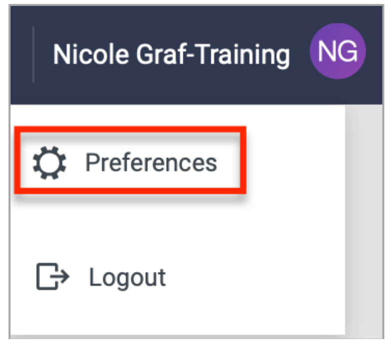
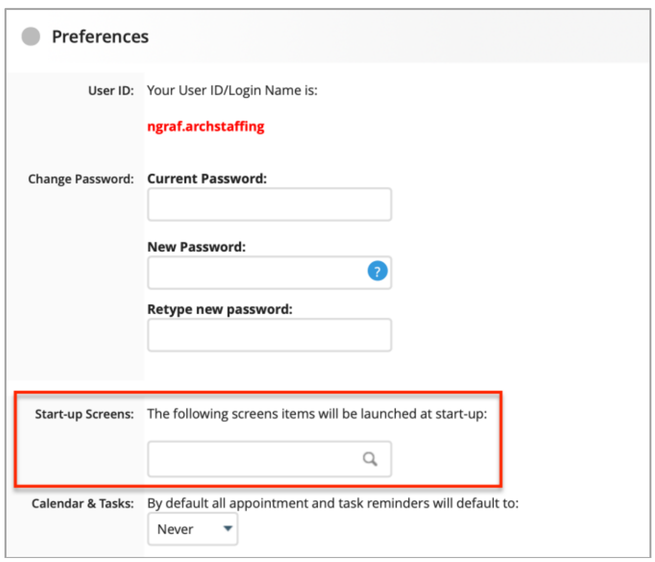
Bullhorn Navigation

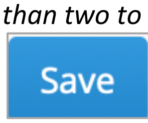
When you log into Bullhorn, the main page of Bullhorn appears. For first time users, this page is blank, but each user can configure information to appear upon login to Bullhorn. To configure what appears upon login, click your name in the upper right corner to access **Preferences**.



Once *Preferences* opens, scroll to the **Start-up Screens** section and enter what you want to open upon login in. Examples of what may be added are *My Dashboard* (recommended), an *Entity List View* and *Tasks*.



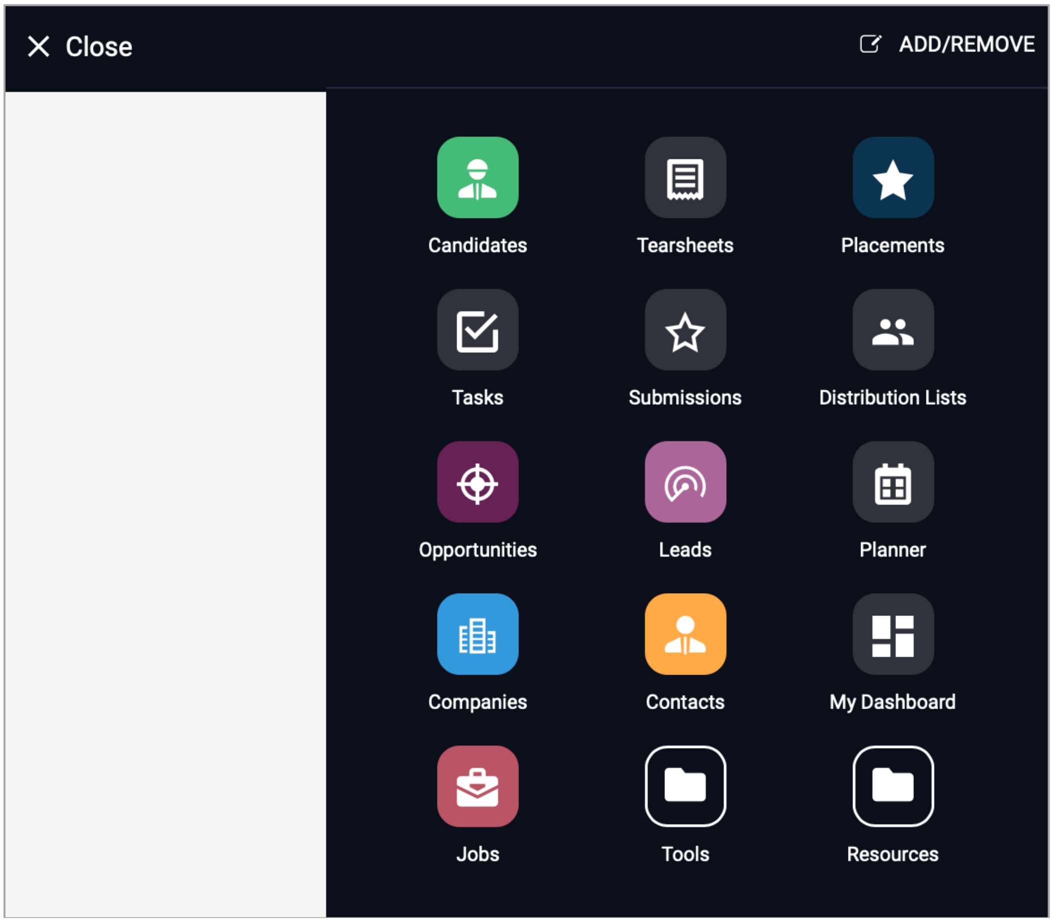
Once selections have been made, click **Save**. The next time you log in, selections automatically open upon your next login to Bullhorn. ***NOTE:*** *Because adding Start-up Screens does require processing in Bullhorn, it is recommended you add no more than two to prevent slow opening performance.*



