**Bulk Move**

**Bulk Move**: This allows you to move all selected applicants to a status. For example, you could move them all to search committee review, phone screen, create offer, etc.

In order to utilize this function you will need to be on the manage applications screen and be in the list view.

Once you select your applicants by clicking the checkboxes on the left hand side next to the date and select bulk move from the drop-down menu as pictured above you will need to be sure to complete the following steps:

Select the status you want to change applicants to from the application status drop-down menu and click **next**.
You will then be brought to the status screen where based on the status you selected you will have the option to send an email to the applicants and/or additional users. If you do not want to send an email you can change the radio button to no.

Once you have made any edits that you wanted to the emails click **move now** at the bottom of the page and it will move the applicants to that status and send any communication you selected.