











In TREMS there are a variety of flags and icons used as indicators on the job card, application screen and applicant card. These are the icons and flags along with their definitions.

















Creating/Editing the Job Card

	Search.
	Erase entry.
	Expand to view additional details.
	Review history and revision history of position.






Manage Jobs Screen












	Edit the job card.
	Make a note on the job card.
	Preview the job card.
	View applications.
	Job sourced to employment website.
	Job not sourced to employment website.

Applications Screen





	Current UW-Madison employee.
	Current contractor of UW-Madison.
	Previous employee of UW-Madison.
	Applicant was entered manually by an agency/recruiter.
	Active applicant.
	Inactive applicant.
	Possible duplicate applicant account exists.
	Informational message for review.
	View the applicant's resume.
	Download the applicant's resume.
	View applicant's personal information and application question responses.
	Print.
	Settings.
	Sorting selections.
	Next page of applications.
	Last page of applications.

Applicant Card

	Application submitted documentation.
	Email bounced back; incorrect email address on application.
	Application started/completed via mobile device.
	Flag - check applicant's eligibility status.
	Communication sent.

	Denotes a document.
	Note added.
	New Starter Form completed.
	Documented activity; paperwork received, pre-offer check, offer made, offer accepted.
	Event booking made.
	Flag - background check completed.
	Offer status; offer accepted by applicant.
	Page up or down through applications.
	Selection boxes for bulk compile and send or bulk send functions.
	Print.
	Close the current pop-up screen.

Active Job Card

	Job information quick-glance.
	Notes.
	Preview the job posting.
	Costs associated with the job posting.