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<p>To access Recruitment Event page</p>	<ul style="list-style-type: none"> ▪ From the Desktop click Create menu. ▪ Select Recruitment Event. Recruitment Event page displays. ▪ From the Recruitment Event page - Event Information group box, click Type of Event drop down. ▪ Select applicable value. ▪ From all other required and appropriate field, select appropriate value. 	<p><i>The Recruitment Event Page consists of four group boxes:</i></p> <ul style="list-style-type: none"> <i>Event</i> <i>Event information</i> <i>Event summary</i> <i>Participant Information (accessed from the Recruitment Participants expando)</i> <p><i>The Event ID field is system generated.</i></p> <p><i>The Recruiter field is populated with the name of the worker logged onto FSFN.</i></p> <p><i>The Agency field is populated with the worker’s agency.</i></p> <p><i>Type of Event, Length of Event, Target Area, Date of Event fields are required fields.</i></p> <p><i>Recruitment Participants Expando ></i> <i>-Last name, City, Zip Code are required fields.</i></p>
<p>Access Recruitment Comments Template</p>	<ul style="list-style-type: none"> ▪ From the Recruitment Event page, click the Options dropdown. ▪ Select Recruitment Comments. ▪ Click Go button. The Access Recruitment Comments template is launched. 	<ul style="list-style-type: none"> ▪ This is a blank MS Word document to be used for text entries.
<p>Launch Export Participants List</p>	<ul style="list-style-type: none"> ▪ From the Options dropdown launch Export Participants List. 	<p><i>Export Participants List saves the participant information in excel format. The worker is prompted to select a name for a file, which will be saved to the C:\FSFN\export folder.</i></p>
<p>Delete Existing Participant Row</p>	<ul style="list-style-type: none"> ▪ Click on the delete hyperlink next to the newly created Participant row. 	<p><i>On clicking the delete hyperlink, the user is prompted with the following message.</i> <i>“Are you sure you want to delete this Entry?” Click Yes. The newly created Participant row is deleted.</i></p>

How Do I...?	Selections	Tips & Guidelines
<p>Editing/Documenting Information - Recruitment Activity Page</p>	<ul style="list-style-type: none"> ▪ From the Desk top, choose Recruitment Activity from the Maintain Menu Bar option. ▪ Click on the Edit hyperlink next to the previously created Recruitment Event to modify the information in the Recruitment Event Page. ▪ Click on the Insert button on the Recruitment Activity Page to launch a New Recruitment Event Page. 	<p><i>The Recruitment Activity Page is used to Navigate to the desired recruitment event that the worker would like to maintain.</i></p> <p><i>The Event Date, Type, Worker Name, Agency Name and Target Area are listed to help the worker find the exact Recruitment Activity that needs modification.</i></p> <p><i>It consists of the fields, Event Date, Type, Worker Name, Agency Name and Target Area. All the fields in this page are system Derived and are view only fields.</i></p> <p><i>The Recruitment Activities are listed by date in order of the most recent event first and then alphabetically by Target Area.</i></p> <p><i>All the Recruitment Events created by the worker is displayed.</i></p>

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