



Tips and Tricks

Customize Your Welcome Screen

You have the opportunity to customize and add content panels to the left and right sides of the Kenexa Recruiter BrassRing "Welcome Screen". Use the panels to provide easy access to your commonly used KRB functions. You can have a total of six panels, three on each side. The central section is not customizable by you. A portion of the center panel is reserved for Kenexa to communicate with you. Other portions are reserved for specific messages from your organization.

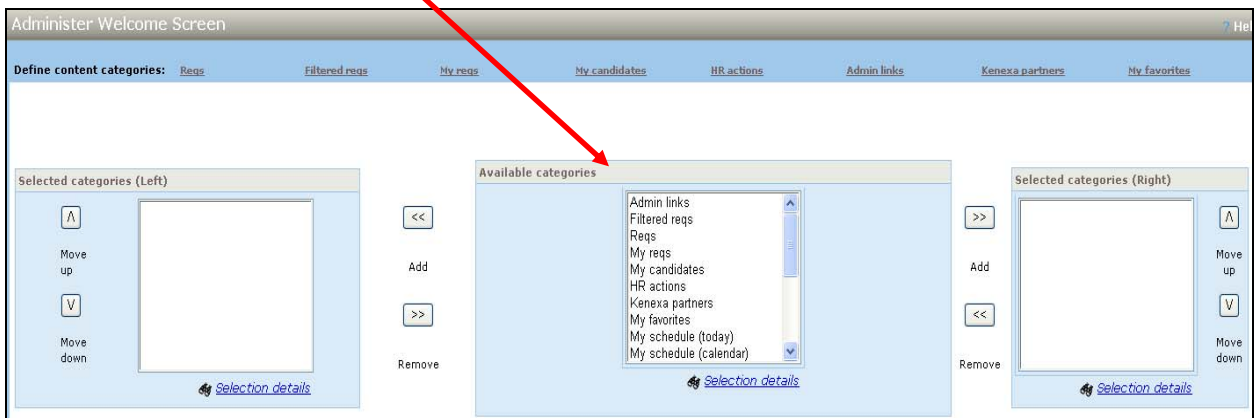
To administer the Welcome Screen

The layout of this administration page is similar to the Welcome Screen itself, with a panel in the middle of the screen that lists all the available options. The options you have available mainly reflect the sections of the Kenexa Recruiter BrassRing product that you have the ability to access through the standard navigation.

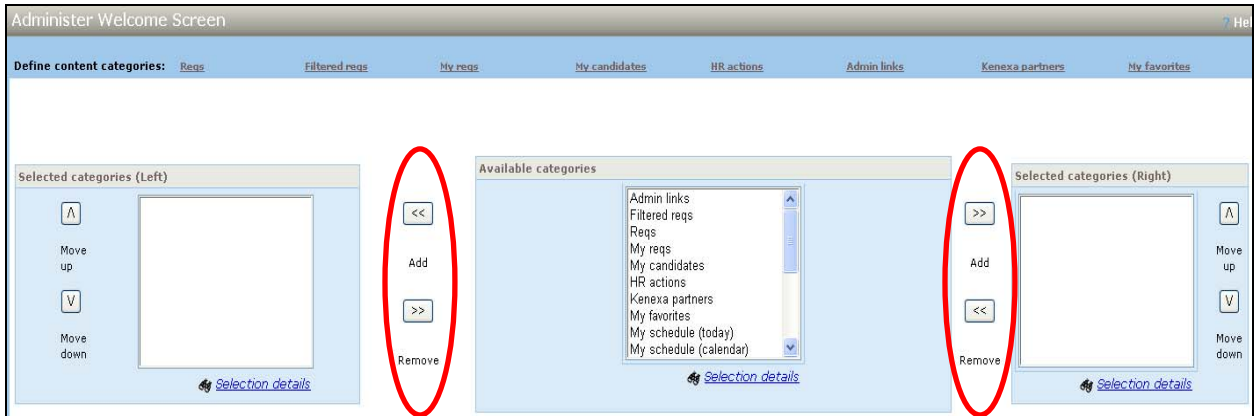
1. Navigate to Admin > Welcome Screen admin.



