




STARS Release 11 Functionality -- The following features are immediately available to you after this weekend's R11 upgrade:

Resizing Columns:

Grab the right side of the column you wish to resize and adjust the column width. Click on Save Output Fields to save this change.

Freezing, Sorting and Filtering Columns:

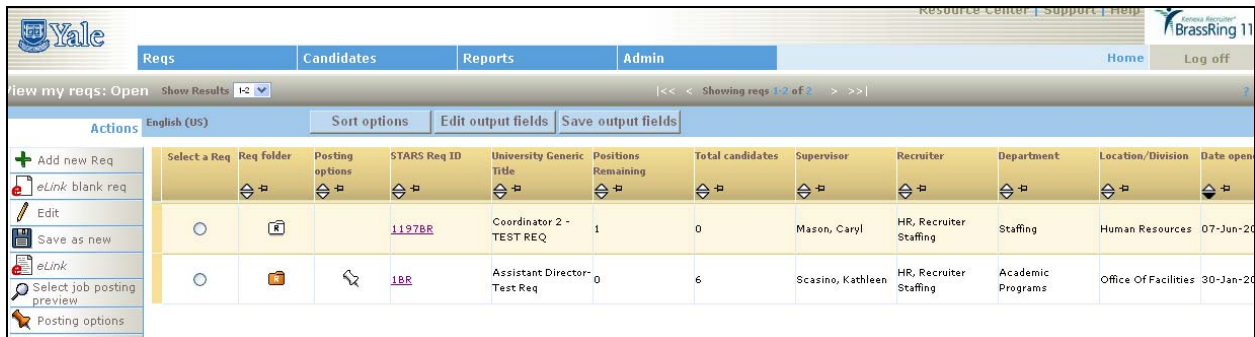
 Freeze column data: Double click on the pushpin icon. It will change position:  when column is frozen. To unfreeze the column, double click on the icon once again. This change stays only in the folder you are in. It does not save as a default in all folders of similar type.





 Sort Ascending or Descending: Click once for Ascending; again for Descending order. (See below for multiple sort options.) This change stays only in the folder you are in. It does not save as a default in all folders of similar type.

Edit Output Fields:

1. Navigate to an output grid that you want to change.

For example, select **Reqs > View all reqs/View my reqs > Open.**

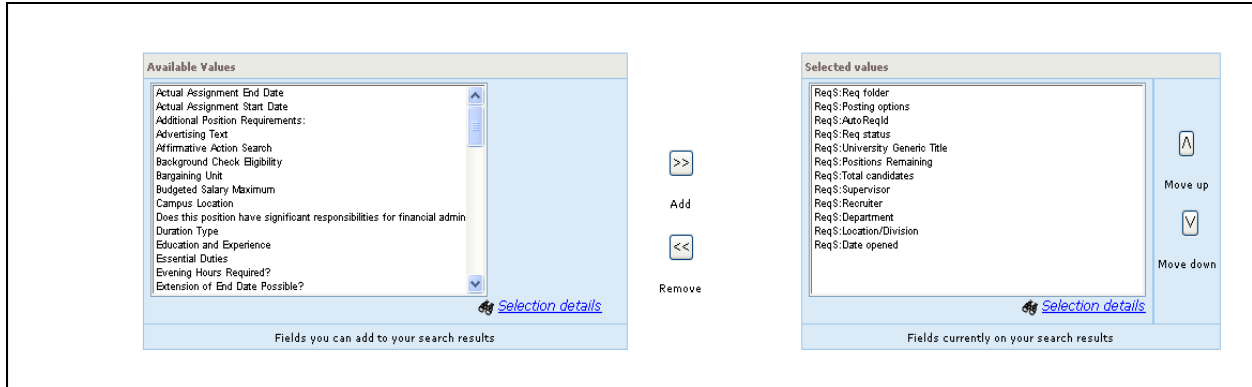


Select a Req	Req folder	Posting options	STARS Req ID	University Generic Title	Positions Remaining	Total candidates	Supervisor	Recruiter	Department	Location/Division	Date open
<input type="radio"/>			11978R	Coordinator 2 - TEST REQ	1	0	Mason, Caryl	HR, Recruiter Staffing	Staffing	Human Resources	07-Jun-20
<input type="radio"/>			1BR	Assistant Director - Test Req	0	6	Scasino, Kathleen	HR, Recruiter Staffing	Academic Programs	Office Of Facilities	30-Jan-20

2. On the page displaying the output grid, click the **Edit output fields** button.

Edit output fields

3. The **Edit output fields** window opens.



Remove output fields that you do not to include in the output grid first:

1. Select each field to be removed from the output grid in the **Selected Values** box.
2. Click the **Remove** button (double arrows pointing to the left).
The fields are restored to the **Available Values** box.

Shortcut:	To select and move multiple values at once, hold down the Ctrl key while selecting each value, and then click the Add or Remove button
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4. Add output fields that you want to include in the output grid:
 1. Select each field to be displayed as a column in the output grid in the **Available Values** box.
 2. Click the **Add** button (double arrows pointing to the right).
The fields are moved to the **Selected Values** box.

5. To change the order of the columns on the output screen, click the **Move up** or **Move down** buttons to the right of the **Selected Values** box.

6. Click **Save**.

7. Click **OK** to close the confirmation screen.

8. Your selections are applied and saved.