

Bulk Move Applicants

Click the checkbox next to the applicants you want to change the status for. You can select different actions for the different colored boxes (green, yellow, and red). Each color is a different “bucket” we can move them to.

In this example, we’ve checked the green box for applicants “Anne Wasson” and “Bobby Beck.” We’ve checked the yellow box for applicants “Melissa Jones” and “Testing CHRS.”

Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Rank
<input checked="" type="checkbox"/>		Department Chair Review Si	176824	Anne	Anne	Wasson	
<input type="checkbox"/>	Feb 9, 2022	Online Welcome Offer Exter	177333	Beth	Beth	Betherson	
<input checked="" type="checkbox"/>	Jan 13, 2022	Worked Previous AY	177231	Bob	Bobby	Beck	
<input type="checkbox"/>	Nov 16, 2021	Background Check Complet	177088	Bob	Ken	Thrift	
<input checked="" type="checkbox"/>		Incomplete	176825	Melissa	Melissa	Jones	
<input type="checkbox"/>	Oct 26, 2021	New Application	176878		Test	Vick	
<input checked="" type="checkbox"/>		Incomplete	176823	Test	Testing	CHRS	

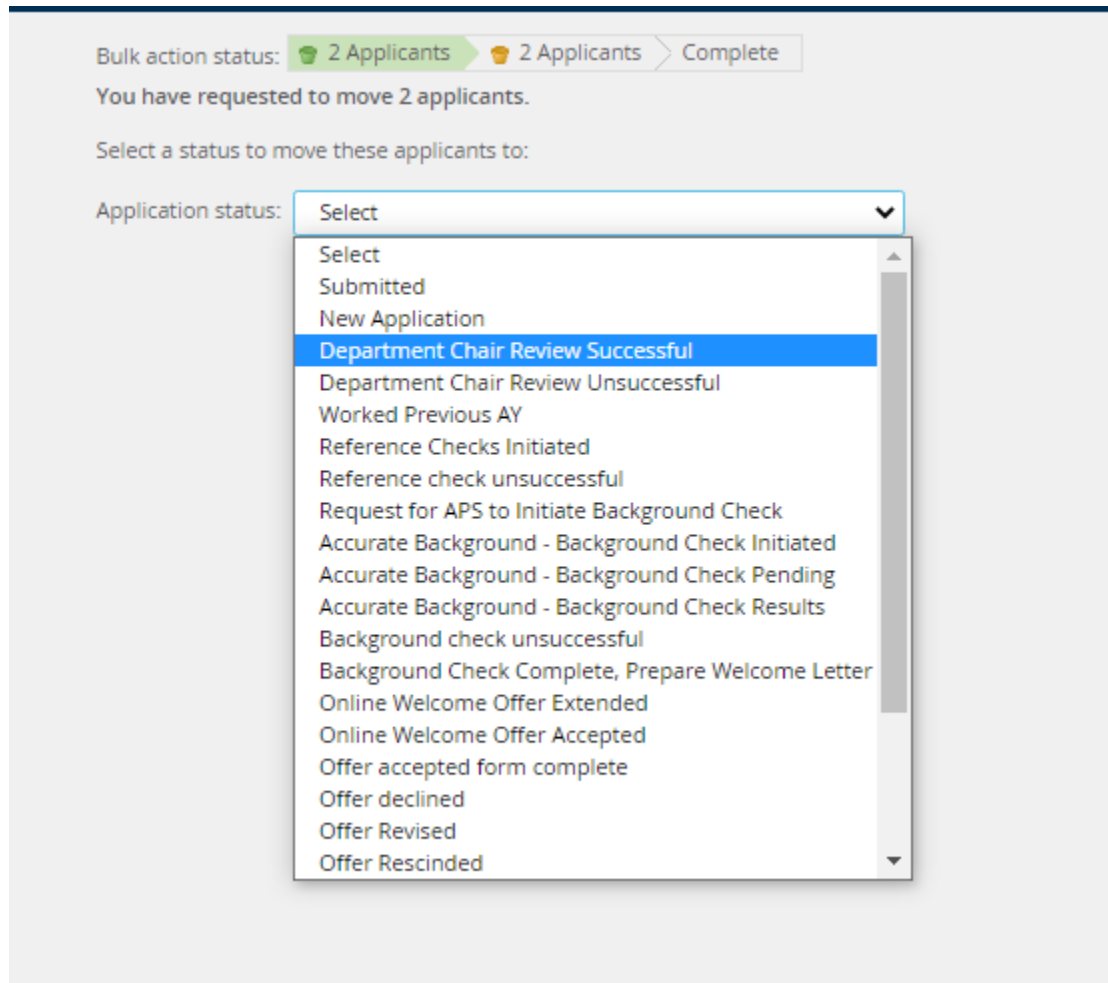
Once you've made your selections, click the "Select a bulk action" drop-down menu, and select "Bulk Move":



The screenshot shows the PageUp interface. At the top left is the PageUp logo. Below it, a dropdown menu titled "Select a bulk action" is open, showing options: "Select a bulk action", "Bulk communicate", "Bulk compile and send", "Bulk move" (highlighted in blue), and "Bulk task/reminder". Below the menu, a table header is visible with columns: "Submitted", "Status", "Applicant No", "Pref Name", "First name", "Last name", "Ranking", and "PI". A row of data is partially visible, showing "Department Chair Review Si 176824", "Anne", a green dot, "Anne", "Wasson", and "50".

