

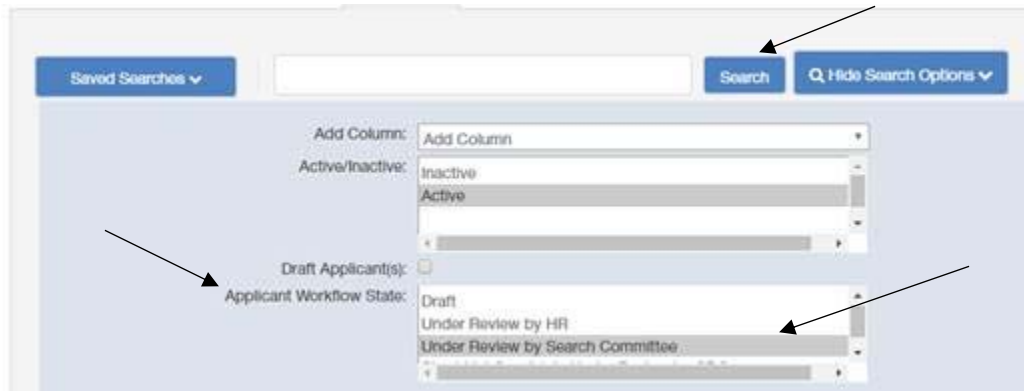
Troubleshooting Transitioning Applications

To move in bulk, all workflow states must be the same. If you have applications in different workflow states, please follow the directions below to filter them. Then you will be able to move in bulk:

First, select “more search options”



Next, in the Applicant Workflow State box, select “Under Review by Search Committee” (or whatever state you need), then click “search”



This will filter out anyone not in the workflow state you need. Then proceed with moving in bulk.