Quick Reference Guide – Bulk compile and send

What you need to do	What you will see
STEP 1: Select the applicants After reviewing the applications for a particular job, use the checkboxes to indicate the applicants to be included in your PDF document. Your PDF might only include those applicants who have been shortlisted, or you may choose to include all of the applicants who have applied for a job. **TIP:** If you would like to compile all of the applicants who have applied for a job, click **All pages** in the **Select** drop-down list.	
STEP 2: Select Bulk compile and send From the Select a bulk action menu at the top of the page, select Bulk compile and send.	
STEP 3: Select documents Select the documents you would like to include in the PDF (e.g. resume, application form). Click the **Create PDF** button at the bottom of the page.	
STEP 3: Download the PDF You may wish to download the PDF. If you would like to download the PDF, right click on the **Download document** link and select **Save Target As….** Indicate where you would like to save the PDF. You may also like to re-name the file.	

STEP 4: Send the PDF

If you would like to send the PDF to a colleague, Hiring Manager, or even yourself, select the **Yes** radio button.

You can send the PDF to a user of PageUp People by searching for their name in the **User** field

You can also choose to email the PDF to **Other e-mail**; this field is used when sending the PDF to people who are not users of PageUp People. In this case, simply type in the email address.

Include a From address, a Subject line, and make any changes to the body of the email.

Click the **OK** button to send the PDF.

The Bulk Compile and Send will be recorded in the **Applicant history** for all included applicants.

Send document:	⦿ Yes ○ No
User:	[ ] 🔍 ✏️
	No user selected.
Other e-mail:	[ ]
From:*	[	]
Subject:*	[ ]
Body:*	

ℹ️ ➕ Show merge field information

Format selection ▾ | **B** *I* | ≡ ≡ ≡ | ≣ ≣ ➡ ➡ | Tools

Please see attached the applications for: