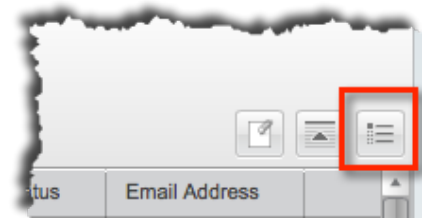

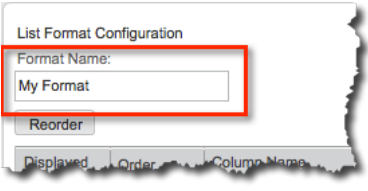
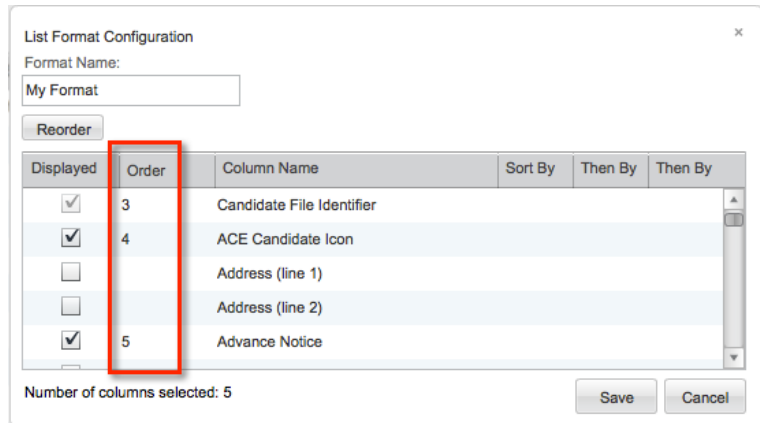
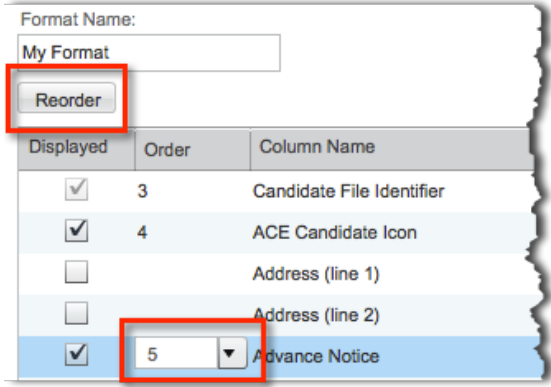
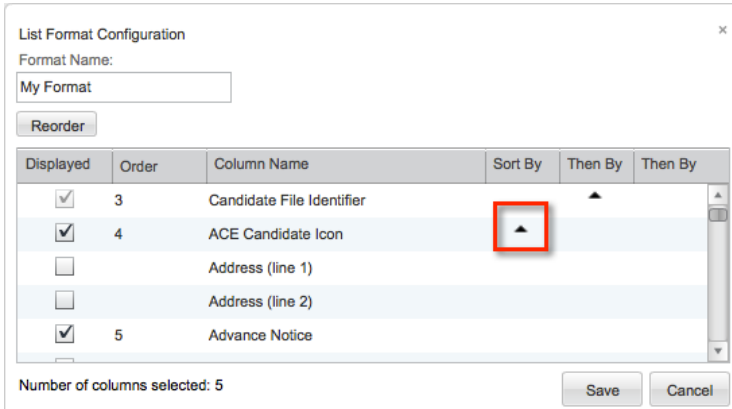



CUSTOMIZE REQUISITION AND CANDIDATE LISTS

Step	Instruction																																				
1.	<p>Click the List Format Configuration tool located at the top right area above your list of candidates or requisitions.</p> 																																				
2.	<p>In the List Format window, select the pencil icon next to one of your three available Personal List Format slots.</p> 																																				
3.	<p>Name your format.</p> 																																				
4.	<p>Select the columns you would like in your list (Note: you cannot remove the first three columns)</p>  <table border="1" data-bbox="292 1438 1047 1858"> <thead> <tr> <th>Displayed</th> <th>Order</th> <th>Column Name</th> <th>Sort By</th> <th>Then By</th> <th>Then By</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>3</td> <td>Candidate File Identifier</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4</td> <td>ACE Candidate Icon</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Address (line 1)</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Address (line 2)</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5</td> <td>Advance Notice</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Displayed	Order	Column Name	Sort By	Then By	Then By	<input checked="" type="checkbox"/>	3	Candidate File Identifier				<input checked="" type="checkbox"/>	4	ACE Candidate Icon				<input type="checkbox"/>		Address (line 1)				<input type="checkbox"/>		Address (line 2)				<input checked="" type="checkbox"/>	5	Advance Notice			
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Step	Instruction																		
5.	<p>If you would like to re-order a column, click into the Order cell next to your column to reset the order ... then click the Reorder button.</p>  <p>The screenshot shows a dialog box titled 'List Format Configuration' with a 'Format Name' field containing 'My Format'. A 'Reorder' button is highlighted with a red box. Below it is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Displayed</th> <th>Order</th> <th>Column Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>3</td> <td>Candidate File Identifier</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4</td> <td>ACE Candidate Icon</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Address (line 1)</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Address (line 2)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5</td> <td>Advance Notice</td> </tr> </tbody> </table>	Displayed	Order	Column Name	<input checked="" type="checkbox"/>	3	Candidate File Identifier	<input checked="" type="checkbox"/>	4	ACE Candidate Icon	<input type="checkbox"/>		Address (line 1)	<input type="checkbox"/>		Address (line 2)	<input checked="" type="checkbox"/>	5	Advance Notice
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6.	<p>Indicate a column for this lists Primary Sort. Click once into the Sort By cell for your desired column to sort in Ascending order. Click twice to sort in Descending order. Click a third time to remove the sort criteria for the column.</p>  <p>The screenshot shows the same dialog box as in step 5, but with an additional 'Sort By' column. The 'Sort By' cell for 'Advance Notice' is highlighted with a red box, containing an upward-pointing arrow.</p>																		
7.	<p>If desired, you may select second and third sort criteria by using the Then By cells as shown in the above screenshot.</p>																		
8.	<p>Save your format and click Apply.</p>																		
9.	<p>If you would like to return to the pre-configured list(s) in your system, simply come back to the List Format Configuration tool and select a pre-define list located beneath the personal list formats.</p>  <p>The screenshot shows a dialog box titled 'List Formats' with the instruction 'Select a candidate list format.' Below this are four radio button options: 'My Format', 'Personal Format 2', 'Personal Format 3', and 'Standard View'. The 'Standard View' option is selected and highlighted with a red box. 'Apply' and 'Cancel' buttons are at the bottom right.</p>																		