

Bulk Compile Application Materials into PDF File

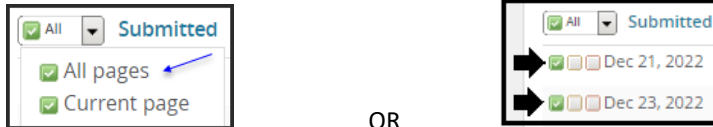
Bulk Compile using View Searches tile

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

Step 2: Locate the applicable search # and click **Review Applications** (far right)

Step 3: Click **Manage Applications** (upper right corner). If you don't see the Manage Applications link, you may need to click 'Switch to card view' first and then click 'Manage Applications' in the 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 first box (turns green) for individual applicants.



OR

Step 5: Click **Select Bulk Action** and select **Bulk Compile and Send**

Step 6: Select the application documents to include in bulk PDF file (e.g. Cover Letter, Resume)

Step 7: Click **Create PDF** (bottom of page)

Step 8: Wait until the process is complete (it may take a few minutes depending on the number of applicants)

Step 9: Click the **Download document** link (top) or **Send the PDF via email**

Bulk Communicate

Since PageUp is the official system of record for recruitment, it is recommended that Departments communicate with applicants using the **Bulk Communicate** option in the PageUp system.

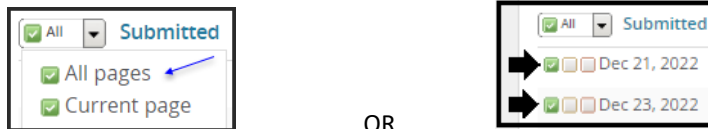
Bulk Communicate using View Searches tile

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

Step 2: Locate the applicable search # and click **Review Applications** (far right)

Step 3: Click **Manage Applications** (upper right corner). If you don't see the Manage Applications link, you may need to click 'Switch to card view' and then click 'Manage Applications' in the upper right corner.

Step 4: Check **Select all** from the drop down box at top of checkbox column (selects all applicants in search list) or check the first box (turns green) for individual applicants.



OR

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

Step 5: Click **Select Bulk Action** and select **Bulk Communicate** (a pop up window will appear).

Step 6: Select the communication template and click **Next**

Step 7: Edit the communication and attach documents as needed

Step 8: Click **Send**