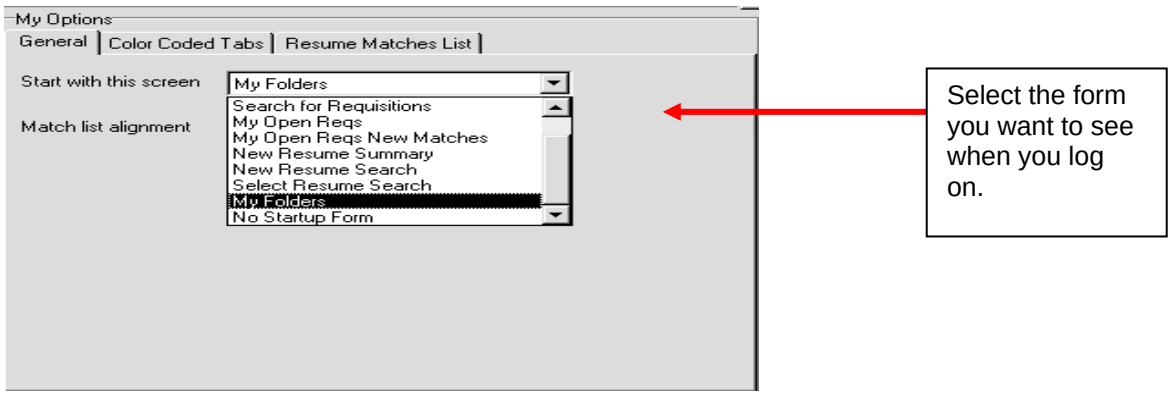
Customizing Layout with My Options

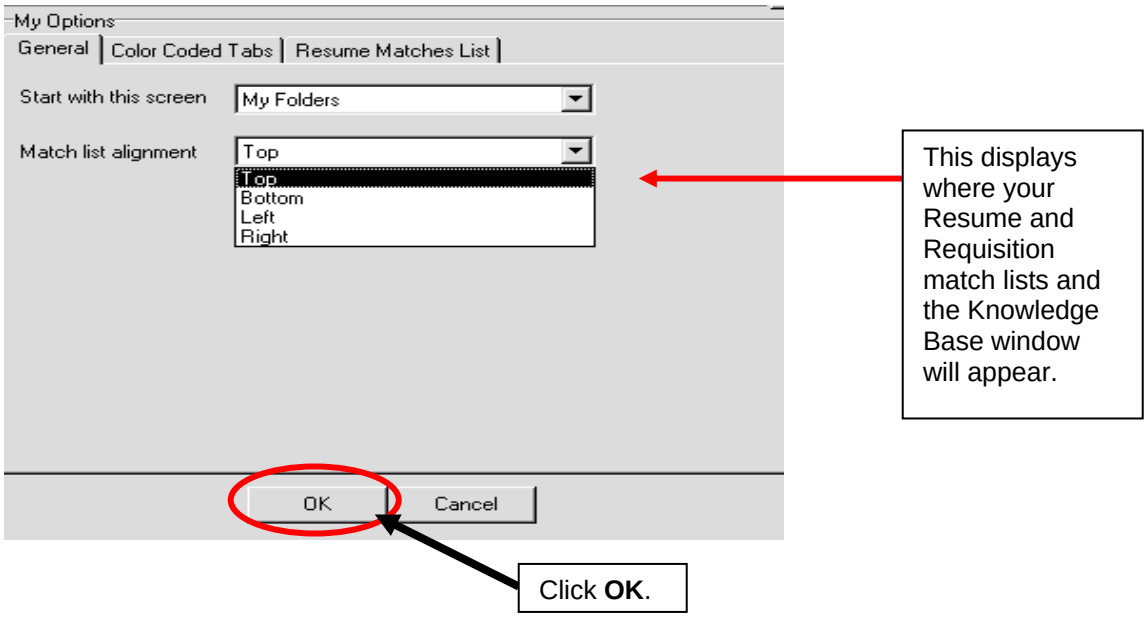
You can customize the way Recruiter's Desktop displays by personalizing the My Options feature.

