Quick Start Guide

Access the Knowledge Portal by logging into the PageUp instance, then clicking "?" and selecting Knowledge Portal. Once this action has been completed, the below links will be accessible.

E PageUp. BETA		Jobs People Reports ∨	Settings Recent items V	Quick search Q	PageUp (1125) 🗸 ? ^
Dashboard	4 2 11 Notifications Draft Testing	Approved Offer	~	Manager Acti	 Live support Knowledge Portal Support Portal Provide feedback Print
1 new Draft	 Iteration 1 job template demo - Director – O Requisition Number: 492229 O 1 new applications. View → 	ffice of Workforce Engagement Positions	s: 0 Vacancies: 0	My tasks V O Add	
a 5 Testing	test_job_289529 Requisition Number:	Position	: 0 Vacancies: 0	No tasks	
Approved	Campaign Tester General Requisition Number: 492221 Positions: 0 Vacancies: 0		Activities performed		
La 4 Offer	 Director of Arts/Communications Requisition Number: 492227 O 1 shortlisted applicants. View → 	Position	s: 1 Vacancies: 1	Assessment 3 Offer made	M T W T F S S Total 0 0 0 0 1 0 0 1 0 0 0 0 1 0 0 1

English (US) | Powered by PageUp

Training Videos

- Recruitment New User Videos <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126147629209-Recruitment-videos</u>
- Reporting Videos <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126170817049-Reporting-videos</u>

Knowledge Portal Areas of Interest

- Position Descriptions <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126135478937-</u> <u>Position-Descriptions</u>
- Job Card
 - Approval Processes <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126370982937-Approving-a-job</u>
 - Sourcing a Job <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126369452185-Sourcing-a-job</u>
- Applicant Management
 - Applicant Card <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126343018265-Applicant-card</u>
 - Applicant Progress Board <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126316266777-Applicant-Progress-Board</u>
 - Offer Overview <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126234112281-Offer-overview</u>
 - Offer Card <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126246424473-Offer-card</u>
 - Offer Approvals <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126234810649-Approving-an-offer</u>
- Onboarding <u>https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126247314329-</u> Onboarding