Viewing Requisitions and Statuses

Navigation Shortcut: Requisition> Requisition Name

To view the statuses of current requisitions:
1. Click Requisitions from the green task bar or from the Welcome Center, then select All requisitions from the drop down in the Quick Filters tab.
2. Click the triangle next to Status to expand the filters displayed.
3. Drag and drop column headings to change the order the columns appear in.
   Note: Changes to the order of columns are not permanent.

To view a single requisition:
4. Click the Title from the requisition list.