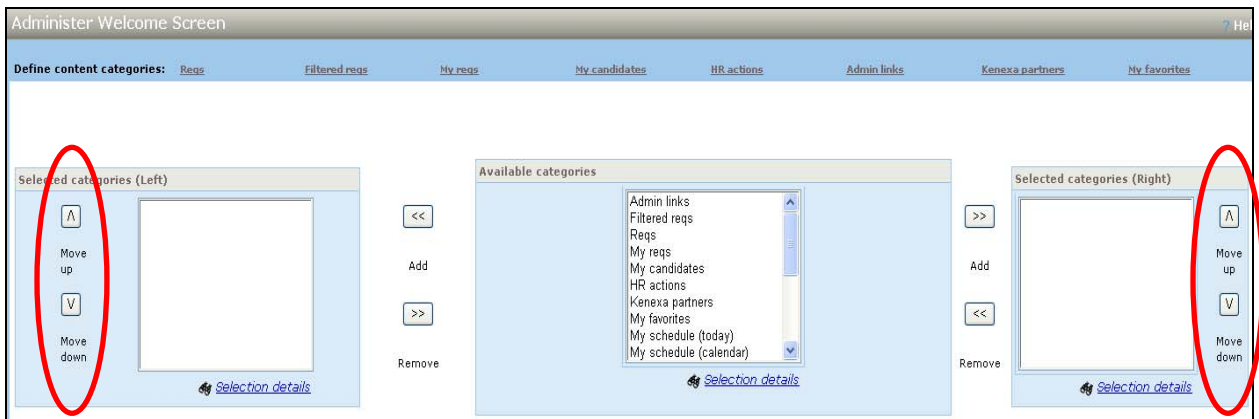
2. From the "Available Categories" list (the middle box); select the panel(s) you would like to add to your Welcome Screen.



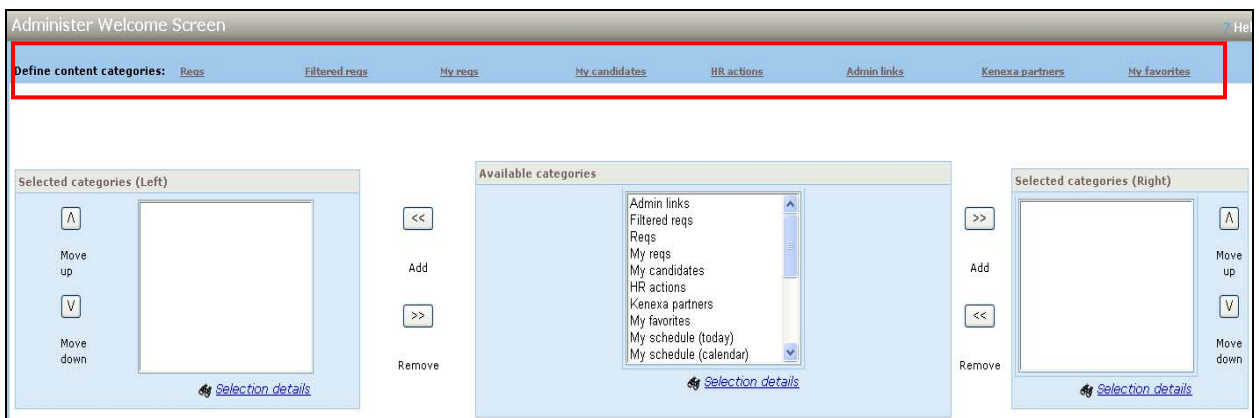
3. Use the **Add** or **Remove** buttons to place the panels on whichever side of the Welcome Screen you want it on. The order they appear in the list on the left or right is the order they will appear on the Welcome Screen.



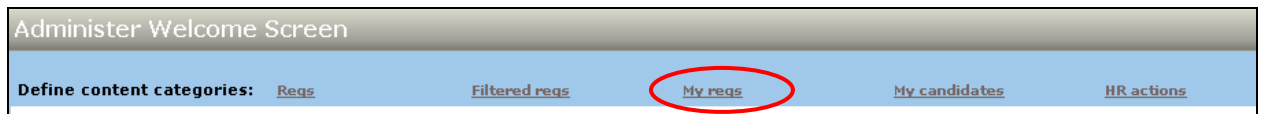
4. You can reorder the selections with the Move up and Move down buttons.



