

COS Web Portal Quick Reference Guide

Since its launch in November, 2007, Career Opportunities System (COS) has had the same look and feel. Soon, the interface that you, the COS-user, will use to interact with COS will change. We are going to roll out a new portal view. Instead of being structured like a static web page, COS will be more like an application that spawns multiple “windows” within the web browser instead of multiple independent windows akin to the way that Microsoft Word or Excel behave. You will have access to the same information as before, but the way that you will access that information will change somewhat. In most cases, you will find that getting to the information that you need to do your job is much more straightforward than is the case today.

The biggest change that you will find is the look and feel of the interface. COS’ original interface looked like (and was) a traditional webpage. Current COS users will already be familiar with the interface, but an example is shown in Figure 1 for review purposes.



Figure 1 – Original rendering of COS.

The new portal view, on the other hand, looks like the view shown in Figure 2 below.

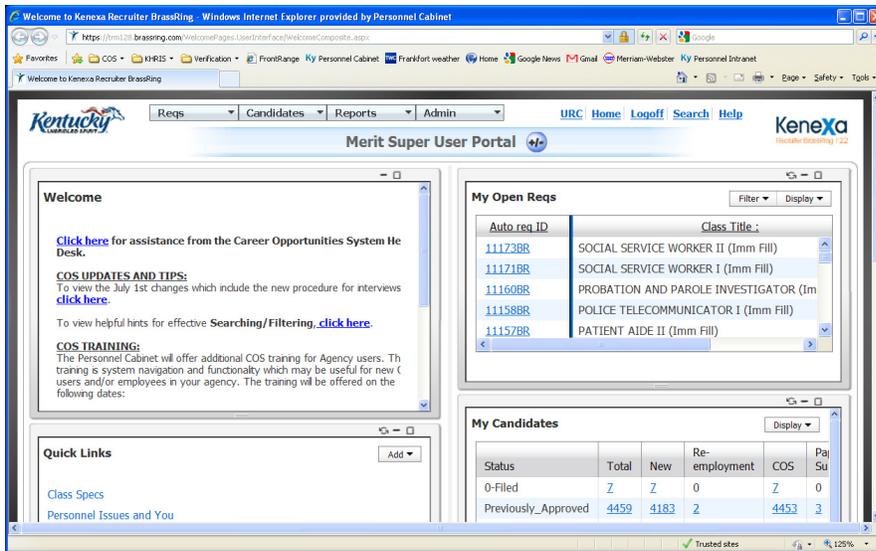


Figure 2 – COS Portal view

One important new feature is that each “window” within the web browser will behave like a window on your Windows desktop. You can drag and rearrange the windows to suite your needs. Each window can also be maximized or minimized (within the browser window) like a regular application. (See Figure 3.) Use the highlighted controls to refresh the windows contents or to minimize or maximize the window.

