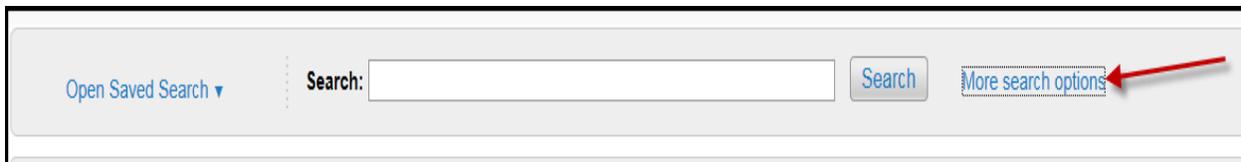
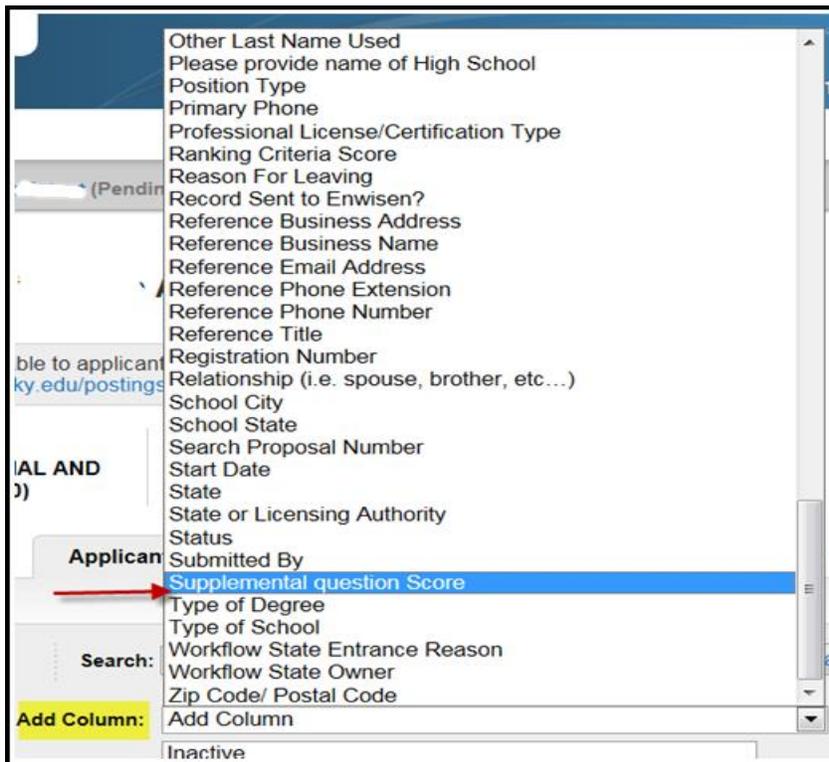


IES users can customize their view. The customized view can then be saved as an available view or the default view. An example of this would be if the Search Coordinator would like to view the supplemental question scores while reviewing the active applicant list for a job posting.

- Select the Search Coordinator role.
- From the Posting tab drop down menu select “Staff.”
- Select the applicable job posting.
- Click the “Applicants” tab
- Click on the “More Search Options” link.



- From the “Add Column” drop down menu select “Supplemental Question Scores.”



The “Supplement Question Score” column will then be added. Please note that the data is sortable.

Supplemental question Score
100.0
100.0
100.0
100.0
100.0
100.0
100.0
100.0
100.0
100.0
100.0
100.0
75.0
75.0

-To save the view, select “Save this search?”

-If you want the view to be your default, then check the “Make it the default search?” box.

-Assign a name to the view.

-Click the <Save this Search> button

Ad hoc Search x

Ad hoc Search ( 0 Items Found) [Save this search?](#)

Make it the default search?

Name

-A message should be displayed at the top of the screen indicating that the view was successfully saved:

**Custom search 'Supplemental Question Score' saved**

-If you saved the view as your default, the Supplement Questions Score column should automatically be displayed the next time you log into IES to review applicants. If you saved it as available view, then you should see it as an available option under the “Open Saved Search,” the next time you log in to review applicants.

