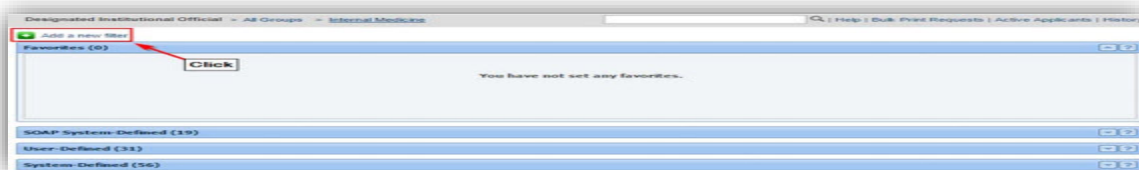


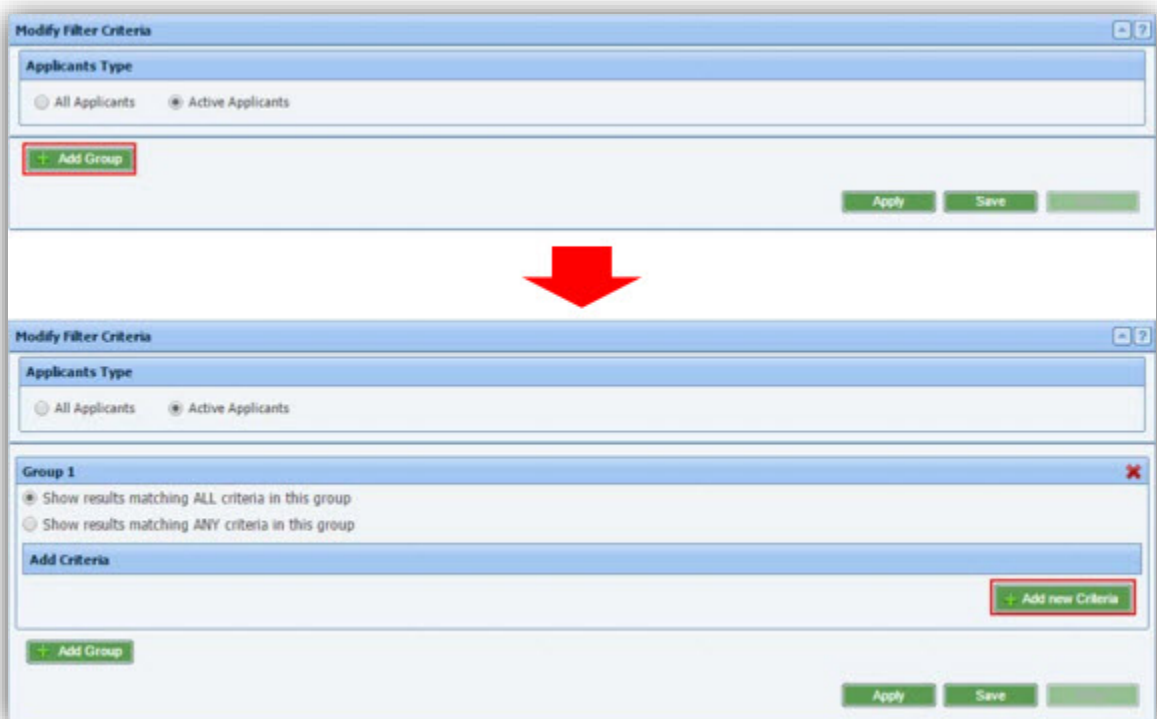
1. Click on Applications, then Manage Filters



