Upgraded PeopleAdmin Home Page FAQs

**What is the benefit of this new landing page?**

The upgraded landing page will incorporate an easy to use inbox from which you can access your action items without having to change your user group. These action items will also include search committee tasks under the postings tab—you will be able to filter and sort the inbox for even easier access to what matters most.

**What can I see and access from this new inbox?**

You will be able to see all of your action items, including those assigned to you as a search committee member (under the postings tab). You will also notice a few added fields to help you better find and prioritize your work, including the department and days in current workflow state. You will be able to access and take action on any action item without having to manually change your user group.

**What are the different widgets on the home page?**

There are a handful of simple data visualizations (or “widgets”) on the new home page. These will answer questions like, “How many postings were filled in the last 30 days?” for an administrator or “How long are things sitting in my inbox on average?” for an approver. These “widgets” are customized data (related to your user role) with different visualizations for administrators, applicant reviewers, and approvers.

**Where does the data in the widgets come from?**

This data comes directly from your PeopleAdmin talent management solution.
What will it look like?

**INBOX**
All action items at their current state and day in their current state.

You can take action on any action item without manually changing your user group.

**WATCHLIST**
Unwatch any postings on your watchlist by clicking the unwatch tab.

**WIDGETS**
Simple data visualizations that are data based for Administrators, Applicant Reviewers, and Approvers.
PeopleAdmin

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Modules
Click here to toggle through the individual modules

Modules
The module labels have been changed:

- Hire: previously Applicant Tracking
- Positions: previously Position Management
- Onboard: no change