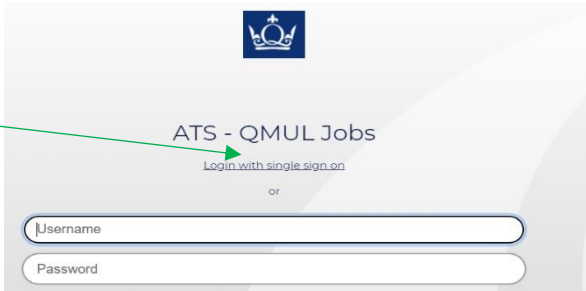# Oleeo User Guide – Bulk Actions/Updates

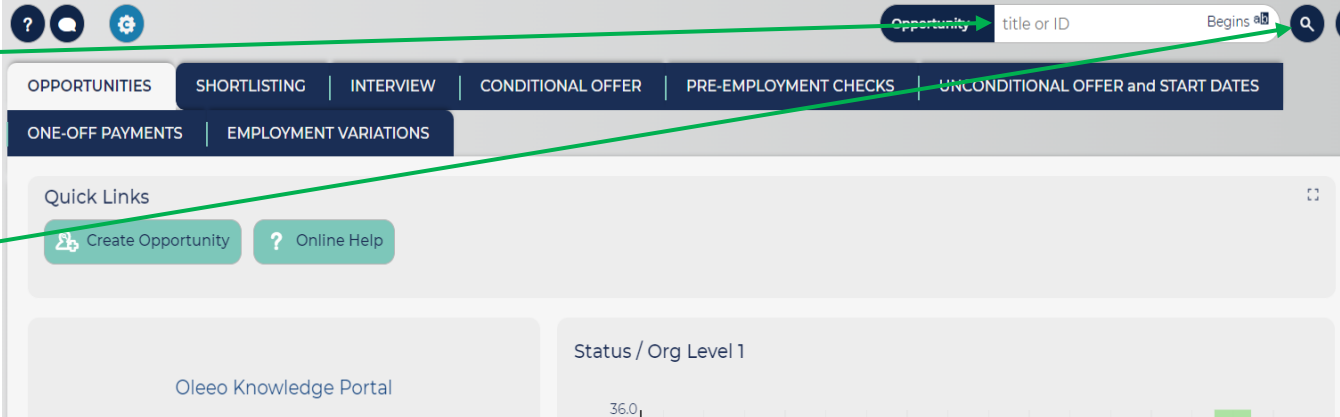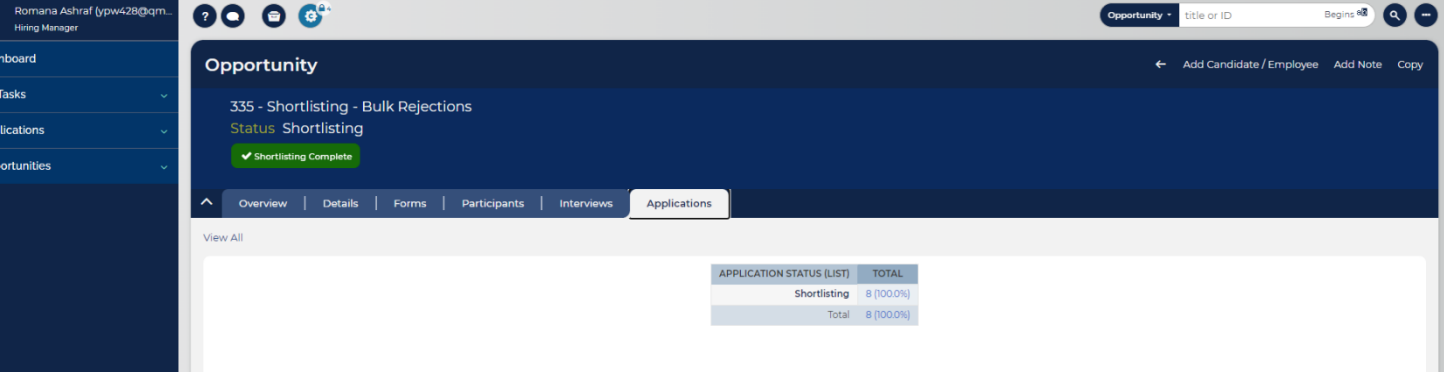This document will provide you with step-by-step guidance on how to:

- Search Opportunities/Vacancies
- Bulk Reject/Progress Application Forms

Throughout this document, the words opportunities and vacancies are used interchangeably.

