

CSU Channel Islands CHRS Recruiting Guide Series - Helpful Tips

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Helpful Tips

Introduction

This guide includes general tips and tricks that you should know when you are working with the CHRS Recruiting system.

What you will do

- Enable pop-ups
- Access the main menu
- Identify mandatory fields
- Use binocular and magnifying glass field search
- Manage multiple pages of information
- Print a page
- Recognize expandable information boxes

Enable pop-ups

Many browsers include pop-up blockers. Sometimes, these pop-up blockers are on by default. Pop-up blockers prevent some CHRS Recruiting interface elements from displaying. You must enable pop-ups for the CHRS Recruiting site in order to use all the features of the system.

Recommended browser

Google Chrome (most current version) provides the most stable performance with CHRS Recruiting.

When to turn off pop-up blockers

Before you use the CHRS Recruiting system.

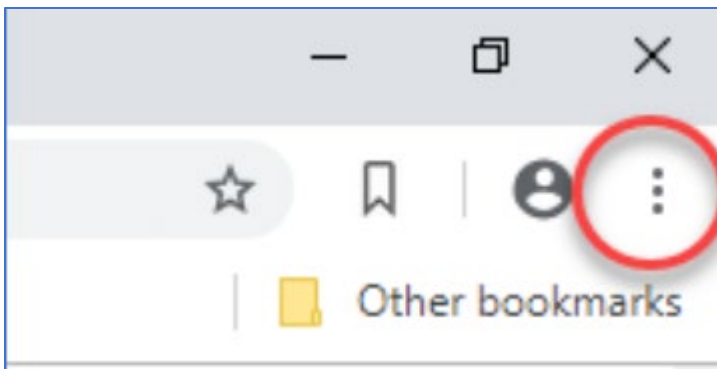
Prerequisites and assumptions

The procedure for enabling pop-ups for CHRS Recruiting depends on which browser you are using. Some browsers do not allow you to enable pop-ups for selected sites.

Google Chrome

You can keep pop-ups blocked globally as long as you enable pop-ups for the PageUp website.

1. In Google Chrome, open the Customize menu by clicking the 3-dot icon.



2. Click **Settings**.
3. Expand the **Advanced** options at the bottom of the page.
4. Click **Content Settings > Pop-ups and redirects**.

5. In the **Allow** area, click **Add**.
6. Enter the following text: **[*.]pageuppeople.com**
7. Click **Add**.
8. Close the Settings tab.


Internet Explorer (generally incompatible with the system) – Turn off pop-up blocker

In Internet Explorer, click **Tools > Pop-up Blocker > Turn off Pop-up Blocker**.

Microsoft Edge – Turn off pop-up blocker

1. Click the Gear icon to open **Settings**.
2. Click **View Advanced Settings**.
3. Set the **Block pop-ups** toggle to **Off**.

Mozilla Firefox – enable pop-ups for CHRS Recruiting

1. Click the Tools icon  in the top right.
2. Click **Options**.
3. Open the **Privacy & Security** page.
4. In the Permissions area, next to Block pop-up windows, click **Exceptions**.
5. Type the address of the CHRS Recruiting site: <https://calstate.dc4.pageuppeople.com>.

Apple Safari

Safari for macOS has no per-website control over blocking pop-up windows. Pop-ups are either blocked, or they are not. To allow pop-ups:

1. From the Safari menu, choose **Preferences**.
2. Click the **Security** tab.
3. Ensure the Block pop-up windows option is not checked. Clearing this option will allow pop-ups.
4. To block pop-ups once again, check the Block pop-up windows checkbox.

Pop-up guidelines

- If possible, enable pop-ups for the CHRS Recruiting site to avoid security issues when you visit other sites.
- Consider using a dedicated Chrome browser just for CHRS Recruiting.

What happens next

Pop-up windows are enabled for CHRS Recruiting. You can now use the system.

Access the main menu

The main menu provides links to all of the main pages that you need to access. You open the main menu by clicking the menu icon (currently in the top left corner).

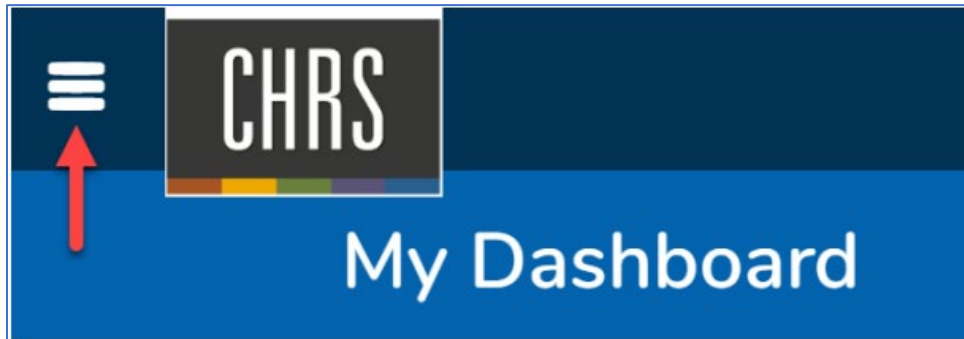
Although you can reach the most common pages from your dashboard or from the top navigation bar, the main menu provides a common navigation tool from any page.

