

Helpful Tips

Revision history

Last modified on	Author	Reason
1/24/2019	CHRS Recruiting Training team	Initial publication
4/5/2019	CHRS Recruiting Training team	Minor updates. See Jira 336

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

- Review browser compatibility
- 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

Review browser compatibility

Ensure that your browser supports all of the PageUp features. The following table is from the PageUp Knowledge Portal.

Browser	Version	Operating Systems
Chrome	Stable Channel	Windows / Mac / Android / iOS
Firefox	Release update channel	Windows / Mac
Safari	Latest version	Mac / iOS
Internet Explorer	11	Windows
Microsoft Edge	Latest version	Windows

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.

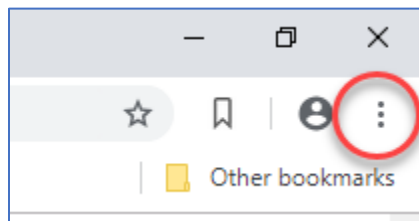
Prerequisites and assumptions

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* – how to enable pop-ups for CHRS Recruiting

*The following instructions were written for Version 73.0.3683.86 (Official Build) (64-bit).

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



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* – how to enable pop-ups for CHRS Recruiting

*The following instructions were written for Version 11.590.17134.0.

If you have Pop-up Blocker enabled by default, you can allow pop-ups for CHRS Recruiting.

1. In Internet Explorer, click **Tools > Pop-up Blocker > Pop-up Blocker Settings**.
2. In the Address of website to allow field, type: ***.pageuppeople.com**
3. Click **Add**, then **Close**.

Microsoft Edge* – Turn off Pop-up Blocker

*The following instructions were written for Version 42.17134.1.0. Microsoft Edge has no per-website control over blocking pop-up windows. Pop-ups are blocked or allowed globally.

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

* The following instructions were written for Version 65.0.2 (64-bit).



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>.
6. Click **Save Changes**.

Apple Safari* – Turn off Pop-up Blocker

*Instructions were not tested.

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.

Related documents

[Browser Support](#)

Access the main menu

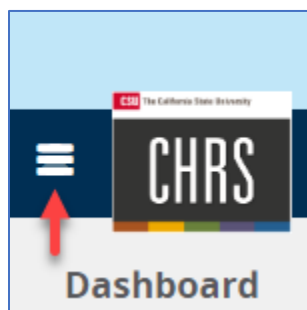
The main menu provides links to all of the main pages that you need to access. You open the main menu by clicking the menu icon (currently in the top left corner).

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.

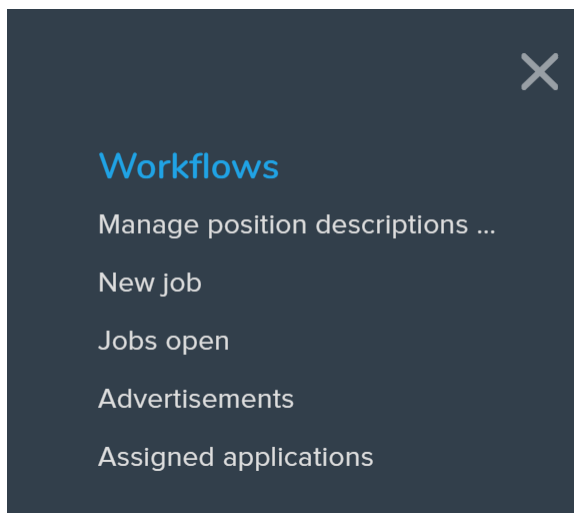
Role effects on main menu

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

How to open the main menu



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.

Different user roles have different side menu layouts.

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:

- CHRS policy, federal, or state law
- PageUp system requirements
- CHRS 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	CHRS
End	Recruitment Status*	PageUp
Beginning and end	*Reason*	Both CHRS and PageUp

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.

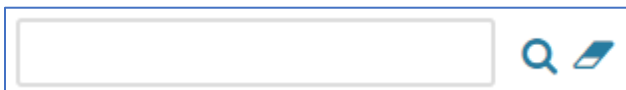
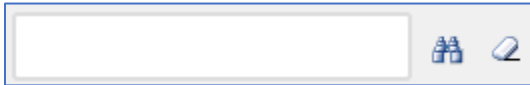
Use binocular and magnifying glass field search

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.



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.

Related documents

[Binocular fields](#)

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.

Related documents

[Managing lists of information](#)

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



2. Select **Print**.
3. Specify printer settings.
4. Click **Print**.

What happens next

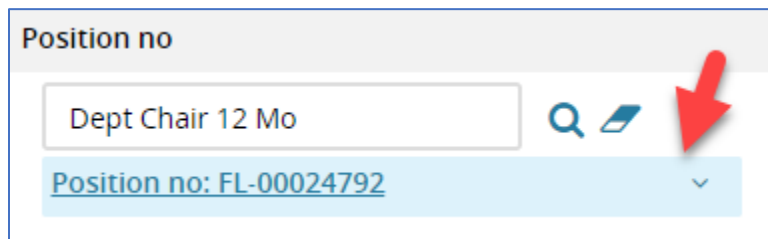
- The page is sent to your printer.

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.



How to expand the information box

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

