Quick Guide: Your Inbox and Watch List

Your homepage presents a limited view of your Inbox and Watch List, which presents your tasks within the Faculty Jobs System.

Accessing Your Inbox

The Inbox can be accessed from either the main navigation pane or from the Inbox Preview on the homepage.

Purpose: Alert users of any items needing their attention.

When a transition in the FacultyJobs system occurs, i.e. a posting or hiring proposal is moved from one status to the next status, all identified users will receive a system notification email. The transitioned posting and/or hiring proposal will display in their Inbox.

NOTE: Identified users are those users in the owner group of the receiving state. For example, when a posting moves to “Senior Administrator,” the owner group is the Dean/VP of the specified college/unit/division, so if you were assigned to that group you would receive an email and see the posting in your Inbox.

This is an indicator to the user that the action needs their attention, either for review or editing. Once the user performs their action and moves the posting and/or HP to the next state in the process, the object will drop from their Inbox.

Main Navigation Pane

The Inbox icon in the main navigation pane is at the top right of the FacultyJobs System User page. Clicking on this icon will take you to the full view of the Inbox, which will show all items requiring your attention across all user groups, regardless of your currently assigned user group.

This is different than the Inbox Preview further down the page in the Content Area, which only shows those items requiring your attention relative to your currently assigned user group.

Homepage Content Area

The Inbox Preview in the homepage's content area will show all items requiring your attention relative to your currently assigned user group. This is different than going to the full Inbox page via the icon in the top right corner of the main navigation pane or via clicking on the Inbox heading, which will show all items requiring your attention across all user groups, regardless of your currently assigned user group.
The **Inbox Preview** area is categorized by object type to help you find your objects easier.

![Inbox Preview Image]

**The Full Inbox**

Once you are in the full Inbox page, you will find that alerts are categorized by **object type** across the top of the page and by user group down the left side of the page for easier review. Next to the user group it will show in parentheses how many objects need your attention. **To take action on the objects shown to the right of your list under "... Awaiting approval", you can hover over the "Actions" link for that object to go directly to it.**

This can be particularly helpful for users like hiring managers or search committees who can use the Inbox as shortcuts to the postings where they are reviewing applicants instead of searching for those postings every time.

**NOTE:** If you are not currently logged in as the user group that owns that state, you will not have an **Actions** link. This can be confusing for users with multiple user group assignments, but changing your current user group via the user group toggle at the top right of the page will correct that. The page will refresh and the Actions link will appear, so you can easily continue working without having to log out and log back in.

![Postings Inbox Report Image]
Accessing Your Watch List

The **Watch List** can be accessed from either the main navigation pane or from the **Watch List Preview** on the homepage.

**Purpose:** Allow users to have quick access to objects they deem as important and follow their progress. When you click on a "**Watch this item**" link in different areas of the system, that item is added to your **Watch List**.

Your **Watch List** allows you to follow the progress of items that matter to you, even if they are assigned to other people. By default, your watch list includes all items that you create. You can also choose to watch other items.

Items are automatically removed from your watch list when they are completed (i.e. filled) or canceled. You can also choose to stop watching at any time. As with the **Inbox**, the homepage presents a *limited view* of your **Watch List**.

**Main Navigation Pane**

The **Watch List** icon in the main navigation pane is at the top right of the FacultyJobs System User page. Clicking on this icon will take you to the full view of the **Watch List**, which will show all items you have checked, "Watch this item". Clicking the **Watch List** icon in the top right corner is the same as going to the **Watch List Preview** further down the page in the **Content Area**. This is because you can see all of your watched items regardless of your current user group.

**Homepage Content Area**

The **Watch List Preview** area displays these items categorized by object type for easier viewing. Hovering over the list of items will display a scroll bar inside the preview box if you have more items than can easily display on the screen.
The Full Watch List

Once you are in the Full Watch List page, you will find that items are categorized into sections by object type for easier review. To take action on the objects, you can hover over the "Actions" link for that object to view it or remove it from your Watch List.

Note: Users can only view (not update) objects they are watching if they do not own them.

If you own an item in its current state – if you are responsible for the next task or able to carry it out – you can open it from your inbox or watch list.