***Please distribute this alert to any users within your agency who use the Insight Module in the NEOGOV Applicant Tracking System.***

Summer 2023 NEOGOV Insight Enhancement Release – Physical Address in Job Postings & Insight Modernizations

On **Wednesday, July 19th** between 7 pm – 10 pm EST, NEOGOV will be releasing an enhancement to the Insight module in NEOGOV.

As part of the enhancements, a “Physical Address” field will be added to the Add/Edit Job Posting page. At this time, the Commonwealth will **NOT** be utilizing this feature. **Please leave the “Physical Address” field blank for all job postings.**

Graphical user interface, text, application

Description automatically generated

Additionally, several “Insight modernizations” will be included, which are minor usability improvements like new sorting and filtering options on grid pages. **The overall Insight functionality remains largely unchanged.**

Upon navigating to the Menu Pages listed below, users will see that the “Insight Modernization” release has updated the look and feel of these areas in Insight.

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| **Modernized “Tests” Menu Pages** | **Navigation to Modernized “Tests” Menu Pages** |
| Raters and Proctors | Insight Dashboard → Tests Menu → Raters and Proctors Add/Edit |
| Test Locations | Insight Dashboard → Tests Menu → Test Locations Add/Edit |
| Oral Exams | Insight Dashboard → Tests Menu → Oral Exams → View Dates and add/edit |
| Performance Exams | Insight Dashboard → Tests Menu → Performance Exams → View Dates and add/edit |

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| **Modernized “Applicants” Menu Pages** | **Navigation to Modernized “Applicants” Menu Pages** |
| Print Apps | Insight Dashboard → Applicants Menu → Print Apps →  List/Batch/Download PDF/Print apps |
| Applicant Search | Insight Dashboard → Applicants Menu → Applicant Search |
| **Improvements:**   * **The Applicant Search page now features additional search and filter options, including email address** * A new column selector on search results grid |

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| **Modernized “Lists” Menu Pages** | **Navigation to Modernized “Lists” Menu Pages** |
| Offers | Insight Dashboard → Lists Menu → Offers |
| Eligible | Insight Dashboard → Lists Menu → Eligible |
| Referred | Insight Dashboard → Lists Menu → Referred |

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| --- | --- |
| **Modernized “Jobs” Menu Pages** | **Navigation to Modernized “Jobs” Menu Pages** |
| Job Specs | Insight Dashboard → Jobs Menu → Job Specs |
| Exam Plans | Insight Dashboard → Jobs Menu → Exam Plans |
| Positions | Insight Dashboard → Jobs Menu Positions → View Import History |

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| --- | --- |
| **Modernized Insight Admin Pages** | **Navigation to Modernized Insight Admin Pages** |
| Insight Users | Admin → Insight Users |
| OHC Users | Admin → OHC Users |

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| --- | --- |
| **Modernized Insight Admin Definition Tables** | **Navigation to Modernized Admin Definition Tables** |
| Search Locations | Admin → Definition tables → Search Location and Add/Edit |
| Application Template - AWQ | Admin → Definition tables → Application Template → Choose AWQ |
| Application Templates - Active/Inactive Postings | Admin → Definition tables → Application Template → Active and Inactive Postings |
| Job Types | Admin → Definition tables → Job Type and Add/Edit |
| Panel Templates | Admin → Definition tables → Panel Templates and Add/Edit |
| Exam Types | Admin → Definition Tables → Exam Types and Add/Edit |

**Questions?**   
If you have any questions regarding the Summer 2023 NEOGOV Insight Enhancement Release – Physical Address in Job Postings & Insight Modernizations, please submit an [HR/Pay Help Desk](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=5f6bad6e1bcaec1067b0657ce54bcb0c&sysparm_category=32c78de49f331200d9011977677fcf97) ticket under the ‘HR Application Support’ category.