To: UC Recruit Users
From: UC Recruit Support Team
Re: Introducing the Workspace Ribbon - Filters and Columns in UC Recruit

Workspace Ribbon

You may have noticed a significant change in the UC Recruit interface. Effective Monday September 25th, filters and column settings may be accessed via a new user interface feature called the Workspace Ribbon. This change has been implemented system-wide in order to improve reporting functionality. In order to assist users in using the ribbon, UC Irvine programmers created a document for reference at all UC campuses. You may view this document here.

The Workspace Ribbon displays filters along a horizontal band at the top right of the page. A Workspace Ribbon appears on the Recruitments grid, the Applicants list, the Approvals queue, and the Waivers grid. The Workspace Ribbon also provides a means by which users may customize their column settings.

The Workspace Ribbon does not change the functionality of the filters or columns, it just changes the way in which users set them.

How to use the Workspace Ribbon

Upon first logging into UC Recruit users will be presented with a visual Tour that provides an overview of the changes.

Filters are displayed on a horizontal band near the top of the page. On the left of the ribbon you can reset your workspace to view default settings with by clicking on the Your Workspace > Default Workspace button. This will remove your filters and column settings and return you to the default workspace. On the right of the ribbon, use the Edit Workspace button to manage your filters.

Active filters are shown in the middle of the ribbon. You may click on any active filter in order to update it. Use the Edit Workspace button to add or subtract filters and columns.

On the Applicants list, the Qualified/Unknown/Not Qualified applicant pages are also now located in the middle of the ribbon.

Your filter and column settings will persist and UC Recruit saves your filters to a “workspace.” That means they are saved when you log out of the system and as you move about UC Recruit’s pages while logged in.

To allow time for users to acclimate to the new interface, the Filters field along the left-hand side of the page and the Change Columns button will continue to show in the system until October 5, 2017. On October 6, 2017 the Workspace Ribbon will replace them.

Questions about this message may be directed to June Betancourt at x5728 or june.betancourt@ucsb.edu

General UC Recruit inquiries may be directed to help@aait.ucsb.edu