

Bullhorn's change request feature allows users to propose edits to an existing placement, such as a new bill rate, pay rate, or start date, enabling your manager or supervisor to review these edits and either approve or reject them. If your edits do not require review or approval, you can simply edit the placement directly instead. Bullhorn tracks all approved change requests and all placement edits on the placement's History tab. Bullhorn tracks all change requests, regardless of their status, on the placement's Change Requests tab.

The Placement Change Request List allows you to easily view, filter, and sort on placement change requests, and navigate directly to the placement change request forms via the hyperlinked ID where you can take action. You access the Change Request List from the Bullhorn menu, under Home.

**Change Request:**

Requested by: \* Ricky Training

Request Type: \* Pay Change

Request Status: \* Submitted

**Placement Info:**

Status: \*  Submitted  **Approved**  Rejected  Withdrawn

Employment: Contract

Billing Contact: Bob Seymour

Start Date: \* 07/25/2016

Scheduled End: 07/28/2017

Pay Rate: 75.00  \$ USD

Pay Unit: Per Hour

**Change Requests** Columns

Request Id	Placemen	Request Status
1	2	Approved
2	3	Submitted
3	3	Rejected
4	3	Approved
5	3	Withdrawn
6	19	Submitted
7	19	Approved
8	19	Rejected
9	19	Withdrawn

Columns menu items:

- Other Hourly Fee
- Other Hourly Fee Comments
- Overtime Rate
- Pay Rate
- Placement Status**
- Recruiting Manager Percent Gro
- Referral Fee
- Referral Fee Type
- Report To
- requestCustomDate1
- requestCustomDate2
- requestCustomDate3

The Change Request List is read-only, meaning, you must still add and edit change requests from the placement record, but its columns are filterable, sortable, and you can add, remove, and re-arrange columns just like any other list view.

You can also see both the status of the placement and the status of the change request. Filtering or sorting by Request Status is a great way to see which change requests are still pending. This list is great for managers who want to see an overview of all change request activity in the CRM.

You can add any field from either the Placement or Placement Change Request entity as a column on this list view.

