

Bulk Compile Application Materials into PDF File

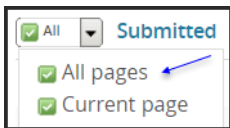
Bulk Compile using View Searches tile

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

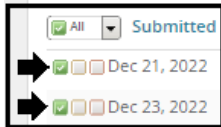
Step 2: Locate the applicable search # and click **View Job** (*Far Right*)

Step 3: Click **View applications** (*Top Right*)

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



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**