Menu
The Bullhorn Menu is located on the upper left hand of the screen, below the Bullhorn logo. From the Logo Menu, you can:

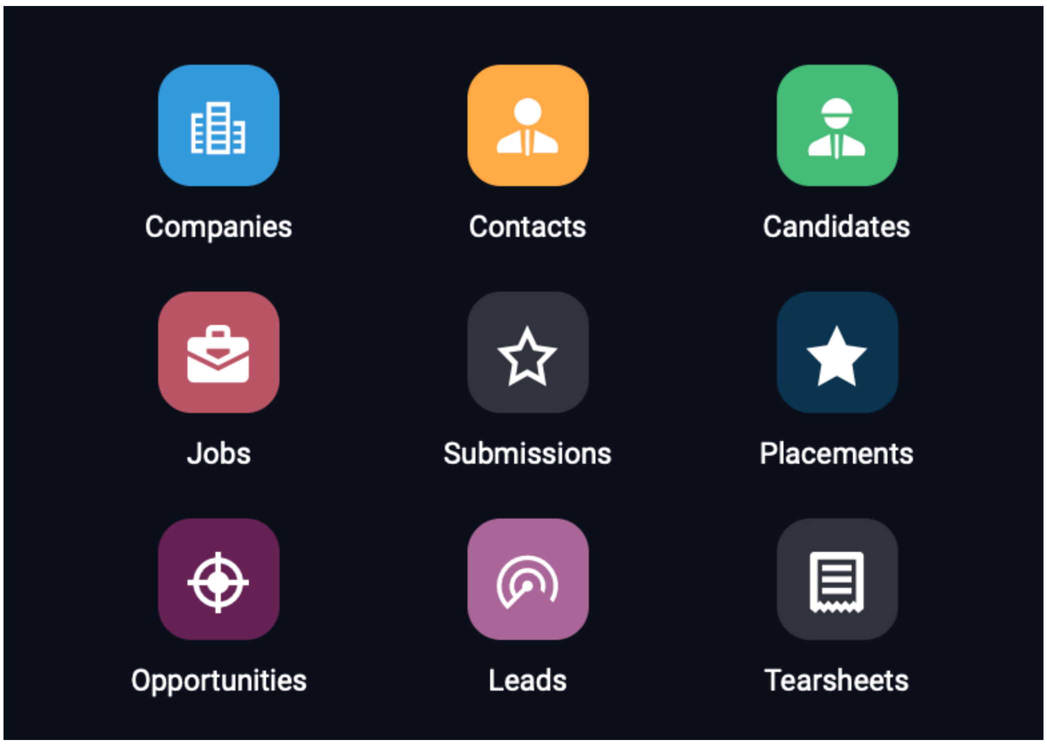
- View and configure *My Dashboard*
- Generate Entity List Views
- Access and create Tearsheets
- View your *Planner* (calendar view)
- Take other actions based on your Entitlements (permissions) in Bullhorn

The icons you see under **Menu** depend on the Entitlement for your role. What you can see and do for each icon also depends on your role.



