

## HOW TO CREATE A FAVORITE FILTER IN DAYFORCE

1. When you log into Dayforce under the Recruiter role, you will see the full list of job requisitions available in all programs.

The screenshot shows the Dayforce Recruiting interface. At the top, there is a navigation bar with 'Recruiting' on the right. Below the navigation bar, there are several action buttons: Refresh, Favorites, Filter, View, New, Copy, Reports, and Export. Below these buttons, there are status filters: All 526, Open 425, On Hold 30, Pending Approval 3, Filled 32, Closed 6, and Cancelled 20. The main content area is a table of job requisitions with columns for Job Requisition Title, ID, Indicators, and Status. The table lists various job requisitions with their respective IDs and statuses.

Job Requisition Title	ID	Indicators	Status
Psn Chester County - Community Connection Coach - Exton	529		Open
PA - Region 2 - Community Medical - Homes - Nurse LPN	528		Open
DE - State - Homes - Direct Support Professional/FT 3p-11p	527		Open
DE - State - Homes - Direct Support Professional/FT 9a-3p days	526		Open
PA - Region 2 - Philadelphia & Bucks - Homes - Direct Support Professional - 507 Church	525		Open
PA - Region 2 - Philadelphia & Bucks - Homes - Direct Support Professional - 2940 Midvale	524		Open
Psn Montgomery County - Community Connection Coach - Ambler	523		Open
PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional - 82 Glendale	522		Open
CANCELLED - DUPLICATE - DSP - Community Connection Coach - Pottstown	521		Cancelled
PA - Region 2 - Community Medical - Homes - DSP - 61 East Mt. Kirk	520		Open
DE - State - Homes - Direct Support Professional/Hiawatha/FT/OVN	519		Open
PA - Region 2 - Philadelphia & Bucks - Homes - Lead DSP - 1013 East Mt. Pleasant	518		Open
PA - Region 2 - Philadelphia & Bucks - Homes - Direct Support Professional - 1700 Pearson	517		Open
PA - Region 1 - Eastern MC - Homes Direct Support - Professional - 210 Barnsley	516		Open
PA - Region 1 - Eastern MC - Homes - Direct Support Professional - 254 Waverly	515		Open
PA - Region 2 - Philadelphia Direct Support Professional - 743 Buxton Road	514		Open

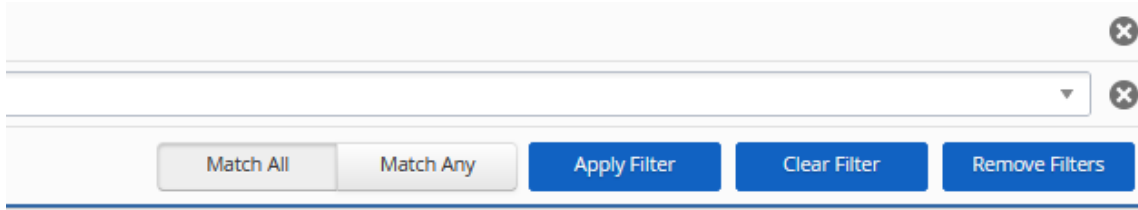
2. Click on the **Filter** button at the top of the screen and input the program that best suits your needs in the line that says *Job Requisition Title* (ie. Eastern, Bucks, Chester, Western, etc).

The screenshot shows the Dayforce Filter dialog box. At the top, there are navigation buttons: Refresh, Favorites, Filter, View, New, Copy, Reports, and Export. Below these buttons, there are several filter criteria with dropdown menus and input fields:

