Attachments, Notes, and Metrics on the Event

When an update is received or at the conclusion of an event, the Recruiter or Action Officer should include in the following in the note section:

- Number of targeted Vacancies
- Number registered in Salesforce
- Number of interviews
- Number of selections

Add Notes.

image-1620691890227.png

image-1620691977917.png

Click New to add a Note.

image-1620692068655.png

Recruiter or Action Officer attached any documents received for the Digital events (i.e., spreadsheet/pics) and the EPAW.

Add a File.

image-1620692211861.png

Files can be added two ways:

- Search Files available in Salesforce
- Upload Files from a folder on your computer

image-1620692300079.png

image-1620692429896.png

Image not found or type unknown

Once the file is uploaded, click Done.

image-1620692609034.png

Image not found or type unknown

To View, Add, or Delete Files, click View All.

image-1620692756088.png

Image not found or type unknown

Revision #1
Created Tue, May 11, 2021 12:05 AM by Kyle Brown
Updated Tue, May 11, 2021 2:59 PM by Kyle Brown