Each Entity in Bullhorn has its own icon and color, which appear in the Menu, Fast Add, and which are used within the header of each Entity Records:

- **Blue Building:** Company records
- **Orange Person:** Contact records
- **Red Briefcase:** Position records
- **Blue Person:** Candidate records
- **Grey Star Outline**: Submission records
- **Navy Star:** Placement records
- **Purple Target:** Opportunity records
- **Lavender Guage:** Lead records



Contact Entity Header

Candidate Entity Header

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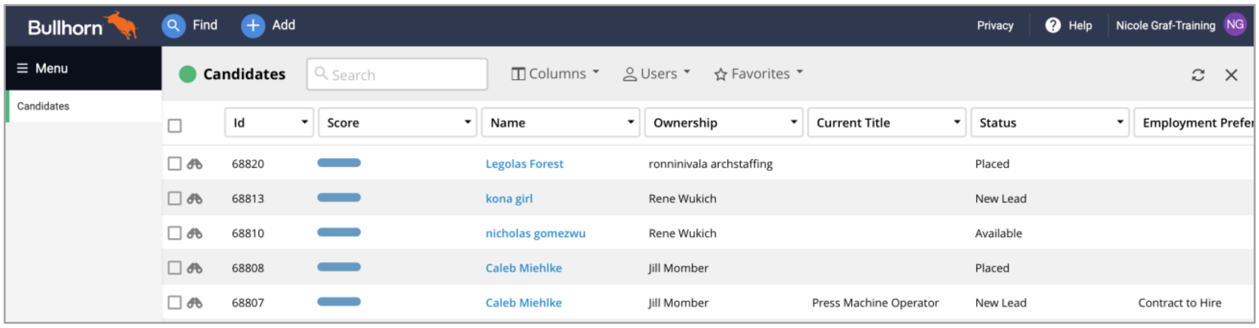
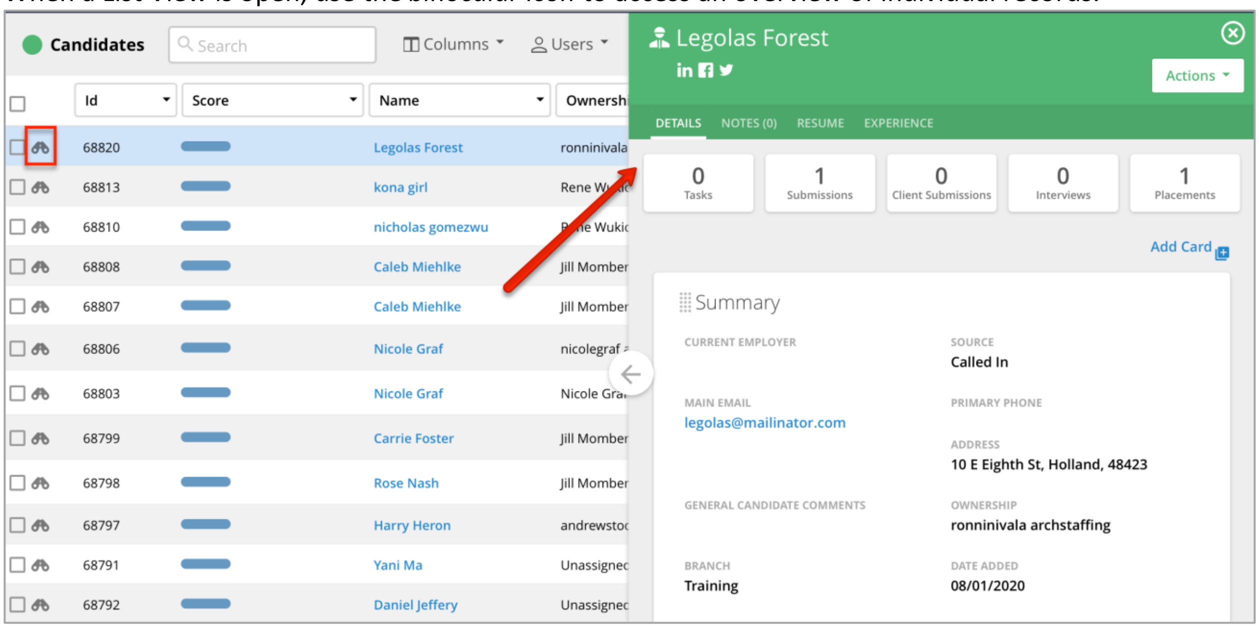
List Views

Each Entity Record type has a List View in Bullhorn. From the List View, filters are used to search for records.

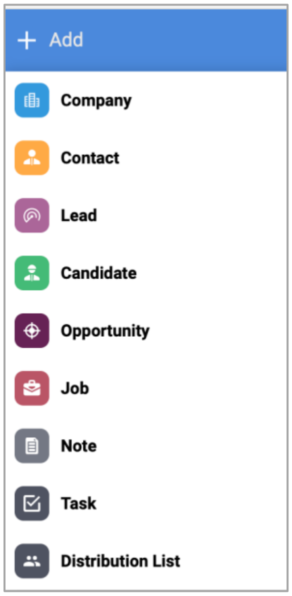


When a List View is open, use the *binocular icon* to access an overview of individual records.