The next screen is where we're going to define what happens with each color we've selected, i.e. what action results from being in the green or yellow "bucket."

Starting with the 2 green applicants, we're going to make those mean "Department Chair Review Successful." Then click the blue "Next" button.



On this screen, leave everything as it's currently marked, and click "Move now."

Bulk action status: 2 Applicants 2 Applicants > Complete

You have requested to move 2 applicants to the status "Department Chair Review Successful".

You now have the opportunity to notify these people::

Communication template:

E-mail: Applicants: Yes No

Send an SMS to the applicant: Yes No

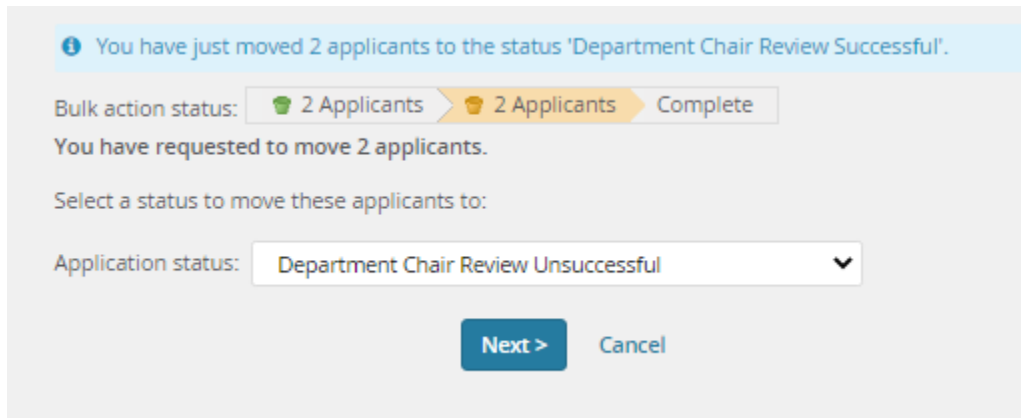
Additional users from Job: Yes No

Note

The following will be added to the applicant notes for administrators to view:

You'll see a message warning you to not close your browser, and you'll see the processing screen. After it's done, it will take you back to your bulk move screen to deal with the yellow applicants.

Now we'll follow the same steps for this group. (Note the blue message at the top of my screen confirms that I moved the green applicants to a new status.)



The screenshot shows a confirmation dialog box with a light blue header. The header contains an information icon and the text: "You have just moved 2 applicants to the status 'Department Chair Review Successful'". Below the header, the "Bulk action status:" is shown as a sequence of three steps: "2 Applicants" with a green trash icon, "2 Applicants" with a yellow trash icon, and "Complete". Below this, it says "You have requested to move 2 applicants." and "Select a status to move these applicants to:". The "Application status:" dropdown menu is currently set to "Department Chair Review Unsuccessful". At the bottom, there are two buttons: "Next >" and "Cancel".


For this yellow group, we'll make this the "Department Chair Review Unsuccessful" bucket, and click Next.

No changes needed on this screen.
Click "Move now."

Bulk action status: 👤 2 Applicants 👤 2 Applicants Complete

You have requested to move 2 applicants to the status "Department Chair Review Unsuccessful".


You now have the opportunity to notify these people::

Communication template: -- No template -- 


E-mail: Applicants: Yes No

Send an SMS to the applicant: Yes No

Additional users from Job: Yes No

 Note

The following will be added to the applicant notes for administrators to view:



Move now Cancel

Once you're done with your bulk move, it will take you back to the applicant screen. Now, you can see the new status noted for each applicant you moved with this bulk process:

i Lecturer Pool in Department of Environmental Resources Engineering (505633)

Search Results

Select	Submitted	Status	Applicant No	Pref Name	First name	Last name	Ranki
<input type="checkbox"/>		Department Chair Review Successful	176824	Anne	Anne	Wasson	
<input type="checkbox"/>	Feb 9, 2022	Online Welcome Offer Extended	177333	Beth	Beth	Betherson	
<input type="checkbox"/>	Jan 13, 2022	Department Chair Review Successful	177231	Bob	Bobby	Beck	
<input type="checkbox"/>	Nov 16, 2021	Background Check Complete, Prepare Welcom	177088	Bob	Ken	Thrift	
<input type="checkbox"/>		Department Chair Review Unsuccessful	176825	Melissa	Melissa	Jones	
<input type="checkbox"/>	Oct 26, 2021	New Application	176878		Test	Vick	
<input type="checkbox"/>		Department Chair Review Unsuccessful	176823	Test	Testing	CHRS	