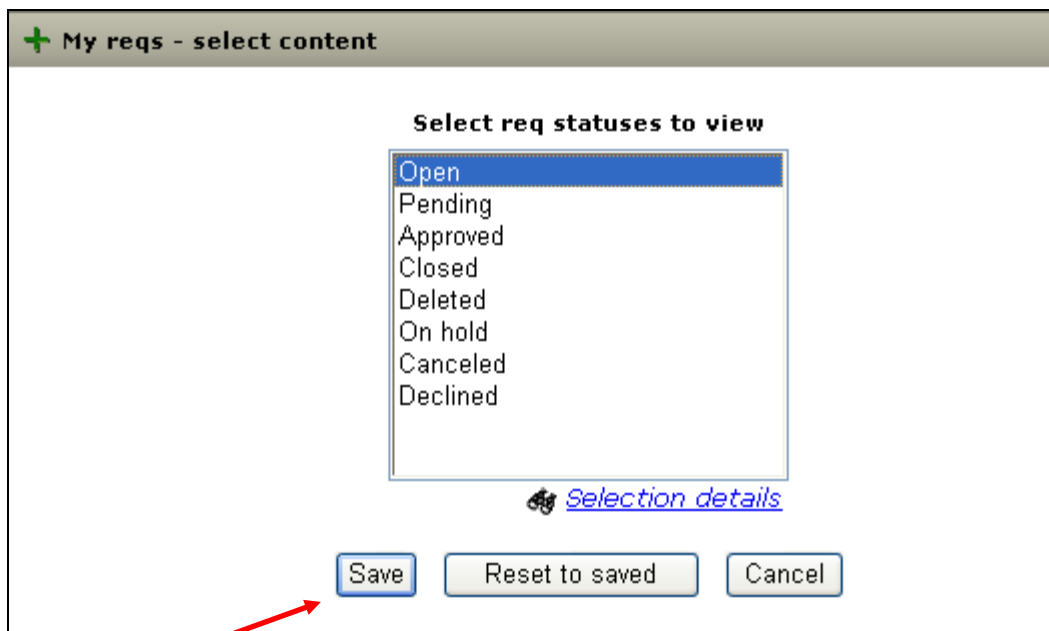
5. If the panel you are adding is also listed in the "Define content categories" section, you'll need to define the content of the panel. Follow steps 6 – 8.



- In the “Define content Categories” list, click on the panel you are adding to the welcome screen. For example, if you are adding the **My reqs** panel to the welcome screen, you will notice **My reqs** is also listed in the “Define content Categories” section. This indicates, you need to set up content for this panel. Click on **My reqs**



- From the available options, highlight your preferences; hold down the [Ctrl] key to select multiple options.



- Click Save.

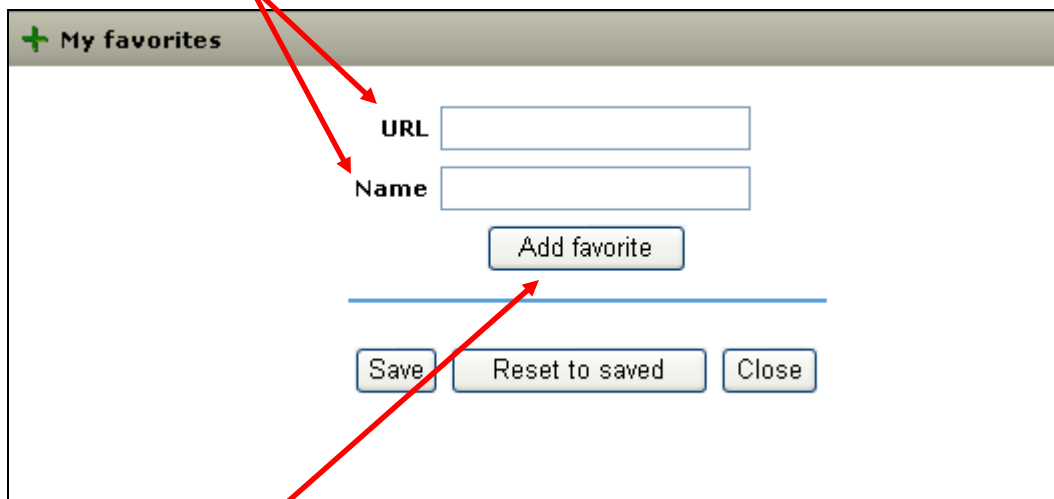
Descriptions for “Define Content Categories”

- **Reqs:** Select one or more req statuses for viewing All reqs.
- **Filtered reqs:** Select req statuses for req filtering and HR statuses for req filtering.
- **My reqs:** Select one or more req statuses for viewing My reqs.
- **My candidates:** Select one or more HR statuses for viewing My candidates.
- **HR actions:** Select candidate statuses to view.
- **Admin links:** Select links from the Admin menu to view on the Welcome page.
- **Kenexa partners:** Select links to one or more Kenexa partners.
- **My favorites:** See below

My Favorites are external bookmarks to websites that you can place on your Welcome Screen.

