

# “Auto-close” on Openings

We’ve checked in with RecruiterBox to see if there was any progress with the developers on creating an auto close feature. While Customer Service passed along the request, it is still not a feature RecruiterBox is able to offer.

They suggested a work around using the tags feature; this would still require our HR teams to manually close the openings, however it would provide a way of filtering the openings based on the closing date. We will continue to follow up with RecruiterBox on our request for a more automated system.

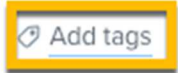
**From RB:** Something you may be interested in trying in the interim is using our tags feature to tag all openings with the closing date. This would allow for you and your team to do a quick filter search for each day (or even each Friday, if this is something you wanted to pull once a week) and close all positions that are ready to be closed.

For example, in my opening for a bakery manager, I would add a tag with a date that is 1 month from today.

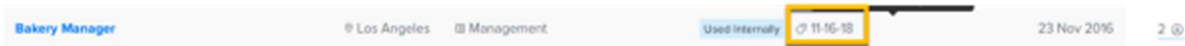
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## Bakery Manager

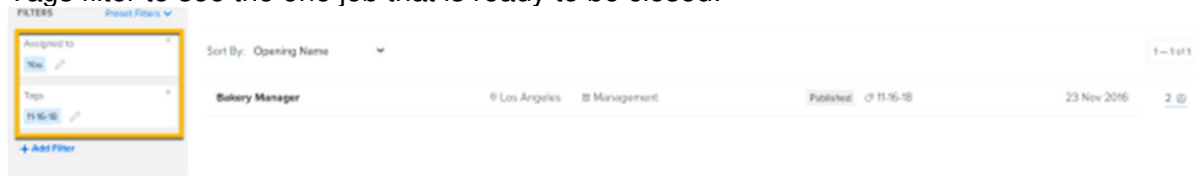
📍 Los Angeles, California, United States (Allows Remote)



View in the openings list:



Then, a month from now, when I'm curious what jobs I need to close for that day, I can filter using the Tags filter to see the one job that is ready to be closed:



Your team would then need to go into each tagged opening and close as normal.



Don't forget to put all the necessary Tags on your openings! If you are in a service center and are posting a job for a position in your service center you also need to tag it for DAFS since the service center is also for DAFS. For example, if you are in NRSC and are posting a job for an Accounting Tech in the service center, you would use the tag for NRSC and DAFS.