

# Function Guide

This manual applies to:

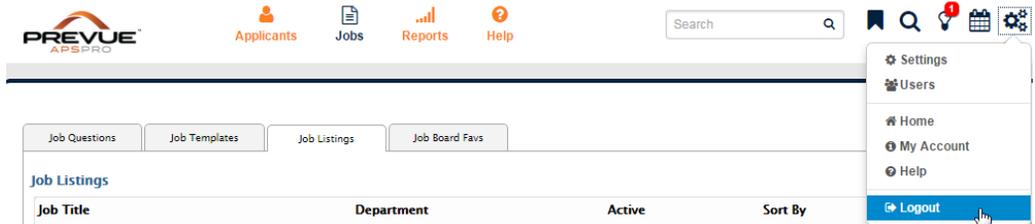
<http://admin.prevueaps.com>

<http://admin.prevueaps.ca>

<http://admin.prevueapspro.com>

<http://admin.recruit4business.com>

# Function Guide



## Jobs Icon:

This icon will allow you to manage the following:

- Job Questions
- Job Templates
- Job Listing
- Job Board Favorites

## Reports Icon:

This icon will allow you to view and manage the following:

- Standard Reports:** View reports such as Sources, Sources by Status, Sources by Status Group. New reports will be continually added to the above selection.
- All Applicants:** This is a way for you to view all applicants within all jobs posted.
- Report Builder:** Build custom reports with data collected in the application process.
- Visitor Traffic:** View visitor traffic to your careers site.
- Website Source:** View the websites your visitors came from.
- Search Engines:** Track the search engines your visitors came from.

## Settings Icon:

This icon will allow you to view and edit the following:

- Career Site Pages:** Manage the pages on your main careers site page. Add, edit or inactivate your Career Site Pages here.
- Classifications:** Manage your Job Board classification types. Add, edit or inactivate Classification types here.
- Business Units:** Manage your Business Units. Add, edit or inactivate Business Units here. Add, edit or inactivate your Business Units here.
- Ad Sources:** Manage your Ad Sources. Add, edit or inactivate your Ad Sources here.
- Statuses:** Manage your application statuses (hiring process steps). Add, edit or inactivate your Statuses here.
- Email Templates:** Create or edit email templates for easy disbursement from the Jobs Dashboard and Job Reports.

## Users Icon:

This icon will allow you to add and edit the following:

- Administrators:** Administrator logins are the main logins to your system. These logins have unlimited access to all jobs, settings, and everything else in your account.
- Managers:** Manager logins will allow a user to access all jobs and applications for the business units they are assigned to. For instance, if you have a sales manager, and give him access to the sales department, he will be able to login and see all sales jobs, and all applicants who applied to a job in the sales department.
- Assigned Users:** Assigned User logins allow managers/users to login and view just the applications that you have assigned to them. You can assign users to one of these managers in groups of one or more on the jobs reports or assign them one at a time by viewing an application and going to the notes and history tab.
- Contacts:** You can add a contact user if you want to be able to forward applications through the system without setting up a username and password.

## Home Icon:

- Website:** View the URL to your PrevueAPSPRO careers site.

## Account Icon:

- Account Info:** Update or edit your account information such as your password or personal information.
- Bookmarks:** Add URL's to be saved in your bookmark area.

## Help Icon:

- Notifications:** Notifications about training sessions and any outages or issues.
- FAQ:** Access our help guides here

## Logout Icon:

Logout of the system when not in use, this will take you back to the login screen.

### **Add Icon**



Such as questions, groups, titles, etc.

### **Mega Phone**



Quickly push to the job boards. Note: All jobs are automatically pushed to Indeed.com.

### **Red Arrow**



Select this icon to make items inactive. Such as questions, groups, titles, etc.

**Green Arrow** 

Select this icon to make items active again. Such as questions, groups, titles, etc.

**Magnifying Glass** 

View and/or Edit items such as questions, groups, titles, etc. with this icon.

**Ad Tracking Icon** 

Track your advertising efforts in once place. Track your default job board pushes, additional job boards pushes and manual posts made such as newspaper.

**show inactive**

This will allow you to view all questions, titles, or groups you have made inactive.

**hide inactive**

This will allow you to hide all inactive questions, titles, or groups.

**\* If you have any additional questions please contact your authorized Prevue Distributor or Prevue HR Support at [support@prevuehr.com](mailto:support@prevuehr.com).**