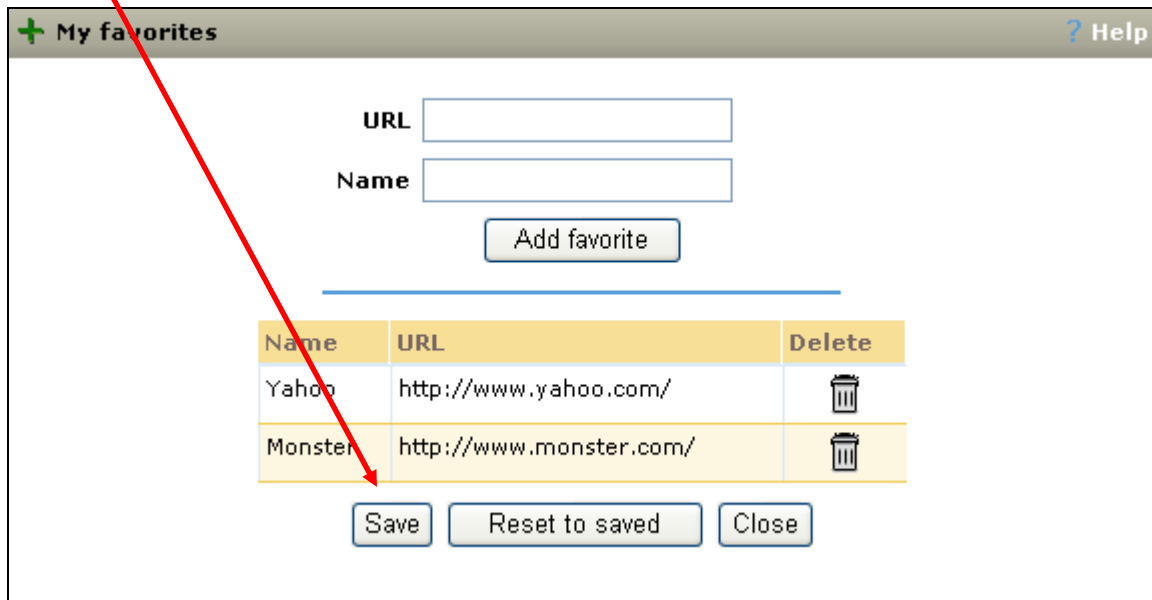
1. Click **My favorites** in the “Define content Categories” listing.

2. In the My favorites screen, enter the URL and Name of the website to add.




The screenshot shows the 'My favorites' screen with a header bar containing a green plus icon and the text 'My favorites'. Below the header, there are two input fields: 'URL' and 'Name'. Below these fields is a button labeled 'Add favorite'. At the bottom of the screen, there are three buttons: 'Save', 'Reset to saved', and 'Close'. A red arrow points from the top left towards the 'Add favorite' button.

3. Click **Add favorite**.
4. Repeat this procedure for each of the bookmarks you want to have available for your My favorites panels.
5. Click **Save** after you have added your sites.



The screenshot shows the 'My favorites' screen after adding sites. The header bar contains a green plus icon, the text 'My favorites', and a blue question mark icon followed by the text 'Help'. Below the header, there are two input fields: 'URL' and 'Name'. Below these fields is a button labeled 'Add favorite'. Below the 'Add favorite' button is a table with three columns: 'Name', 'URL', and 'Delete'. The table contains two rows of data: 'Yahoo' with URL 'http://www.yahoo.com/' and 'Monster' with URL 'http://www.monster.com/'. Below the table are three buttons: 'Save', 'Reset to saved', and 'Close'. A red arrow points from the top left towards the 'Save' button.

Name	URL	Delete
Yahoo	http://www.yahoo.com/	
Monster	http://www.monster.com/	