Feature Overview

Custom Requisitions Table

We're always looking for ways to help symplr Recruiting suit every user's needs. In this spirit, we're excited to announce a new, completely customizable Requisitions Table. These updates let you pick and choose not only what data you want to see, but also gives you power to determine how it's all arranged and sorted. By displaying what you need, hiding what you don't, and expanding your sorting options, you can take care of business and get back to your day quicker than ever.

What's changed?

The table on the *Requisitions* page has been refreshed with several new sort, filter, customization, and display options, including the following:

- **Add or remove columns**. Add the data you need from dozens of available requisition fields, and de-clutter your display by hiding other fields.

- **Drag-and-drop column reorganizing**. Change your display layout by clicking and dragging column headers.

- **"Freeze display" section**. Moving a column to this section "freezes" it in place, keeping it on display while you're scrolling side-to-side past the table boundaries.

- **Ordered sorting**. Holding SHIFT while clicking multiple column headers configures your sort display by ranking each column as primary, secondary, tertiary, and beyond.

- **Save customized table**. Once you've perfected your customized layout, saving it ensures it stays just the way you need it for any future logins.

How do I use it?

Customizing your display data. Control which data columns appear in your display by using the **Requisition/Job Column Selection** options.

These options display via the "hamburger" icon just above the table on the right-hand side. This allows you to remove columns you don't need and add new columns to your requisition table from a list of several dozen fields found within a requisition. Type-ahead searching is used here too, making finding the right fields even faster.
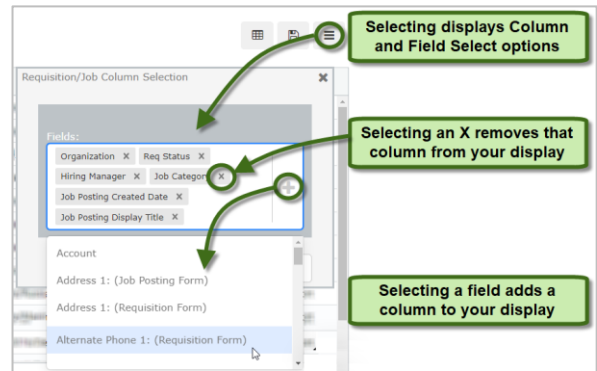

Arranging your table layout and sort orders. Clicking a column header and dragging it changes the order of the columns in your display. Dragging one to the left of the thick gray **freeze line** on the left lets you freeze that column in place. When a column is frozen, it remains in the display even if you scroll over to view content beyond the edge of the page.

Clicking a single column header toggles between ascending and descending sort order, but you can also add several layers of ranked sorting. Holding the SHIFT key while selecting headers adds a number to each column's header, indicating that column controls the primary, secondary, or deeper sorting control.

Saving your custom display for reuse. After fine-tuning your display to just the way you like it, selecting the **Save** icon in the upper-right saves your current configuration. Upon logging in again, your *Requisitions* page displays in the way you've configured it. Any saved changes are yours and yours alone – nobody can alter your workspace but you.
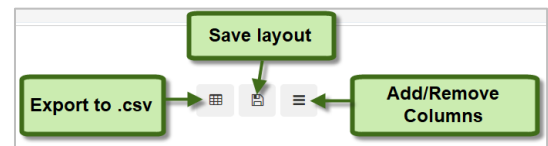
Finally, if you want to export the data to a spreadsheet, selecting **Export** (just to the left of **Save**) exports the rows on display (up to 100) to a .csv file.