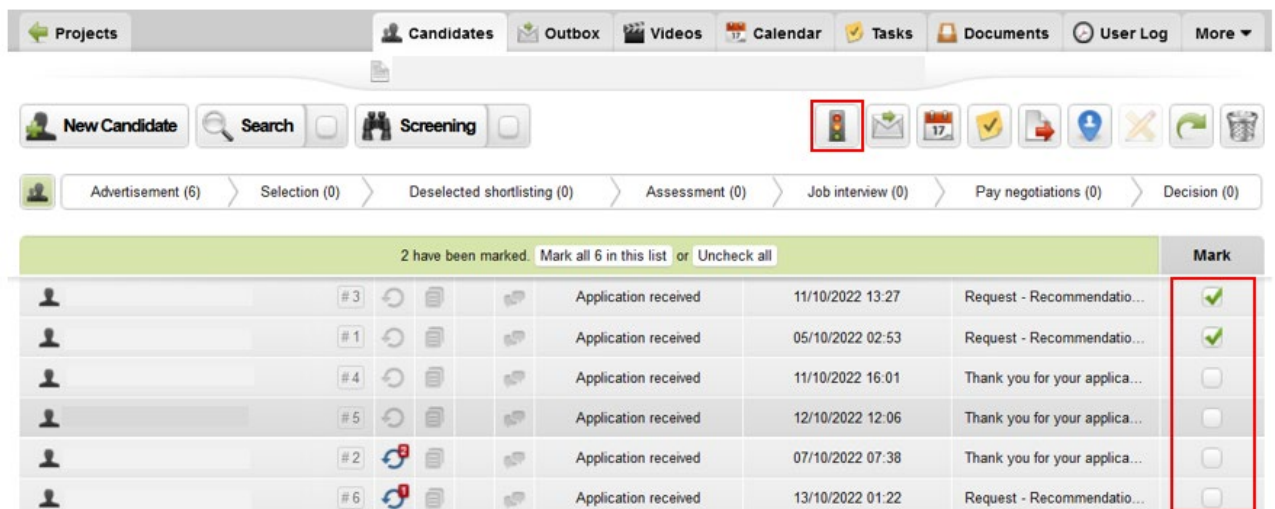


How to change status and send emails

Chrome is recommended to access EmPLY Hire.

Change status

1. Open relevant project.
2. Select relevant candidates. Notice following actions apply to all selected candidates.
3. Click Status.

