

## Adding Recruiter to by Location

Assigning a recruiter to a specific location allows greater flexibility for your business needs. By setting up Recruiters you can manage your recruiter enrollment counts and easily filter by specific employees.

Enrollment > Enrolling





NEGOTIATIONS  
18 Need Attention >

+ Generate Enrollment Instructions   Bulk Download   Export   Nudge Enrollments   Background Check

Filter enrollments within last 30 days   Location All Locations   Type All types   Status Enrolling   Apply Filters

Enter text to search...

Drag a column header here to group by that column


NAME	BUSINESS NAME	TYPE	LOCATION	STATUS	ACTION	RECRUITER
		Enrollment	Colorado Springs, CO	Signed 4 of 5 Required Supplemental 0 of 27		


### To Assign Recruiter to Location

Under Enrollment>Assign Recruiter

Enrollment > Contractors

Enrolling





Assign Location Recruiters

Use the drop-down menu to assign a recruiter to a specific location.



Enrollment > Assign Location Recruiters

LOCATION	RECRUITER
<ul style="list-style-type: none"> <li>Colorado Springs, CO</li> </ul>	<input type="text" value="Administradora Admin"/> <span>✕</span> <span>▼</span>
<ul style="list-style-type: none"> <li>Dallas, TX</li> </ul>	<input type="text" value="Administradora Admin"/>



## Viewing Assigned Recruiter in Enrollment Tab

All NEW enrollments will show the recruiter assigned under the recruiter column in the enrollment grid after the recruiter has been set.

Enter text to search...				
Drag a column header here to group by that column				
<input type="checkbox"/>	NAME	TYPE	PACKAGE NAME	RECRUITER
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	 <a href="#">View Enrollment</a>	Enrollment	Direct Contractor Enrollment	Steve Swedler
<input type="checkbox"/>	 <a href="#">View Enrollment</a>	Enrollment	Simple Workflow	Steve Swedler