Accessing Oleeo/Dashboard – All Shortlisters	
Step/Action	Example/Screenshot
To access the Oleeo system, follow this link: https://qmul-jobs.tal.net/ and click "*Log in with single sign on*" to log in to the system. You are not required to enter any log in details. When you log into Oleeo, you will be presented with your homepage known as your **Dashboard.** *You must be logged in with a "Hiring Manager" profile to complete the bulk updates/rejection actions for applications.* **Step 1:** Find the vacancy page for the specific opportunity you wish to work on (see below guidance for this step).	

Searching The Opportunity

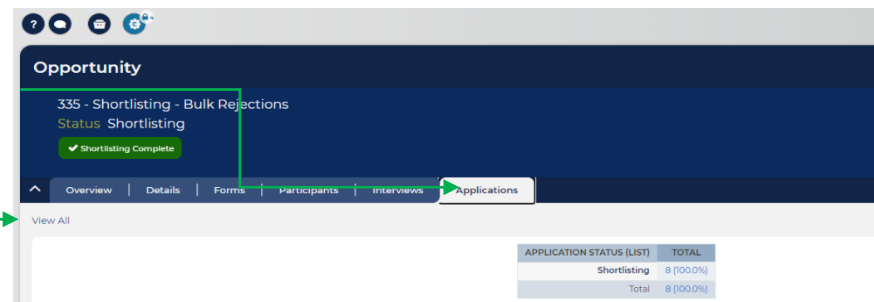| Step/Action	Example/Screenshot
1) Search for the opportunity/vacancy by entering the "**Opportunity Title**" or "**Opportunity Number/ID**" in the search box on the top right-hand side of your dashboard. 2) Click the search button. This will take you to the vacancy/opportunity page.	

How To Bulk Reject or Progress Applications

Once all shortlisters have completed their shortlisting exercise, and the final decisions need to be recorded in Oleeo by the Hiring Manager or Lead Shortlister. The following guide can be used to reject or progress shortlisted applicants in bulk. Any candidate/s that are placed on a reserve list, must be individually updated via the "**shortlisting decision form**" outlined in the shortlisting guide not this guide.

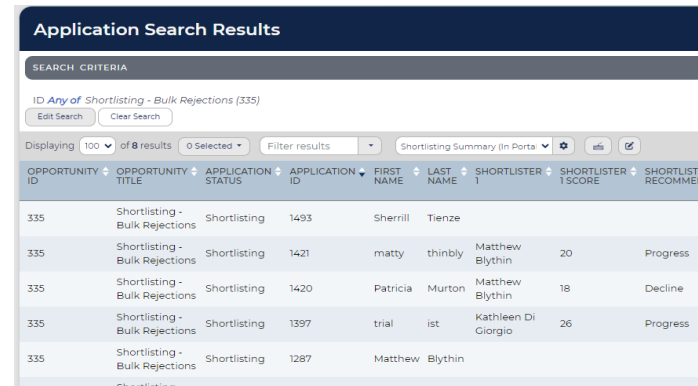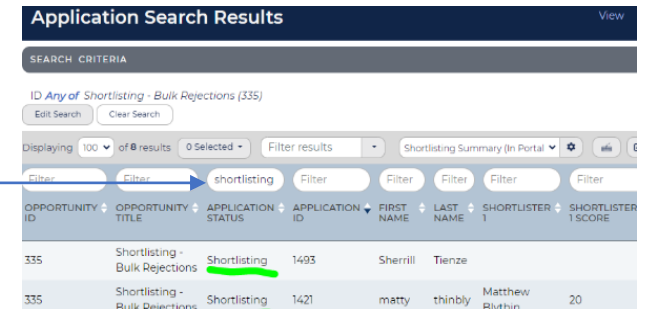| Step/Action	Example/Screenshot
1) Click the "**Applications**" tab on the vacancy page. 2) Click "**View All**"	

3) This will show you a list of all applications for this vacancy. It is important that you are only viewing the applicants with the applicant status, "**Shortlisting**".
 	
To ensure you are only viewing applications at shortlisting stage:
    a. Click the arrow next to filter results.
    b. Select **"show column filters"**
    c. Type shortlisting in the applicant status column	

4) Select the application records you wish to update in bulk by clicking each record. You will see as you select them, they are highlighted.

5) Once you have selected all the applications you wish to reject, select "**Bulk Actions** and then select "**Bulk Form Update**" from the drop down list.

6) Ensure the form selected is "**Lead Shortlister Feedback**" form and click "**Submit**"

7) You will then be presented with a lead shortlister feedback form which you will need to complete in full. This decision form will be associated with all the applications you selected for the bulk action

8) Once you have completed the decision form, you can select "**Submit**". Depending on your shortlisting decision, the following will take place:
   - **Decline:** The system will automatically change the application status to "**Shortlisting – Rejected**" and send a rejection email to the candidate.
   - **Progress:** The system will automatically change the applicant status to "**Interview rd 1 – Selected**" which will allow you to invite them to interview (see setting up interviews user guide).