2. Click on Add a new Filter.

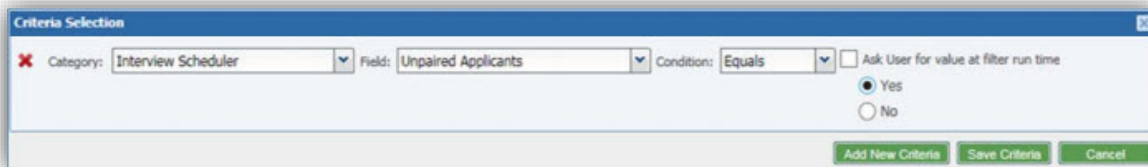


3. Click Add Group, then Add New Criteria to bring up the Criteria Selection Screen.



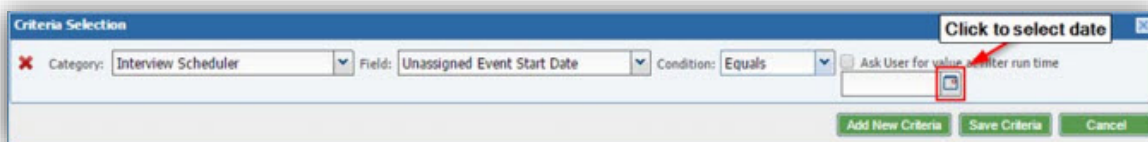
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- From the Criteria screen enter these options to display All applicants that are scheduled but do not have an assigned interviewer. To save, click on Save Criteria.



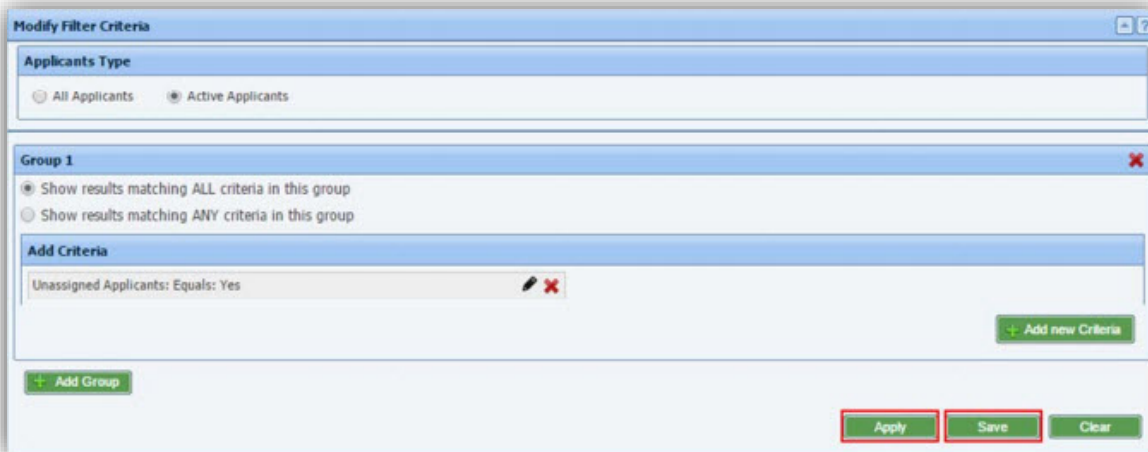
The 'Criteria Selection' dialog box shows the following configuration: Category: Interview Scheduler, Field: Unpaired Applicants, Condition: Equals. The 'Ask User for value at filter run time' checkbox is checked, with the 'Yes' radio button selected. Buttons at the bottom include 'Add New Criteria', 'Save Criteria', and 'Cancel'.

- To display applicants that are unassigned for a specific date, use the following criteria. To save, click on Save Criteria.



The 'Criteria Selection' dialog box shows the following configuration: Category: Interview Scheduler, Field: Unassigned Event Start Date, Condition: Equals. The 'Ask User for value at filter run time' checkbox is checked, and a date selection calendar icon is highlighted with a red box and labeled 'Click to select date'. Buttons at the bottom include 'Add New Criteria', 'Save Criteria', and 'Cancel'.

- After saving the criteria, click Apply to apply without saving; clicking Save will bring up a prompt to save the filter and then apply.



The 'Modify Filter Criteria' dialog box shows the following configuration: Applicants Type: All Applicants (selected), Active Applicants. Group 1: Show results matching ALL criteria in this group (selected), Show results matching ANY criteria in this group. Add Criteria: Unassigned Applicants: Equals: Yes. Buttons at the bottom include 'Add Group', 'Apply', 'Save', and 'Clear'.

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