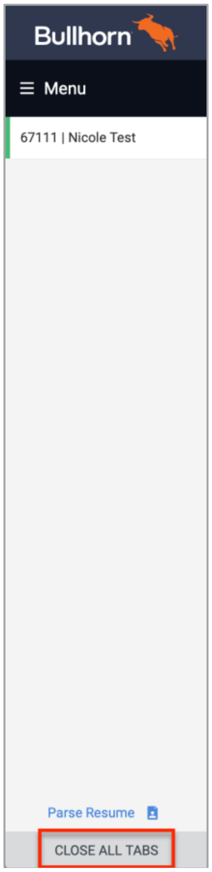
Fast Add
At the top of the page is the Fast Add menu (**+Add**). Use this to create Entity Records, each of which is list by its name and icon.

Fast Add is also bone way to add a Note, Task or Distribution List.



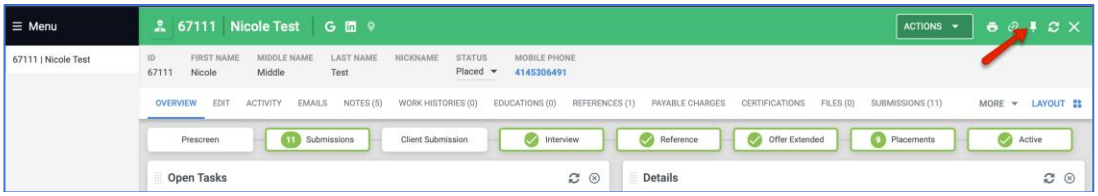
Bowling Alley
The left panel in Bullhorn is referred to as the **Bowling Alley.** Open Entity Records are listed here.

Open records close automatically when you close your browser. You can also close records by right clicking the X on an individual record, or by clicking *Close All Tabs* at the bottom of the Bowling Alley.

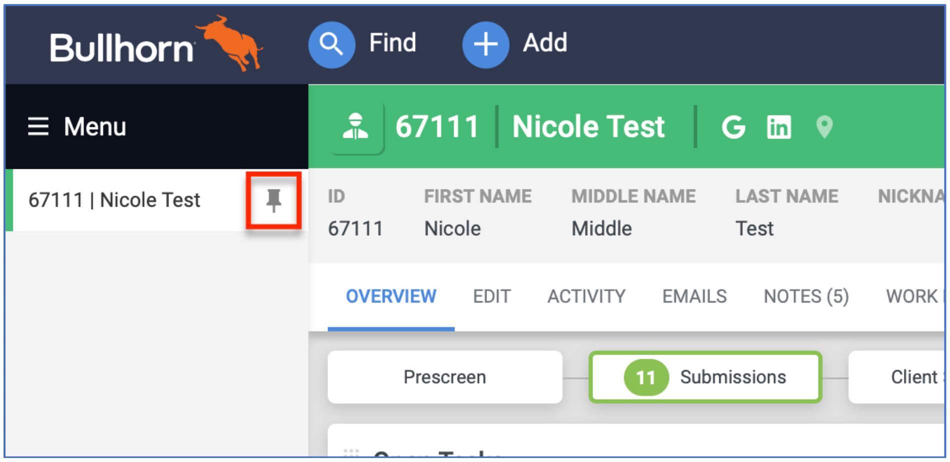


Pinning a Record

Only one record per Entity Type may be open at a time unless Pinned. When a record is pinned, it remains in the Bowling Alley for the reminder of the current Bullhorn session, or until the record is manually closed.   To pin a record to the Bowling Alley, click the *Pin icon* in the upper right corner.

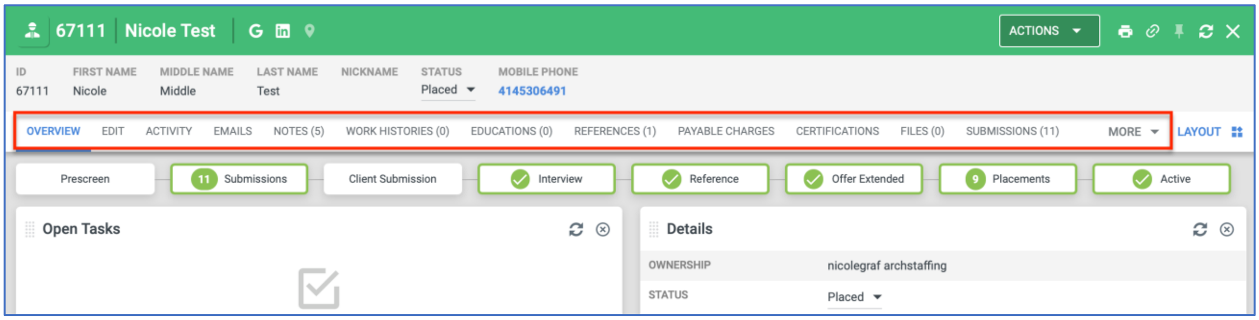


A pinned record appears in the Bowling Alley with a *Pin Icon* next to the record name.

