Step 4: Navigating the Homepage – Dashboard and Relevant Tabs

Salesforce offers many different ways to order, navigate, and customize the views of the information it contains. As you get more confident, you will find the process that works best for you. The purpose of this training is to introduce you to the basics.

- [Dashboard/Homepage](#)
- [Job Applications Tab](#)
- [Candidates Tab](#)

Dashboard/Homepage

When you have logged in to Salesforce, you will see the following Dashboard/Homepage.

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Note: If you do not see the AFCS logo, STOP. What if I don't see the AFCS Logo? How do I get to the right page? [This is an example of how tasks will be cross-references so as not to disrupt the flow of the step-by-step guide]

The tabs at the top of the pages can be reordered to suit your individual needs by "dragging and dropping."

The blocks on the left of the screen (e.g., the Candidate Pool and Candidates Awaiting in the above image) correspond to views within the Candidates Tab at the top of the screen. Each block will have three items visible. The title of each block is a link; you can click it to enter that view in your full screen.

As a Hiring Manager, you will be looking at information in two primary areas: the Candidates and Job Applications tabs**.**

The Candidates tab shows all the applicants in the entire Salesforce Candidate pool. You can filter the Candidates by Occupation, Geographic Location, etc.

The Job Applications tab allows you to see (filter) Candidates by the specific job they have applied for.

Job Applications Tab

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Note: Your page might not look like this. To see all the filters, click the arrow beside the header at the top of the block, and you can see the information organized in various ways.

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A particularly useful view for Hiring Managers is *Job Application Based on Status*. This organizes the information based on what stage a Candidate is at.

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From this page, there are several things you can do. You can sort the page by any of the tabs at the top of the page. For example, if you want to view Candidates by Job, the system will list all the Candidates by the job they have applied for:

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If you wish to view a Candidate's information, their resume, and other documents and all associated notes, click on their name.

This will open the full Candidate profile. *(see **Step 6: Managing Individual Candidates**)*.

Candidates Tab

The Candidates tab allows you to search by a Candidate's name. It is the same complete list of all Candidates, just organized differently.

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As with the Job Applications tab, you can filter and sort the information in several ways: Name, Occupation of Interest, Career Area of Interest, and Professional Status (i.e., Veteran, Student, Professional, etc.).

You can customize these views.