

How to Add Additional Application Statuses

This manual applies to:

<http://admin.prevueaps.com>

<http://admin.prevueaps.ca>

<http://admin.prevueapspro.com>

<http://admin.recruit4business.com>

How to Add Additional Application Statuses

Step One:

Login to the PrevueAPS Admin Area:

Enter **Username** and **Password**

Username or Email:

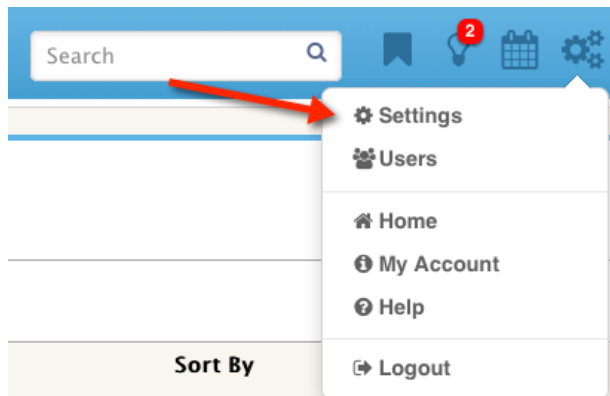
Password:

[Log In](#)

[Forgot Your Password?](#)

Step Two:

Click on the 3 gears icon at the top of your screen and select “**Settings**”.






Step Three:



Step Four:

To add a new status, click on the green plus sign.

Application Statuses					
	Name:	Type:	Active:	Order:	
					
	Reviewed	Reviewing	Yes	1	
	Phone Interview Completed	Interview Phase	Yes	2	
	1st Interview Completed	Interview Phase	Yes	3	
	2nd Interview Completed	Interview Phase	Yes	4	
	Position Offered	Reviewing	Yes	5	
	Hired	Hired	Yes	6	

Step Five:

A window will populate where you can name the new status. Select a group that it best fits with, and boxes to allow required fields,

Add Application Status

Status Name*:

Status Group: Reviewing

Order*:

Allow Managers:

Allow Assigned Users:

On Checklist:

Description:

Step Six:

Once you click “Add New”, the new status will now show up as an option to select from when you want to assign an applicant a status.

Applicants

Status	Active	Date Range	Met BQ	Date
All	Both	All	Both	Refresh

	Name	Date	Screenie	Met BQ	Status
<input type="checkbox"/> 1.	Robinson, Sage - [AG]	14-Jan-2014	Invite	Yes Change...	
<input type="checkbox"/> 2.	Stevenson, Angela	12-Nov-2013	Invite	Yes Change...	
<input type="checkbox"/> 3.	Freeman, Jane - [N]	12-Nov-2013	Invite	Yes Change...	
<input type="checkbox"/> 4.	Olson, Annie	12-Nov-2013	Invite	Yes Change...	
<input type="checkbox"/> 5.	Peterson, Jill	12-Nov-2013	Invite	Yes Change...	
<input type="checkbox"/> 6.	Sisson, Becky	12-Nov-2013	Invite	Yes Change...	

Select All - Deselect All

Status

Active Statuses

- Need To Review
- Reviewed
- Phone Interview Completed
- 1st Interview Completed
- 2nd Interview Completed
- Position Offered
- Hired
- Not Qualified
- Not Selected

***If you have any further questions, please contact your authorized Prevue Distributor or Prevue HR Support at support@prevuehr.com.**