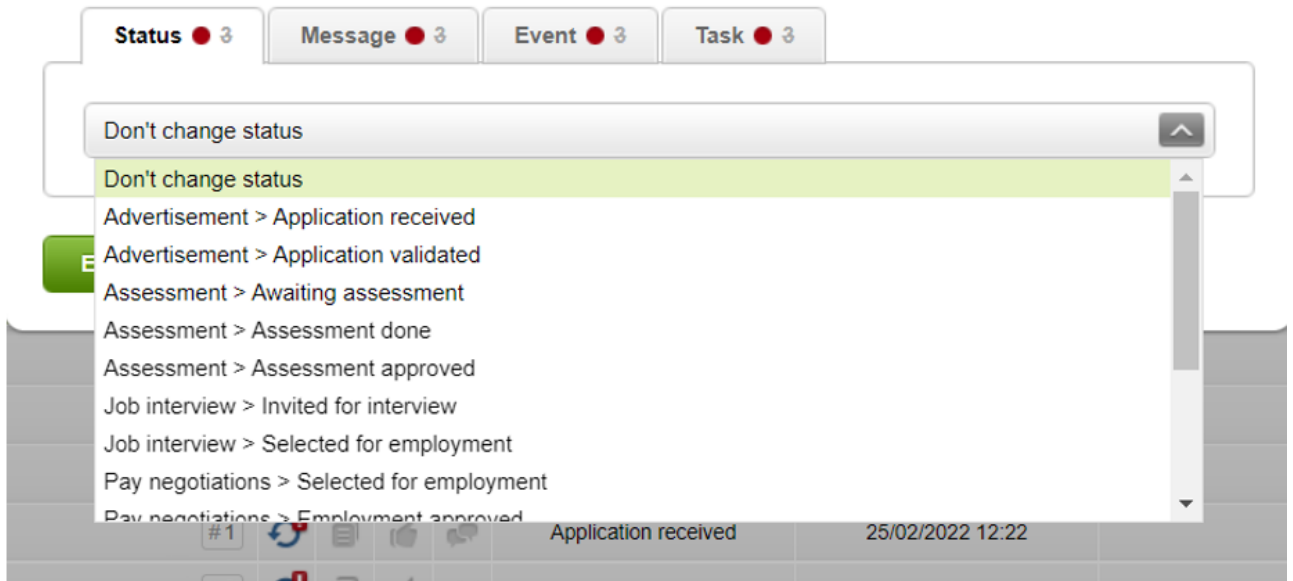


The screenshot shows the EmPLY Hire interface. At the top, there are navigation tabs: Projects, Candidates, Outbox, Videos, Calendar, Tasks, Documents, User Log, and More. Below these are buttons for New Candidate, Search, and Screening. A toolbar contains various icons, including a red box around a status icon. Below the toolbar, there are breadcrumb-style links for Advertisement (6), Selection (0), Deselected shortlisting (0), Assessment (0), Job interview (0), Pay negotiations (0), and Decision (0). The main area is a table with a green header bar that says "2 have been marked. Mark all 6 in this list or Uncheck all". The table has columns for candidate ID, status, date, and action. The 'Mark' column has checkboxes, with the first two rows having checked boxes. A red box highlights the 'Mark' column and the first two rows.

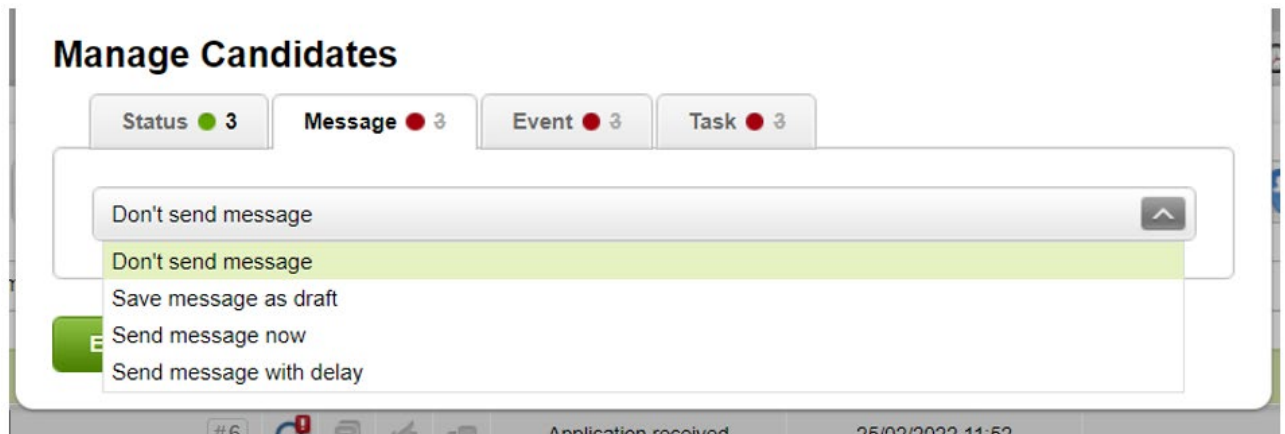
2 have been marked. Mark all 6 in this list or Uncheck all							Mark
# 3	Application received	11/10/2022 13:27	Request - Recommendatio...	<input checked="" type="checkbox"/>			
# 1	Application received	05/10/2022 02:53	Request - Recommendatio...	<input checked="" type="checkbox"/>			
# 4	Application received	11/10/2022 16:01	Thank you for your applica...	<input type="checkbox"/>			
# 5	Application received	12/10/2022 12:06	Thank you for your applica...	<input type="checkbox"/>			
# 2	Application received	07/10/2022 07:38	Thank you for your applica...	<input type="checkbox"/>			
# 6	Application received	13/10/2022 01:22	Request - Recommendatio...	<input type="checkbox"/>			

4. To change status, open Status tab.
5. Chooses new relevant status in the drop down menu. Some status changes require that an email is send to the candidate. Should this be the case the related guide will highlight this.