To open, click My Options. Three tabs appear: General, Color Coded Tabs, and Resume Match List.

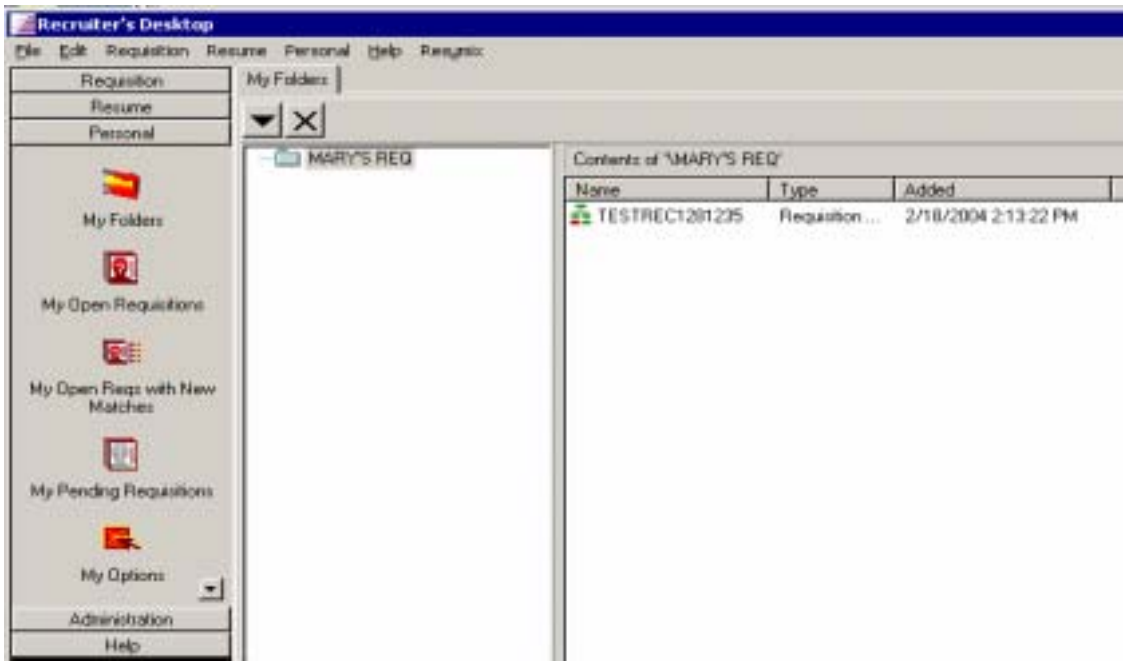


Personal > My Options > General

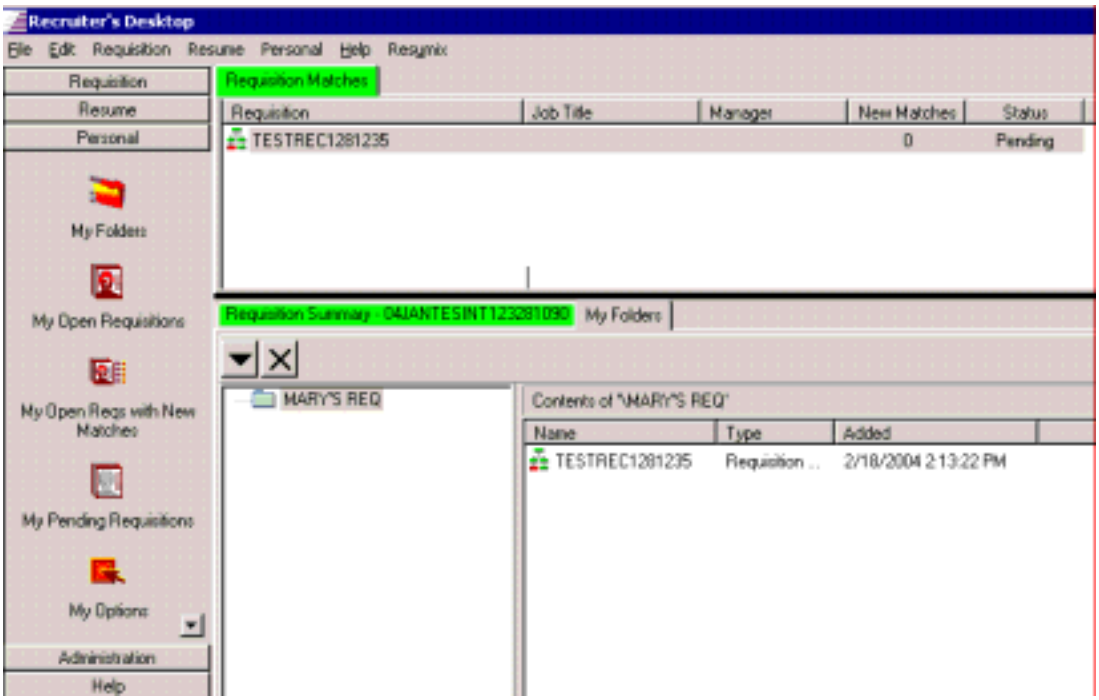




