

Bulk Compile Application Materials into PDF File

Bulk Compile using View Searches tile

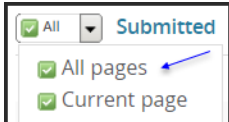
Step 1: Select **View My Searches** or **View My Team Searches** (*View Searches* dashboard tile)

Step 2: Click **View Job** (far right) for the applicable search #

Step 3: Click **View Applications** (Blue button – upper right corner)

Step 4: Click **Manage Applications** (upper right corner)

Step 5: Check **Select all** from the drop down box at top of checkbox column (selects all applicants in search list) or check the green box for individual applicants.



Step 6: Click **Select Bulk Action** and select **Bulk Compile and Send**

Step 7: Select the application documents to include in bulk PDF file (e.g. Cover Letter, Resume)

Step 8: Click **Create PDF** (bottom of page)

Step 9: Wait until the process is complete (it may take a few minutes depending on the number of applicants)

Step 10: Click the **Download document** link (top) or **Send the PDF via email**

Bulk Communicate

Departments can communicate with applicants using Outlook and have the option to **Bulk Communicate** in the PageUp system.

Bulk Communicate using View Searches tile

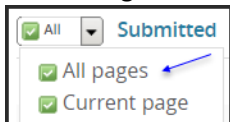
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⚠ Note: Applicants can be sorted by column header including *Status*

Step 6: Click **Select Bulk Action** and select **Bulk Communicate**

Step 7: Select the communication template and click **Next**

Step 8: Edit the communication and attach documents as needed

Step 9: Click **Send**