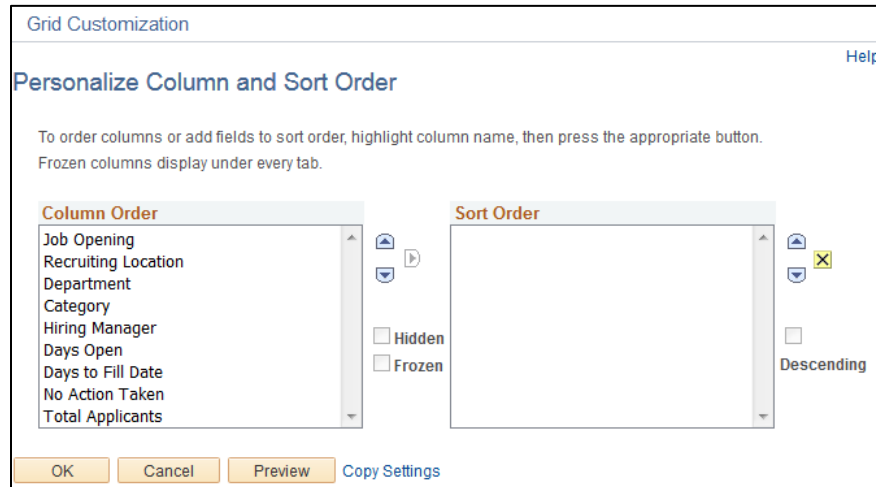


# Modifying Recruiting Home Dashboard

## Personalize My Job Openings & My Applicants

1. Click 'Personalize' in the section to update the grid.
  2. To remove a column
    - a. Click on the column name
    - b. Click the box next to 'hidden'
  3. To change the order the columns appear
    - a. Click the column name
    - b. Use the up/down arrow to move the column location
  4. Change how information is sorted (i.e. sort by job opening number)
    - a. Click the column(s) to sort by
    - b. Click the arrow facing to the right so the column appears in the Sort Order box
    - c. If you want the column sorted descending (high to low, z to a) click the box by Descending
2. Click 'Preview' to double check results, click OK.



## Add/Remove Content

3. Click 'Content' in upper right corner of page
4. On the Personalize Home Page, mark/unmark solutions to modify which sections appear on the page.
  - a. You can see an example of each section by clicking on the solutions name.
5. Click 'Save'.