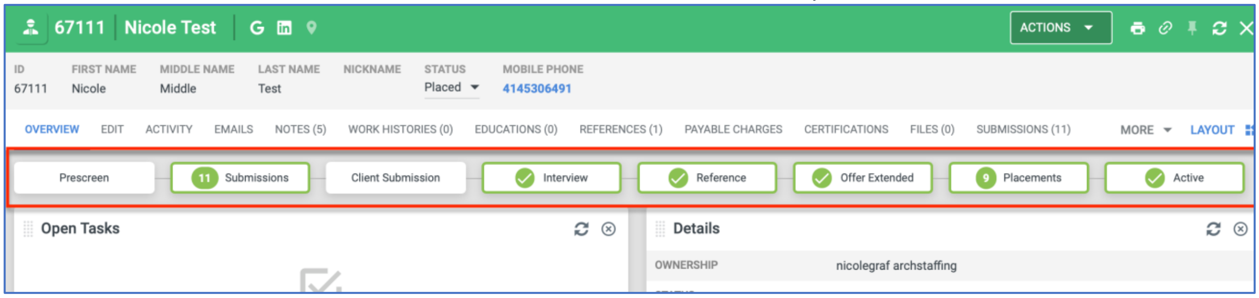


Record Navigation

All records in Bullhorn are set up the same way. There will be several tabs across the top that access history, related activity, or screens to add additional information for the entity. There are tabs common to all entities and tabs specific to the entity.

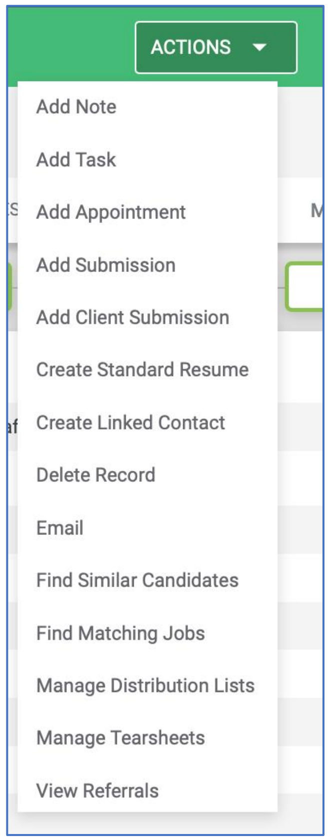


Workflow crumbs across the top of the record provide a visual representation of the record's business process. Upon performance of a process action, the corresponding icon illuminates in green to highlight the completion of that action. If the action is performed more than once on that particular record, the number of times that the event occurred is noted below the icon in parentheses.



Each Entity Record has an **Action** menu, from which various actions may be taken, such as:

- Adding a Note
- Creating a Task
- Scheduling an Appointment
- Creating Submissions
- Record-specific Actions



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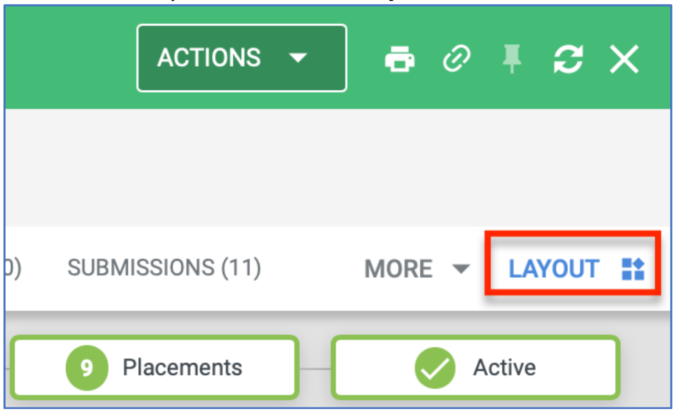
Users can configure their view of Entity Records. Click **Layout** on the record.



From the Layout window, the select the tabs and cards that display on your view of the Entity Record.