

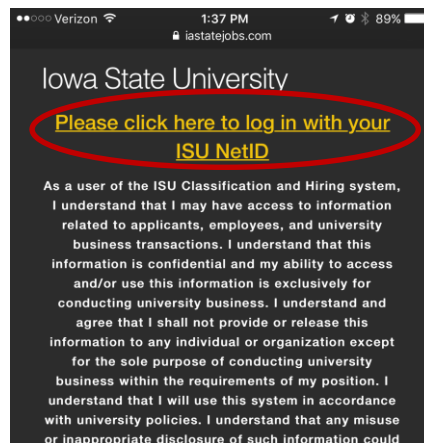
Quick Reference Guide

PeopleAdmin (PA7) SelectSuite Mobile Approval Portal

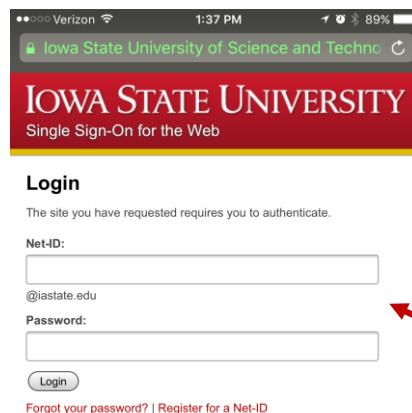
Purpose: Internal users can perform essential tasks on the go in a mobile approval portal, a smartphone-friendly version of People Admin (PA7) SelectSuite. These tasks include workflow actions for applications, postings, hiring proposals and position requests. **NOTE: Edits within workflows must still be done in the full-site as the mobile portal is for approval and workflow movement only.**

Directions:

1. Point your browser on your mobile device to: <https://www.iastatejobs.com/hr>.
2. Follow the yellow underlined link to access the site. This is the same link you utilize when working off your desktop.



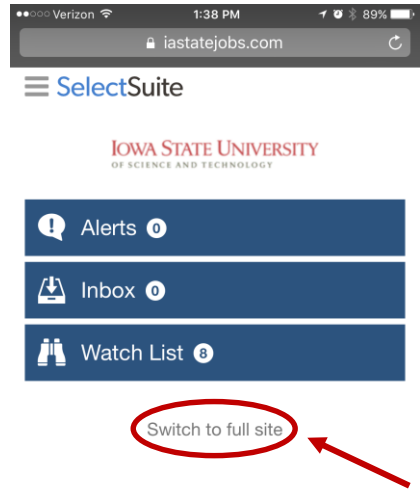
3. You will be directed to the ISU single-sign on for the web page where you will need to enter your net-id and password. Once credentials are verified, you will gain access to the mobile portal.



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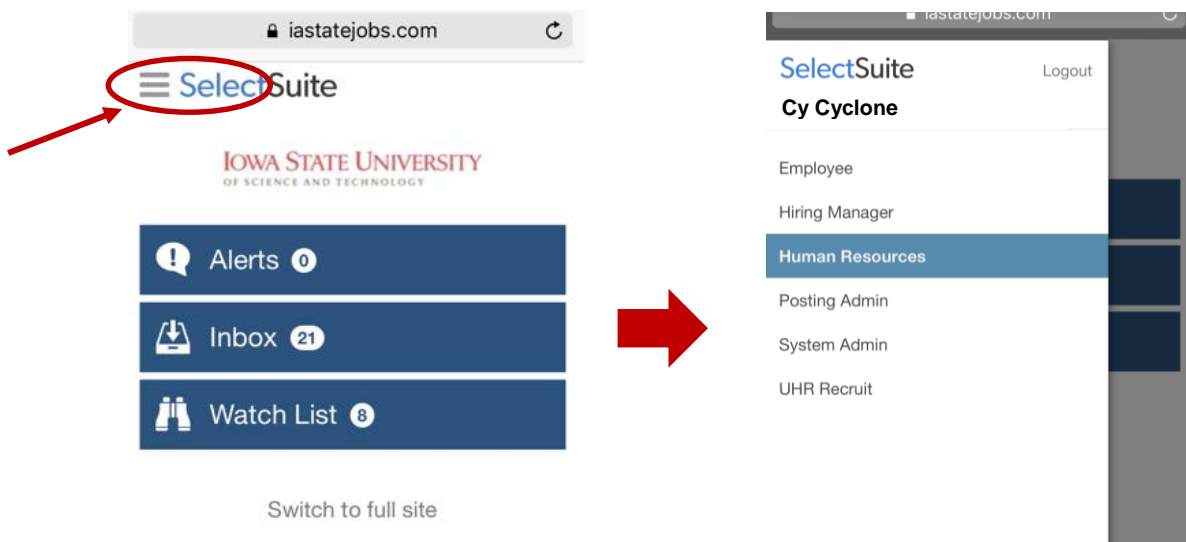
4. Once on the mobile portal homepage, if you decide you want to view the standard desktop version of SelectSuite, tap *Switch to full site*.



