

## **Admin Module Overview - Approving or Declining OCR Requests**

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Once a recruiter has successfully submitted their on-campus recruiting (OCR) interview or visit request, an admin may log into the GradLeaders Recruiting Admin Module and approve or decline the request. In order to view the request information, the admin will need to go to the On-Campus Recruiting tab and choose On-Campus Request File from the drop-down menu. The request file displays a table of company requests that an admin may choose from to review. The table is broken into five tabs: Outstanding, Confirmed, Declined, Not Submitted, and Selected. The Outstanding tab lists all requests that have not been confirmed or declined and require action from an admin. The Confirmed tab lists all requests that are confirmed and are now visits, while the Declined tab lists those that have been declined. The Not Submitted tab lists request that may have been started by an employer but have not been submitted to the admin staff. Finally, the 'Selected' tab lists all items that have been selected from the previous tabs. Also, on the request file, is the ability to search, which is located above the table. An admin may use this search function to narrow down to the results listed on the first four tabs. An admin may search on an organization's name, OCR/visit event type (All Requests, Interviews, Events, Full-Time, Summer Internship, Multi-Company, Single Company, or Class Year). To improve searching without completing the search section, the table is able to be sorted by date or the organization's name. Additional configuration can be implemented to display the event title/name, when applicable. Once the admin locates the request that they want to work on, they click the organization's name on the Request File grid. This takes the admin to the View Request Page. Here the admin can view the information about the request that the employer entered when they submitted the request. In addition to this, the admin has a few more tools they can use. The first is the 'Room Availability'. This is essentially a single screen that tells the user at a glance how many interviews are in use each day, and how many more rooms are available. Once the admin has reviewed the specific information on room availability, they click the link 'Back to Request Details' to return to the request. In addition to searching on room availability, an admin may also email the employer who submitted the request directly from the system by clicking on the 'Email' icon. When clicking this icon, a box will pop up with the 'To:' and 'From:' already filled out. Once the admin has all of the information that they need and are ready to approve or decline the request, they simply click the icon for the corresponding choice. If an admin needs to, they may also choose to 'Delete' the request. This should only be used if the request has been duplicated in error, as no correspondence is sent to the employer. If an admin user chooses to delete a request, they will receive a confirmation message to confirm that they want to delete the request. Once deleted, the request will have to be re-entered by either the employer or an admin user. If the admin is declining the request, that is all that needs to be done. Based on system configuration, an email box can pop up to send an email to the employer informing them that the request was declined. On the other hand, if the request is being 'Confirmed', once this icon is clicked, the admin is presented with a box prompting them to 'Assign a Date'. The admin will have four choices. They may choose from one of the 3 requested dates, or they may choose their own. Once they have selected the date and clicked assign, the system will pop up a box for an email message stating that the request has been confirmed. Also, at this point, the event has been created with the assigned date as the event date. If the admin approves a visit, the system takes them to the Visit Details page for more required information. If they approve a company event, the system takes them to the Event Details page for more required information. **\*Outdated/Migrate\***

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