EXAMPLE SCREEN SHOT: LOGGING IN WITH SETTINGS FOR "START WITH THIS SCREEN"



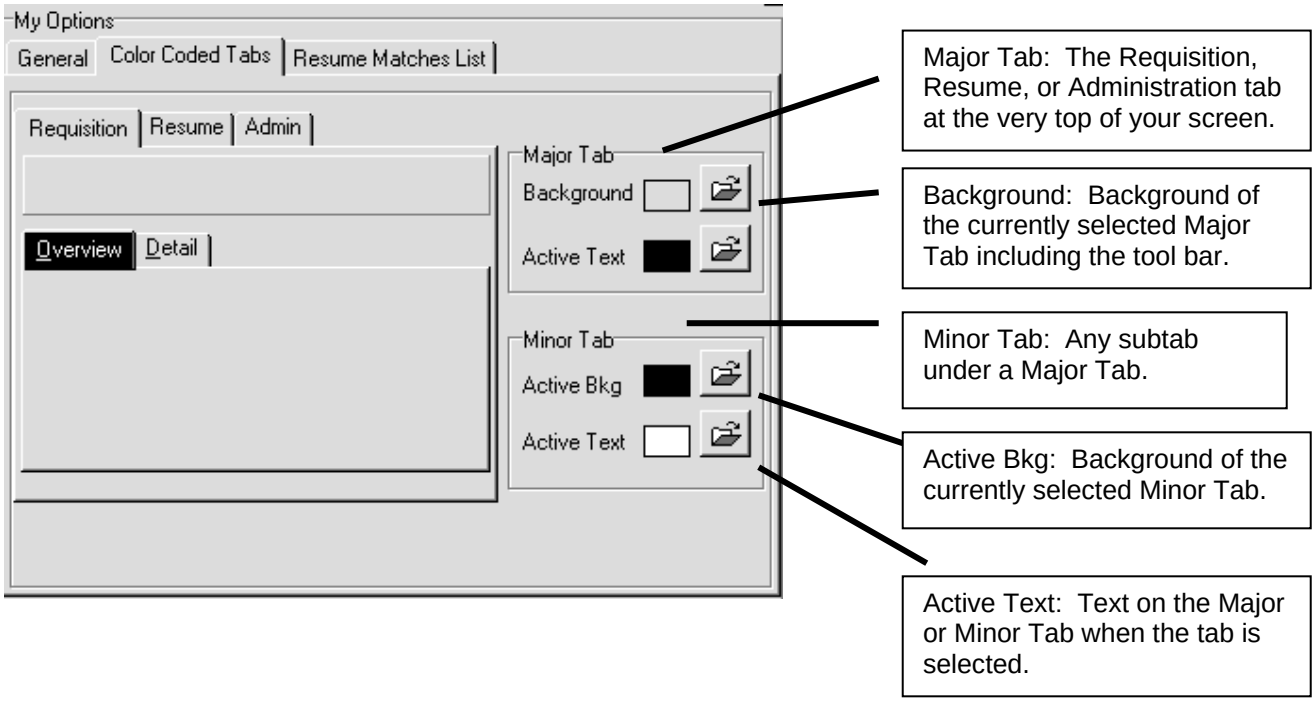
EXAMPLE SCREEN SHOT: REQUISITION MATCHES WITH SETTINGS FOR "MATCH LIST ALIGNMENT" SET AS "TOP"