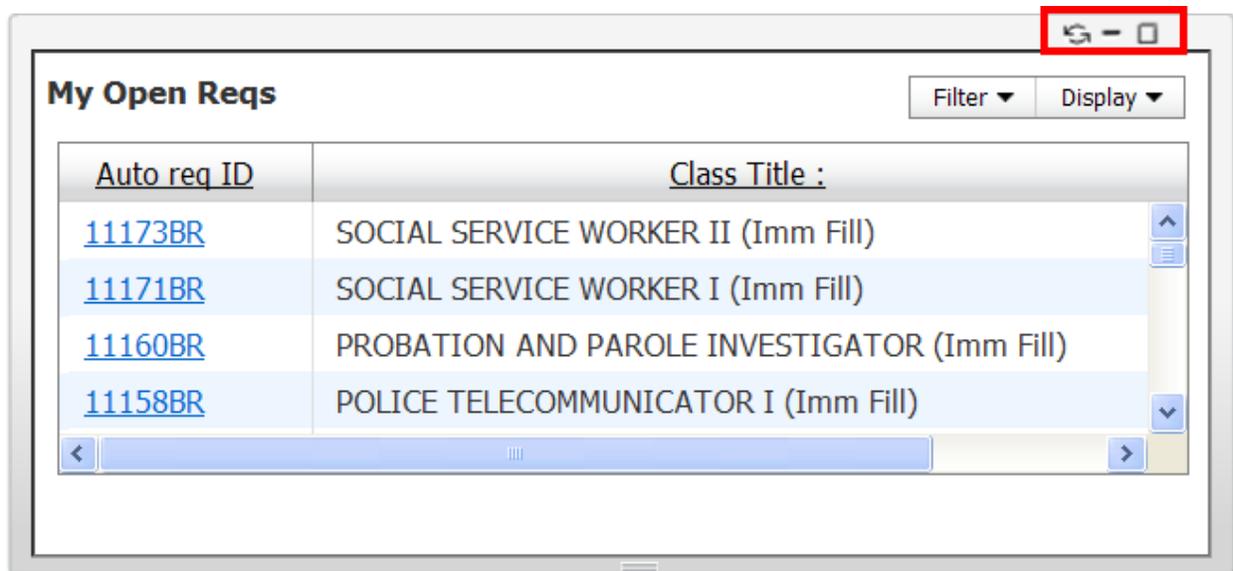


Figure 3 – COS window controls

As you click on active links (for example the link for the number of candidates in your **My Candidates** window), a new window will open to display that information. So, the browser window in which COS is displayed acts like a miniature desktop which you are able to manipulate. If you rearrange

and resize the windows within the COS portal and want to restore them to their default configuration, click on the blue sphere with the '+/-' graphic to do so as shown in Figure 4.

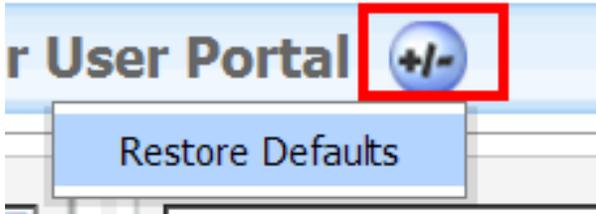


Figure 4 – Restore portal defaults

Because a varying number of windows can be spawned by clicking on various links in your COS workspace, the height of the workspace in the browser will be extended at times. Due to this fact, the Search function has been moved to the top of the screen so that it will always be visible no matter how many windows are open within your COS browser. Refer to Figure 5. To bring up the search box, click on **Search** along the top of the browser window. (Label 1 in Figure 5.) For most users, the **Search Candidates** option will be grayed out. (Label 2 in Figure 5.) If it is not, then click the appropriate radio button depending upon if you wish to search candidates or requisitions. Type your search term (usually the req number or candidate name) in the search box (Label 3 in Figure 5.) and click on the blue sphere with the black arrow (Label 4 in Figure 5.). When you are finished searching, you can close the search box by clicking on the 'X' in its upper, right-hand corner (Label 5 in Figure 5.).