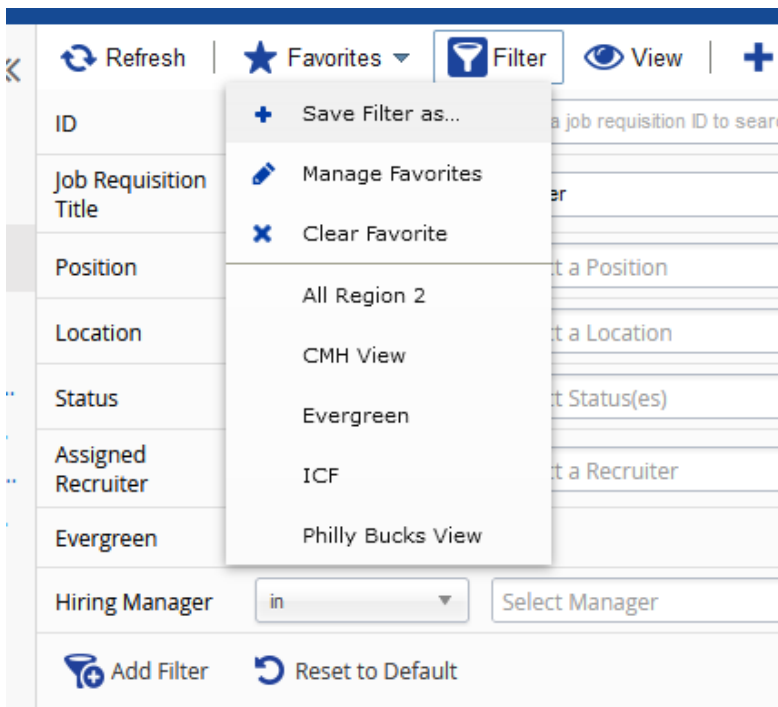
- ID: = [dropdown] Enter a job requisition ID to search. To search for multiple job requisition's by ID, separate the ID's by a comma.
- Job Requisition Title: contains [dropdown] Chester
- Position: in [dropdown] Select a Position
- Location: in [dropdown] Select a Location
- Status: not in [dropdown] Select Status(es)
- Assigned Recruiter: in [dropdown] Select a Recruiter
- Evergreen:
- Hiring Manager: in [dropdown] Select Manager

At the bottom, there are two buttons: Add Filter and Reset to Default.

3. Make sure to hit **Apply Filter** to apply these changes to the screen.

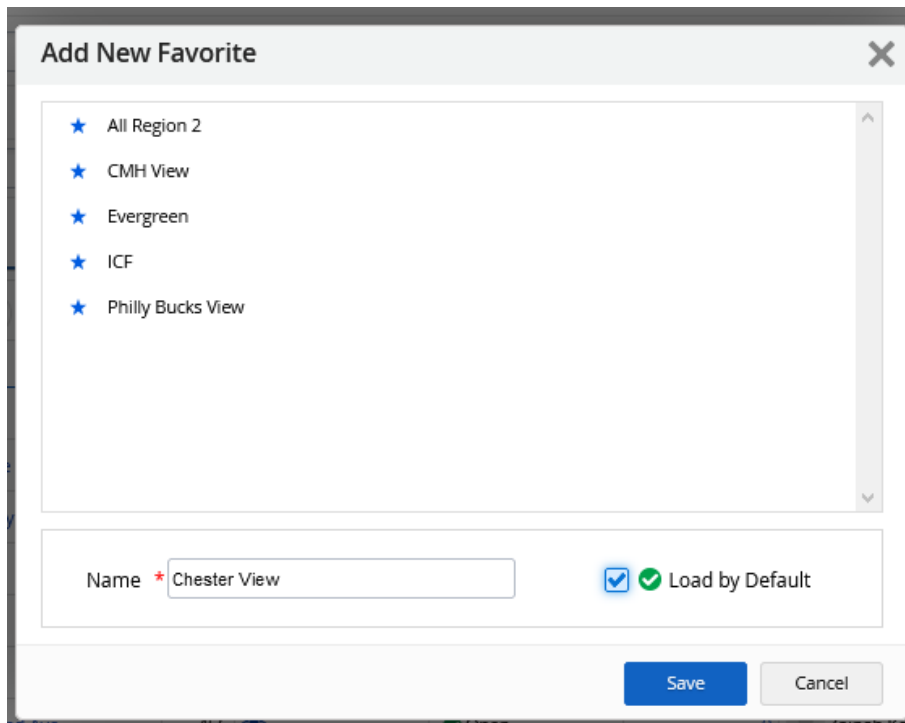


4. While the Filter is still active, choose the **Favorites** drop down and select *Save Filter as...*



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5. Save the filter with whatever title you choose to give it; make sure to check the box **Load by Default** and then hit **Save**. This will now be the default job requisition view you see when you sign in to Dayforce in the recruiting module.



**Add New Favorite**

- ★ All Region 2
- ★ CMH View
- ★ Evergreen
- ★ ICF
- ★ Philly Bucks View

Name \* Chester View  Load by Default

Save Cancel

6. You can choose to further filter your view if you wish by selecting **Status** which would only pull job requisitions that are in that status.

