# Supplier: Search Resource Pool

This document provides suppliers with the steps necessary to retrieve resource records within their Resource Pool. This guide uses standard IQN VMS configuration. Your specific setup may vary slightly based on your client's configuration.

## To retrieve Resource records from your Resource Pool:

1. Log in to IQNavigator using your *user name* and *password*. Your Home dashboard appears.
2. Hover over the **Resources** menu drop-down arrow located in the Header Menu bar.
3. Click **Resources**. The Resources list screen appears.

The default display is ACTIVE Resources, in alphabetical order by last name. A count of total records along with a count of viewable records displays above the title bar.

## Working with filters and search:

* Use the Filter feature located in the upper left-hand corner of the screen to select the pool of resource records you want to search. The pull-down selection list options include:
  + Supplier organization active resources
  + Supplier organization inactive resources
  + Supplier organization archived resources
  + All resources
  + My active resources
  + My inactive resources
  + My archived resources
* Click the GO arrow to make your choice active and refresh the screen.
* Use the Search feature located in the middle of the screen to designate the search criteria.
* Use the For text box to enter your search term(s).
* Press <Enter> to activate the search. Your results will display in the columns beneath the table header rows.
* Click the Resource’s name to view the resource’s profile record.

|  |  |
| --- | --- |
|  | Full profile records only exist for Resource’s with a status of active. To update an inactive Resource to active status, drill into their Resource record and fill in the data fields. When you have completed your entries on all the tabs, click **activate** on the Summary tab. The Resource will be upgraded to an “active” status. |

## Adjusting display features:

* Use the Results per Page pull-down selection option on the right-hand side of the screen to adjust how many Resource records display per screen. Make your selection then click the GO arrow  to update your list.
* Click on any column header to change the sort order to match that column. (Click a second time to reverse the sort order.)

## Resource/Candidate Status

Each status reflects the state of the match or the current state of the assignment (i.e. job opportunity). The following are some common statuses:

|  |  |
| --- | --- |
| **Status** | **Description** |
| Draft | Resource is ready to submit. |
| Draft Removed | Resource was removed prior to being submitted. |
| Job Seeker Interested | Resource was submitted and is being evaluated by the customer. |
| Evaluating | Customer has indicated interest in the resource and is still evaluating the resource. |
| Job Seeker Not Interested | Resource statused as not being interested in filling the position. |
| Hiring Manager Not Interested | Customer has declined interest in the resource. |
| Awaiting Start Date | Resource has been assigned to a job opportunity and has a start date in the future. |
| Effective | Resource is assigned to a job opportunity that is currently active. |
| Complete/Terminate | Resource had an assignment to a job opportunity that is no longer active. |
| Auto-matched | The system identified a resource profile as a match for the job opportunity but the resource has not been submitted. |