

# Moving Applicants in Bulk

If you want to move a group of applicants all at once, you can do so if all of the applicants are currently in the same workflow state and will all be moved to the same workflow state.

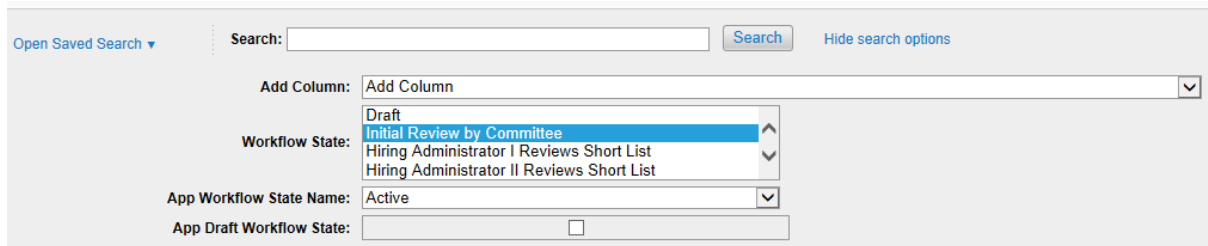
Example: Applicants at Initial Review by Committee need to be sent to Dispense of Application

## **Part 1 – Set up Your View**

- 1) Go to your posting and pull up the list of applicants. Next to the search bar, click on “More search options.”



- 2) Highlight the workflow state where the applicants currently reside and click “Search.”



The page will refresh and only applicants at Initial Review by Committee will display.

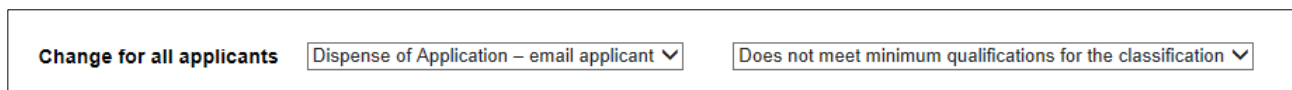
## **Part 2 – Select & Move Your Applicants**

- 1) Check the box next to the name of each applicant you want to move. Hover your mouse over the Actions button on the upper, right side and click on “Move in Workflow.”



<input type="checkbox"/>	Full Name	Documents	Workflow State (Internal)	Application Date	Actions
<input checked="" type="checkbox"/>	applicant2, test	Letter of Application, Current Curriculum Vitae	Initial Review by Committee	November 20, 2015	GENERAL Review Screening Question Answers Download Screening Question Answers Export results BULK Move in Workflow Download Applications as PDF Create Document PDF per Applicant
<input checked="" type="checkbox"/>	Applicant 2, Applicant 2	Letter of Application, Current Curriculum Vitae	Initial Review by Committee	December 03, 2015	
<input type="checkbox"/>	Applicant4, Jr., Applicant4	Letter of Application, Current Curriculum Vitae	Initial Review by Committee	December 03, 2015	
<input type="checkbox"/>	applicant2, test	Letter of Application, Current Curriculum Vitae	Initial Review by Committee	January 29, 2015	

- 2) From the drop down boxes at the top of the page, select the workflow state and reason for all applicants and click “Save Changes” at the bottom.



If successful, the system will return back to the list of applicants and you will see a green bar at the top of the page. Please contact us at [facultysearches@kennesaw.edu](mailto:facultysearches@kennesaw.edu) if you have any questions.