ID	=	Enter a job requisition ID to search. To search for multiple job requisitions
Job Requisition Title	contains	Chester
Position	in	Select a Position
Location	in	Select a Location
Status	in	Open X
Assigned Recruiter	in	Select a Recruiter
Evergreen	<input type="checkbox"/>	
Hiring Manager	in	Select Manager
Add Filter		Reset to Default

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- You can also choose to have multiple statuses shown if you wish. Always remember to hit **Apply Filter** when you are done modifying to have any changes you make reflected in the job requisition list.

Refresh | 
 Favorites ▾ | 
 Filter | 
 View | 
 New ▾ | 
 Copy |

ID	=	Enter a job requisition ID to search. To search for multiple job
Job Requisition Title	contains	Chester
Position	in	Select a Position
Location	in	Select a Location
Status	in	Open × Pending Approval ×
Assigned Recruiter	in	Select a Recruiter
Evergreen	<input type="checkbox"/>	
Hiring Manager	in	Select Manager

Add Filter | 
 Reset to Default

- Click the filter box to collapse it and showcase just the job requisitions.

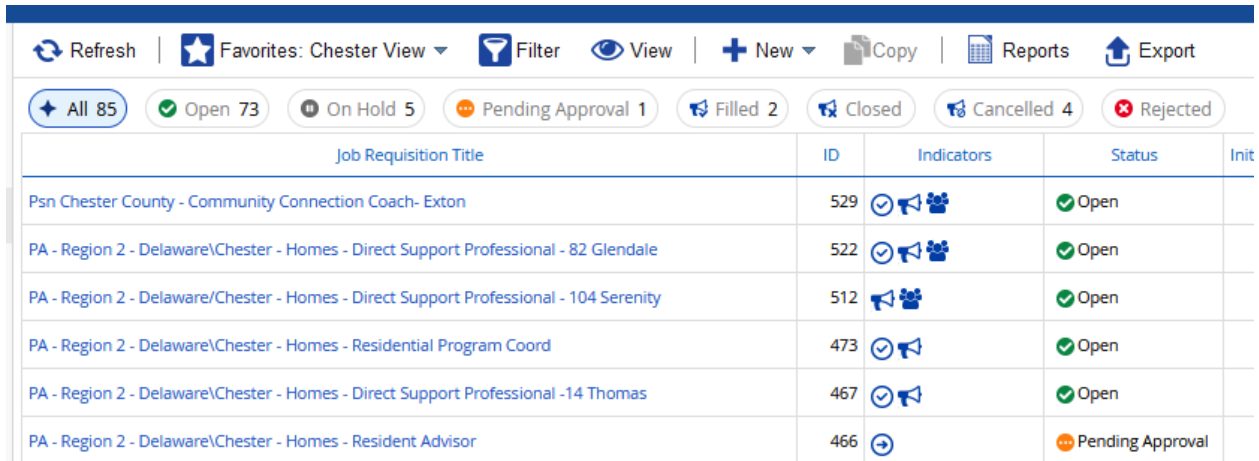
Refresh | 
 Favorites ▾ | 
 Filter | 
 View | 
 New ▾ | 
 Copy | 
 Reports | 
 Export

All 85 | 
 Open 73 | 
 On Hold 5 | 
 Pending Approval 1 | 
 Filled 2 | 
 Closed | 
 Cancelled 4

Job Requisition Title	ID	Indicators	Stat
Psn Chester County - Community Connection Coach- Exton	529		Open
PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional - 82 Glendale	522		Open
PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional - 104 Serenity	512		Open
PA - Region 2 - Delaware\Chester - Homes - Residential Program Coord	473		Open
PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional -14 Thomas	467		Open
PA - Region 2 - Delaware\Chester - Homes - Resident Advisor	466		Pending
PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional - 512 Maryland Ave	456		Open
PA - Region 2 - Delaware\Chester - Homes - Sr. Co-worker	455		Filled
POSSIBLE INTERNAL TRANSFER PA - Region 2 - Delaware\Chester - Homes - Direct Support Profession...	446		Open
PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional - 330 Grace	440		Open