Manage Candidates



6. If no further changes are necessary, for example sending accompanying emails, click Execute.
7. To send emails, open the Message tab.
8. Choose relevant option from the drop down menu.



9. Choose the relevant mail template. This will be specified by the related guide.

Manage Candidates

Status ● 3 Message ● 3 Event ● 3 Task ● 3

Send message now

Language: English

Template: Use empty template

Layout: Please choose...

Source

Send as SMS: OFF

Execute Cancel Preview

Use empty template
Ansættelse uden opslag ST -> 1a. Anmodning om ansøgemateriale
ARTS VIP -> 3. Info om bedømmelsesudvalg og deadline for bedømmelser
ARTS VIP -> 4. Afslag
ARTS VIP -> 6. Orientering om bedømmelser til ansøgere
ARTS VIP -> 8. Indkaldelse til samtale
ASE uden opslag -> Info om bedømmelsesudvalg
Bedømmelse uden opslag HE -> 1. Info om bedømmelsesudvalg
Bedømmelse uden opslag HE -> 2. Orientering om bedømmelse
RSS Ph.d. -> 3. Ph.d. tilbud 1+1

10. Edit subject and content if needed.

11. Click Execute.



Send emails to project participants

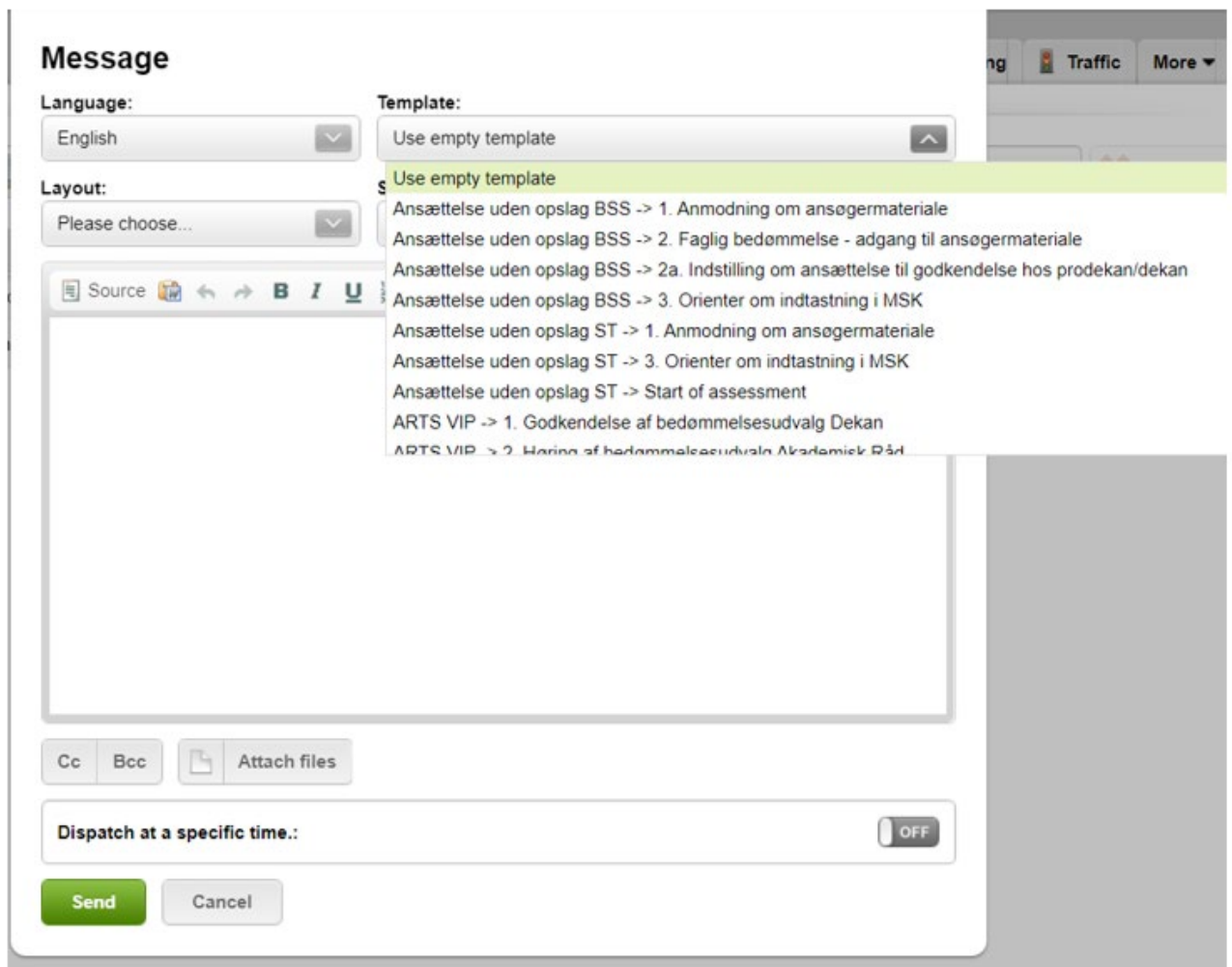
1. Open relevant project.
2. Click More, Participants.

