

Adding Recruiter to by Location

Assigning a recruiter to a specific location allows greater flexibility for your business needs. By setting up Recruiters you can manage your recruiter enrollment counts and easily filter by specific employees.

Enrollment > Enrolling

NEGOTIATIONS
18 Need Attention >

+ Generate Enrollment Instructions | Bulk Download | Export | Nudge Enrollments | Background Check

Filter enrollments: within last 30 days | Location: All Locations | Type: All types | Status: Enrolling | Apply Filters

Enter text to search...

Drag a column header here to group by that column

	NAME	BUSINESS NAME	TYPE	LOCATION	STATUS	ACTION	RECRUITER
<input type="checkbox"/>	██████████	██████████	Enrollment	Colorado Springs, CO	Signed 4 of 5 Required Supplemental 0 of 27	     	██████████

To Assign Recruiter to Location

Under Enrollment>Assign Recruiter

Enrollment ▾ Contractors

Enrolling

██████████
██████████

Assign Location Recruiters

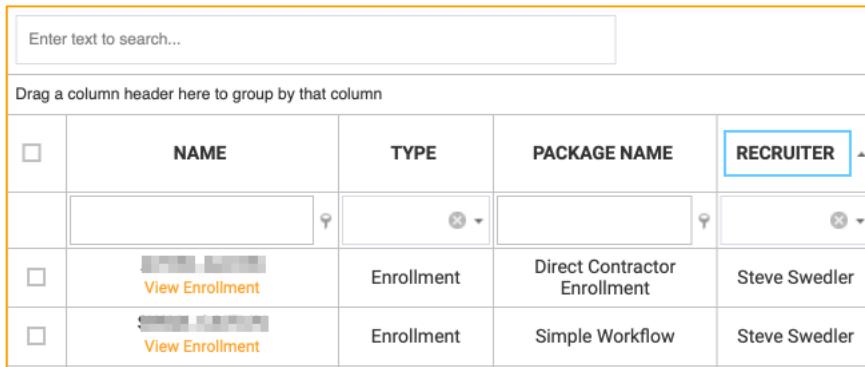
Use the drop-down menu to assign a recruiter to a specific location.

Enrollment > Assign Location Recruiters

LOCATION	RECRUITER
● Colorado Springs, CO	Administrator Admin <input type="button" value="X"/> <input type="button" value="▼"/>
● Dallas, TX	Administrator Admin <input type="button" value="▼"/>

Viewing Assigned Recruiter in Enrollment Tab

All NEW enrollments will show the recruiter assigned under the recruiter column in the enrollment grid after the recruiter has been set.



The screenshot shows a data grid with the following structure:

Drag a column header here to group by that column				
<input type="checkbox"/>	NAME	TYPE	PACKAGE NAME	RECRUITER
	<input type="text"/> ✖	✖ ▾	<input type="text"/> ✖	✖ ▾
<input type="checkbox"/>	 View Enrollment	Enrollment	Direct Contractor Enrollment	Steve Swedler
<input type="checkbox"/>	 View Enrollment	Enrollment	Simple Workflow	Steve Swedler