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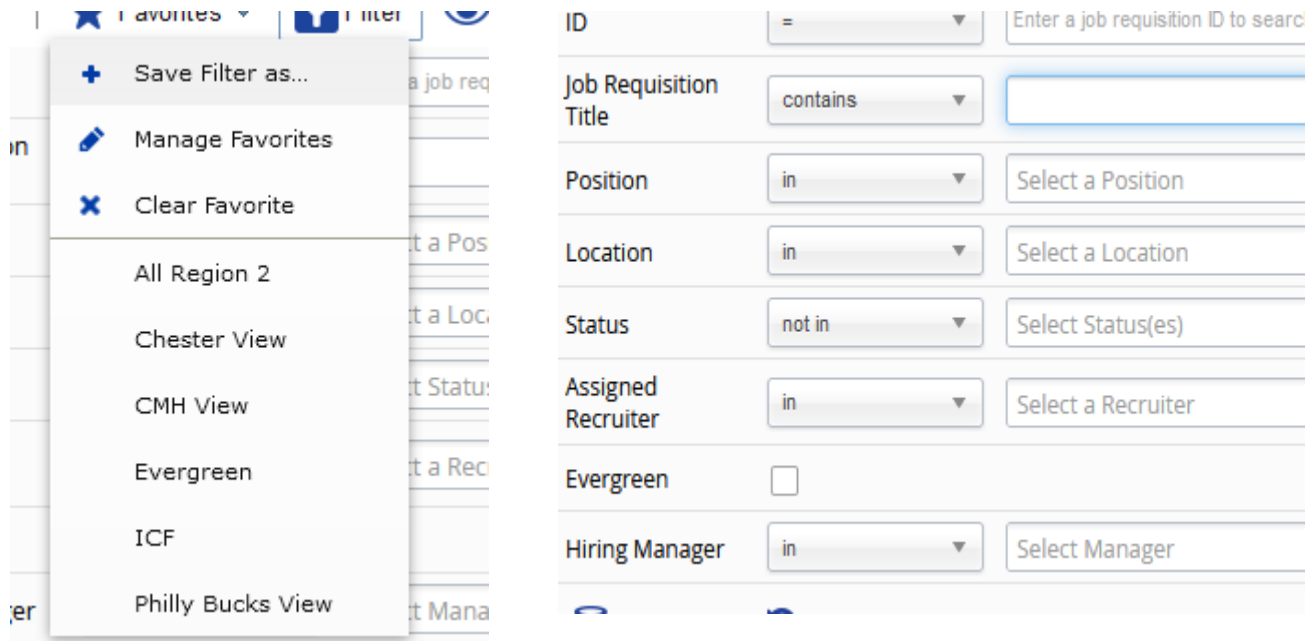
**IMPORTANT:** If you click on one of the statuses at the top, it will take you out of your filtered view and populate *all* of the job requisitions in that status. If you want to filter by status please use steps 6 & 7.



The screenshot shows the top navigation bar of the Dayforce interface. It includes buttons for Refresh, Favorites: Chester View, Filter, View, New, Copy, Reports, and Export. Below the navigation bar is a row of status filters: All 85, Open 73, On Hold 5, Pending Approval 1, Filled 2, Closed, Cancelled 4, and Rejected. The main table displays job requisitions with columns for Job Requisition Title, ID, Indicators, Status, and Init.

Job Requisition Title	ID	Indicators	Status	Init
Psn Chester County - Community Connection Coach- Exton	529		Open	
PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional - 82 Glendale	522		Open	
PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional - 104 Serenity	512		Open	
PA - Region 2 - Delaware\Chester - Homes - Residential Program Coord	473		Open	
PA - Region 2 - Delaware\Chester - Homes - Direct Support Professional -14 Thomas	467		Open	
PA - Region 2 - Delaware\Chester - Homes - Resident Advisor	466		Pending Approval	

9. You can create as many favorites as you would like with different options like specific locations or hiring manager.



The screenshot shows the 'Save Filter as...' dialog box on the left, which allows users to create a new favorite filter. The dialog box has a title bar with a plus sign and the text 'Save Filter as...'. Below the title bar are three options: 'Manage Favorites', 'Clear Favorite', and a list of existing favorite filters: 'All Region 2', 'Chester View', 'CMH View', 'Evergreen', 'ICF', and 'Philly Bucks View'. On the right, the filter configuration form is shown. It has a search bar for 'ID' and a dropdown menu for 'Job Requisition Title' set to 'contains'. Below this are several rows of filters: 'Position' (in), 'Location' (in), 'Status' (not in), 'Assigned Recruiter' (in), 'Evergreen' (checkbox), and 'Hiring Manager' (in). Each filter has a corresponding 'Select' button.

10. You can manage your favorites by selecting the **Favorites** button and then *Manage Favorites* where you can delete or even change your default view if you choose.

