Quick Steps – Viewing Inbox

1. Select **APPLICANT TRACKING** or **POSITION MANAGEMENT** from the drop down (upper right corner).

2. Click **Inbox** (top right of the screen).

3. Click **Actions** tab.

4. If you have actions, on the row of the desired record, click **Actions** and then **View**.

5. After you validate the fields, click **Take Action** or **Take Action On Hiring Proposal** and select the appropriate workflow status.

**Note:** Actions will varying based on the Position/Posting status and the workflow status.

Quick Steps – Viewing Watch List

1. Select **APPLICANT TRACKING** or **POSITION MANAGEMENT** from the drop down (upper right corner).

2. Click **Watch List** (top right of the screen). A list of Postings, Hiring Proposals and Positions you have checked to watch will be displayed.

3. If you have actions, on the row of the desired record, click **Actions** (to the left).

   a. For Postings: select to **View Posting** or **Stop Watching Posting**.

   b. For Positions: select to **Show Position Status** or **Unwatch Position Status**.

4. If you select to Show or View, you can then validate the fields, click **Take Action** and select the desired workflow action.

**Note:** If your Position/Posting is no longer in your Watch list because of the workflow status, you can still search using the **Postings** or **Position Descriptions** from the menu bar.