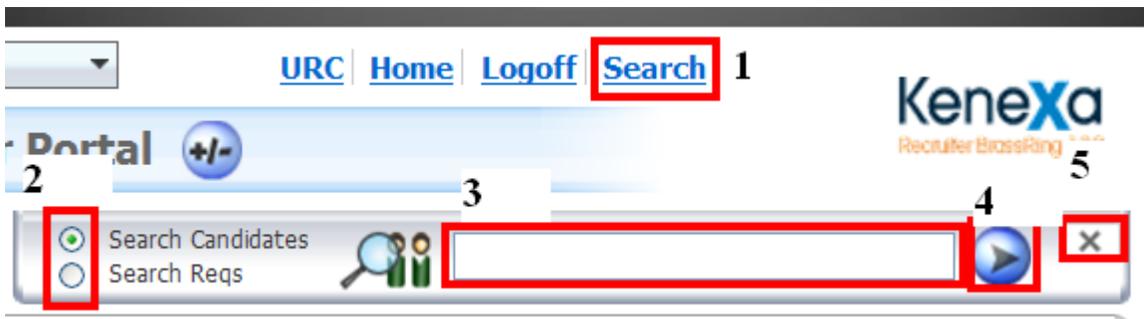


Figure 5 – COS search box

The default window configuration (see Figure 6) when you log on to the COS portal will be the **Welcome** window which corresponds to the Welcome screen in the previous iteration of COS; the **My Open Reqs** window which displays the open requisitions of which you are a req team member; the **My Calendar** window which displays your calendar from MS Outlook; the **My Candidates** window which displays the total number of candidates, categorized by HR status, in requisitions of which you are a req team member; and the **Quick Links** window which roughly corresponds to the optional **My favorites** component of the previous COS Welcome screen.

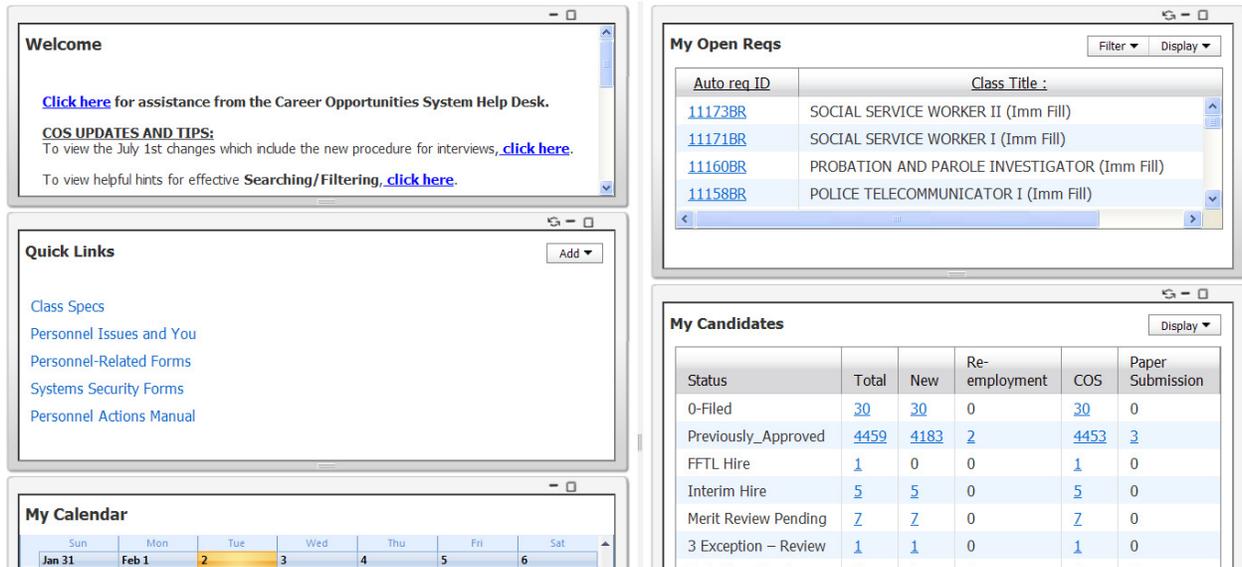


Figure 6 – COS “desktop” displayed within web browser

One difference between **My favorites** component and the **Quick Links** window which replaces it is that the **Quick Links** window is not customizable. Whereas with **My favorites**, one could include any link one wished, the **Quick Links** window is the same for all users and not subject to change.

Finally, COS functionality not accessible through one of the portal windows is still available through the same menu system as was in place previously in COS. (See Figure 7.)



Figure 7 – Menu system in the COS portal

Along the top of the browser window, use this menu to access any COS feature just as was the case prior to the rollout of the new portal view. In other words, COS has all of the same functionality as it did prior to the new portal, it is just available by different (quicker) mechanisms.