PathWays Pointers
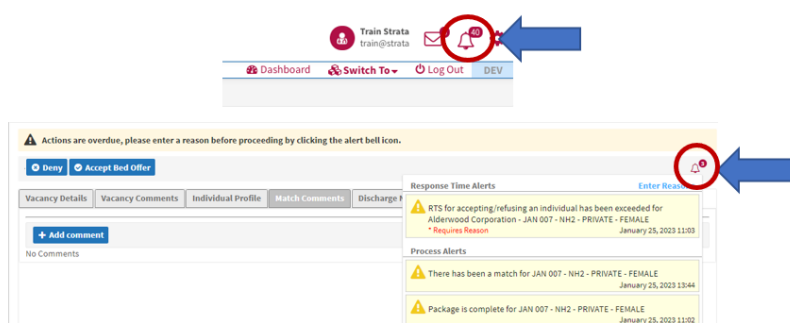
"Delay Reasons"

Please note that Delay Reasons must be entered BEFORE taking the action noted in the Response Time Alert that clears that alert. For example, if you get a Response Time Alert for accepting/refusing, you need to enter a reason BEFORE you accept/refuse the individual.

Response Time Alerts

Response Time Alerts show up in two places
  - The bell icon in the upper right-hand corner of the page which shows all alerts.
  - The bell icon in the right-hand corner of a specific vacancy which shows alerts related to that vacancy only.

Delay Reason Entry

If a Response Time has been breached, a banner will display that "Actions are overdue, please enter a reason before proceeding by clicking the alert bell icon."
  - Click "Enter Reasons" and select the reason for the delay from the dropdown
    - Clicking Enter Reasons from the full list of alerts will return a list of all missed response time alerts that require an entry.
    - Clicking Enter Reasons from the vacancy specific alert will return only the response time alert that requires an entry for THAT vacancy.
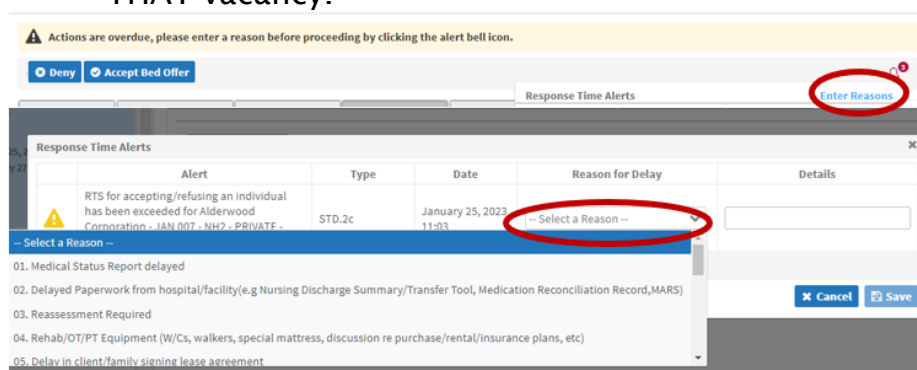
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