Role effects on main menu

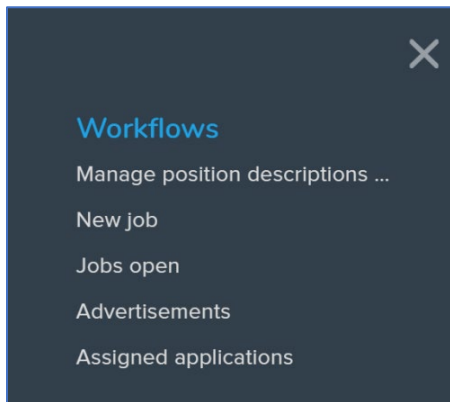
Your role determines which links you can see in the main menu.

How to open the main menu

1. Click the menu button to open the main menu.



2. Click the link to the page that you need. For example, New Job.



The blue text in this screen capture is a category for the links below it, not a link itself.

3. The new page opens.

Identify mandatory fields

When you complete online forms, some fields are mandatory. If you attempt to submit the form with mandatory fields left blank, you will be required to find the field and to provide a value.

Fields can be mandatory for several reasons:

- CSU policy, federal, or state law
- PageUp system requirements
- CSU reporting

How to identify mandatory fields

Mandatory fields are marked with an asterisk (*) on all forms. The position of the asterisk indicates who requires the field.

Asterisk location	Example	Required by
Beginning	*Campus	CSU
End	Recruitment Status*	PageUp

Beginning and end	*Reason*	Both CSU and PageUp
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If you attempt to submit the form without completing all mandatory fields, the form will re-open with mandatory fields marked with a large red asterisk.

Guidelines

- Become familiar with the forms that you are using.
- Have any other required data available before you open the form.
- You can save a draft without completing all of the mandatory fields, but some fields are mandatory, even for drafts.

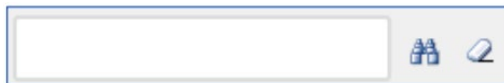
Use binocular and magnifying glass field search

When you need to select an item from a long list, the field provides a binocular or magnifying glass icon. You can use this icon to open a search window.

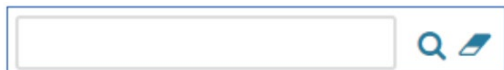
Binocular and Magnifying glass fields have nearly identical functionality. When you click the button a window pops up that provides a search interface.

When to use binocular or magnifying glass field search

Whether you see binoculars or magnifying glass icons, use them for searching for specific values in a list.



Binocular search field



Magnifying glass search field

Prerequisites and assumptions

Pop-ups must be enabled for the CHRS Recruiting website in order to use the search functions.

How to search

1. Click the binocular or magnifying glass button.
2. Enter your search criteria.
3. Click the **Search** button (or press ENTER).
4. Click **Okay** at the bottom of the window (you might need to scroll down to see it) OR click the **Select** link next to the item that you want to select.
5. Use the eraser button to clear the search field.

Guidelines

- In many cases, you need to use your campus 2-letter prefix to find items specific to your campus.
- Use the eraser icon to clear the field.
- You can enter search criteria before you click the binocular or magnifying glass button to search faster.

- If you do not see a Select link or an Okay button, use the scroll bar to scroll down to find the Okay button.

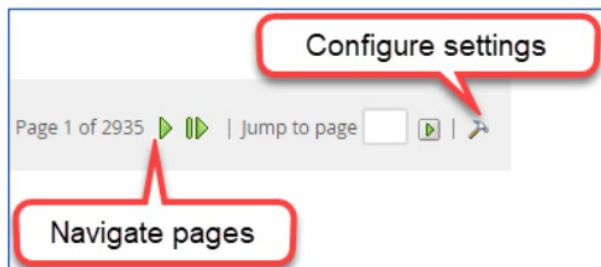
Manage multiple pages of information

Some lists are too long to see in a single page, so lists include controls for navigating and customizing your view.

When to use the list controls

Use the list controls whenever you view a large list of items that cannot be presented on a single page.

How to use the list controls



- Navigate Pages arrows page forward and back through the list.
- You can type a page directly into the Jump to page field.
- Use the Hammer icon to open the settings for the search to configure the following:
 - Columns to display
 - Number of results to display on a page.

Print a page

If you need to print a page from the CHRS Recruiting system, you can use the print function. The print function prints the entire page.


When to print a page

Use this procedure when you need to print out a page that is currently displayed in CHRS Recruiting.

Prerequisites and assumptions

None

How to print a page

1. Click the Question mark icon  in the top right.
2. Select Print.
3. Specify printer settings.
4. Click Print.
5. The page is sent to your printer.

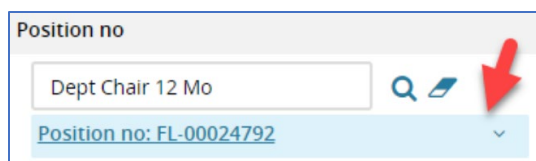
Expandable information box

Some fields have expandable information that you can display by clicking on them. These are sometimes referred to as "blue boxes." They display data that is related to the field value above it.

How to recognize an expandable information box

Blue boxes are blue shaded regions below the property that include a field value and an expansion arrow.

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Position no

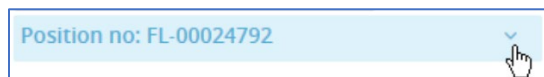
Dept Chair 12 Mo

Position no: [FL-00024792](#)

A red arrow points to a blue bar at the bottom of the form, which contains the text 'Position no: FL-00024792' and a small downward arrow icon.

How to expand the information box

Click the blue bar under the field to view more information about that field.



Position no: [FL-00024792](#)

A blue bar at the bottom of the form contains the text 'Position no: FL-00024792' and a small downward arrow icon. A hand cursor is pointing at the bar.