The Portal Homepage

The mobile approval portal was designed to be easy to navigate and use. The homepage has four elements:

1. The **portal menu** (sometimes called a **hamburger button**), located at the top left of the screen, sets your current user group. You can also log out after tapping this menu.



2. The **Alerts** button displays current HR Suite announcements, as created in the **Admin** module, under **General Setup > Site Announcements**.

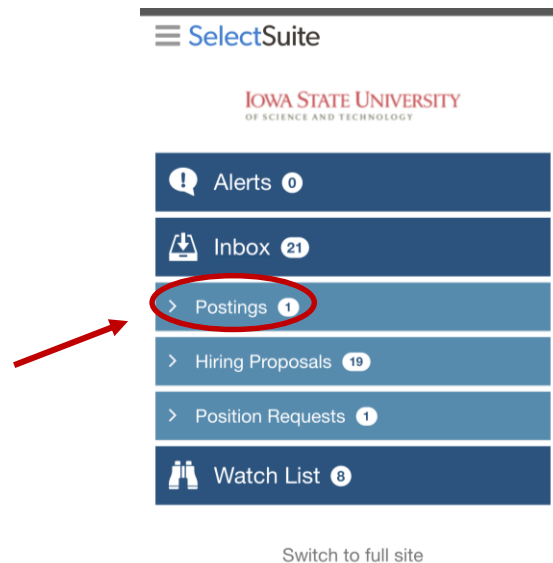
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3. The **Inbox** button shows any postings, hiring proposals, or position requests in a state owned by the user's current group. Note that for a given object, the workflow state must be configured to appear in the inbox.
4. The **Watch List** button shows all postings, hiring proposals, or position requests a user has chosen to watch. An object can be added or removed from a watch list by tapping the bookmark icon. This is the same watch list as the one you view in the desktop version of SelectSuite.

Taking Action in the Approval Portal

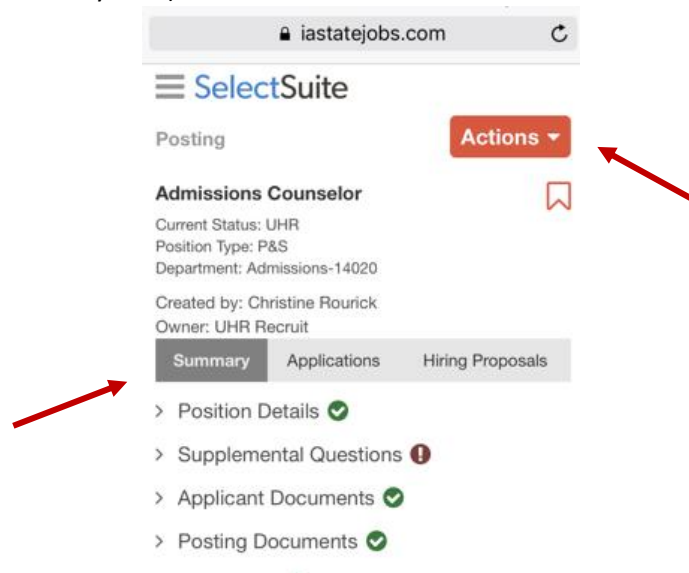
To take action on a given object, tap the object type (**Postings**, **Hiring Proposals**, or **Position Requests**) and tap the desired item. All form tabs on the object's **Summary** tab are collapsed by default: tap individual tabs to expand them. If you are viewing a posting, tap the **Applications** tab to review and transition individual applications.



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To move an object, tap Actions and select the destination workflow state. Please note that in order to maintain mobile-friendly formatting, the Workflow Actions list in the approval portal will only display the transition label. For example, if you have a transition to the Under Review by UHR state labeled "Submit," the Workflow Action will show as "Submit," not "Submit (move to Under Review by UHR)".



If you need help or have any questions, please email employment@iastate.edu or call your respective TA Consultant directly.

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