Personal > My Options > Color Coded Tabs

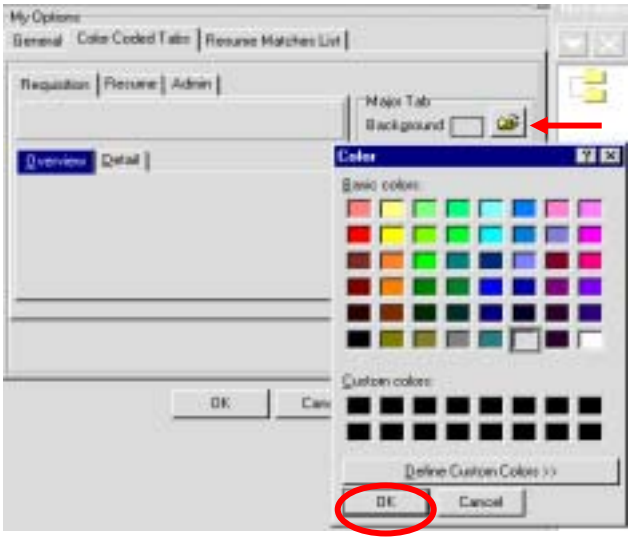
You can set up and customize the color for groups of Requisition, Resume, and Administration tabs. Your choices of different colors will make each group of tabs look distinctive.

STEP 1: Click the Requisition, Resume, or Admin Tab.



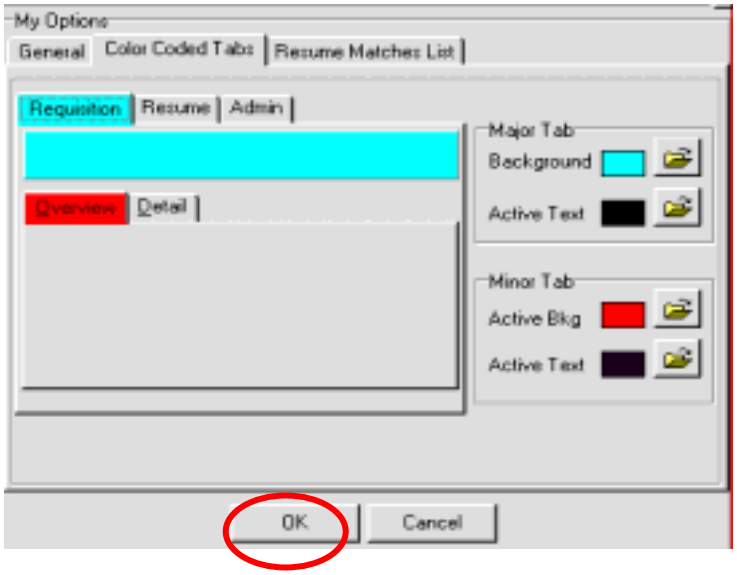
STEP 2: In the Major Tab area, click the Open button to the right of Background.

STEP 3: Select the color for the background of the Major Tab.