Candidates (6) ▲	↻	📄	👍	🗨️	≡ Status ▾	≡ Applied ▾	≡ Latest message ▾	Mark
	#3	↻	📄	👍	Application received	11/10/2022 13:27	Request - Recommendatio...	<input type="checkbox"/>
	#1	↻	📄	👍	Application received	05/10/2022 02:53	Request - Recommendatio...	<input type="checkbox"/>
	#4	↻	📄	👍	Application received	11/10/2022 16:01	Thank you for your applica...	<input type="checkbox"/>
	#5	↻	📄	👍	Application received	12/10/2022 12:06	Thank you for your applica...	<input type="checkbox"/>
	#2	↻	📄	👍	Application received	07/10/2022 07:38	Thank you for your applica...	<input type="checkbox"/>
	#6	↻	📄	👍	Application received	13/10/2022 01:22	Request - Recommendatio...	<input type="checkbox"/>

3. Select relevant participants.
4. Click Messages.

Participants	≡ E-mail ▾	Status	Enabled	Disabled	Mark
(Project Manager)		●	28/09/2022 13:15	Not possible	<input checked="" type="checkbox"/>
		●	28/09/2022 13:40	Not specified	<input checked="" type="checkbox"/>
		●	28/09/2022 13:40	Not specified	<input checked="" type="checkbox"/>
		●	28/09/2022 13:40	Not specified	<input type="checkbox"/>
		●	28/09/2022 13:40	Not specified	<input type="checkbox"/>
		●	28/09/2022 13:40	Not specified	<input type="checkbox"/>

5. Choose relevant mail template.



The screenshot shows an email composition interface. At the top left, the title is "Message". Below it, there are two dropdown menus: "Language:" set to "English" and "Template:" set to "Use empty template". To the right of the "Template:" dropdown, a list of templates is visible, with "Use empty template" highlighted in green. The list includes several Danish subject lines related to recruitment, such as "Ansættelse uden opslag BSS -> 1. Anmodning om ansøgermateriale". Below the dropdowns is a "Layout:" dropdown set to "Please choose...". Underneath is a rich text editor with a toolbar containing icons for "Source", undo, redo, bold (B), italic (I), and underline (U). Below the editor are buttons for "Cc", "Bcc", and "Attach files". At the bottom, there is a "Dispatch at a specific time.:" section with a toggle switch set to "OFF". Finally, there are "Send" and "Cancel" buttons.

6. Edit subject and content if needed.
7. Click Send.