



Quick Reference Guide – Bulk move and send

What you need to do	What you will see
<p>STEP 1: Select applicants</p> <p>From the Manage applications page, use the check boxes to select the applicants.</p>	
<p>STEP 2: Bulk move and send</p> <p>Using the Bulk actions drop down list at the top of the page, select Bulk move and send.</p> <p>NOTE: This action also can be performed for an individual applicant via the Applicant card, using the Send application and change status action.</p>	
<p>STEP 3: Confirm email</p> <p>You will have the option of adding users to e-mail relevant information to about the applicants to.</p> <p>Expand each option and select what applicant details, documents or general documents you wish to include.</p>	
<p>STEP 4: Select status</p> <p>Move the applicant(s) into the appropriate status.</p> <p>Click Next.</p> <p>Complete any relevant fields on the following page and click Move now to confirm the actions.</p> <p>You may be prompted to update the Job status, select yes depending on what applicant statuses your job has.</p>	