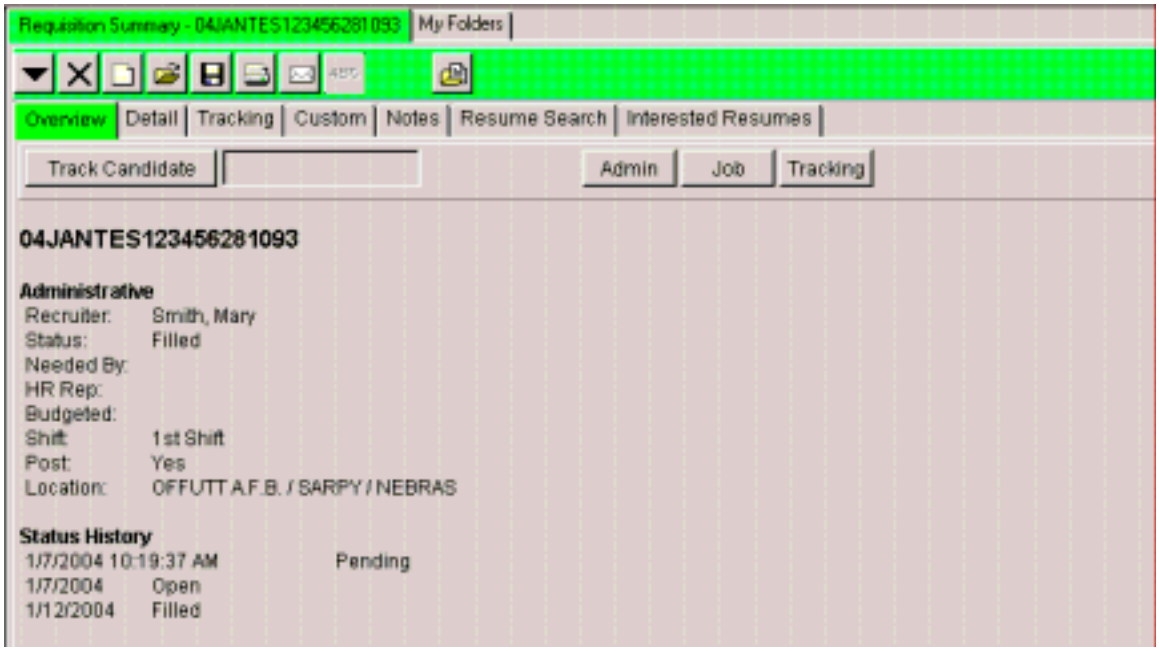
STEP 4: Click **OK**.

STEP 5: Repeat Steps 1-4 for the Major Tab Active Text, Minor Tab Active Bkg, and Minor Tab Active Text.

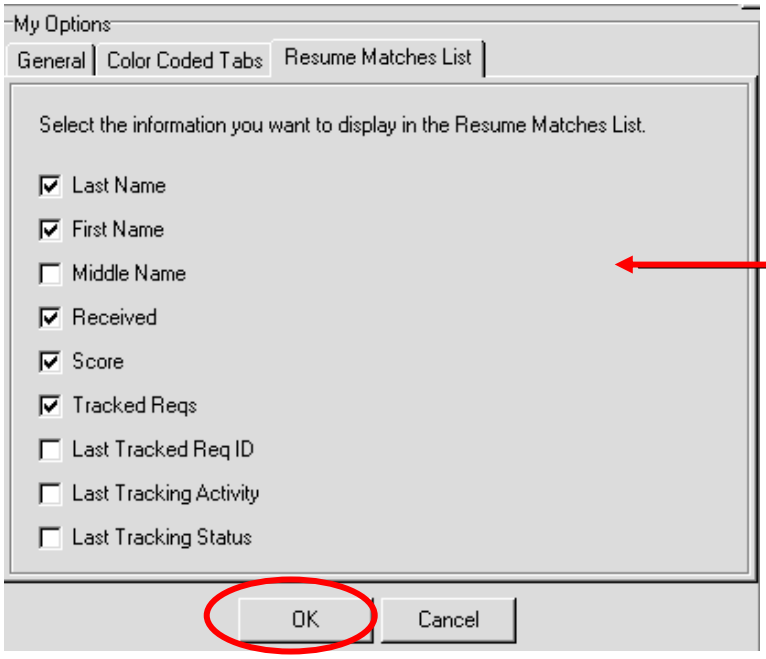


STEP 6: Click **OK**.

EXAMPLE SCREEN SHOT: HOW A REQUISITION WOULD APPEAR**.**



Personal > My Options > Resume Matches List



Select the information you want to display on the Resume Matches List.

Click **OK.**

EXAMPLE OF SCREEN SHOT: RESUME MATCH LIST

Resume Matches

Last Name	First Name	Received	Score	Tracked Reqs
SMI		)02	0	0
SMI		2001	0	0
SMI		2001	0	0
SMI		2001	0	1
SMI		)01	0	37
SMI		2001	0	1

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