

## QuickStart Guide for Admins

## Search + Email Students/ Candidates

P O I

Sign into GradLeaders Career Center and select **Candidates** / **Candidate File** 

UPDATE RESPONSES

Change Recruiter Status

Update Answer

Candidates	Company List	
Candidate File		
Advanced Sea	rch 🔨	
Saved Searche	es & Agents	
Activity Log		
Offer Comparis	son Dashboard	
Document Approval Queue		
Custom Resun	ne Book	
Announcemen	ts	
Outcomes File		96
Free Resume	Book File	

## Click **Basic** or **Advanced Search** to find contacts of interest

Basic Search A	Advanced Search »	¢°
<ul> <li>Ø First Name</li> <li>Ø Last Name</li> <li>Ø Graduation / Availability Date</li> <li>Ø Job Reporting Status - Advisor</li> <li>Ø Job Reporting Status - Candidate</li> </ul>		Basic Search
<ul> <li>Resume Book Status</li> </ul>		<b>«</b>



Email Add Notes

Add Contact

Export To SalesForce Import From SalesForce Use the Send Emails pop-up to create emails for target audience and click Send Now

Selected temptine.	No Template	<ul> <li>Documents</li> </ul>
• From:	prati 8 gradieaders.com	Sprint Demo Test 1
To:	5 Contact(s)	Variables Default
CC:	CC Me	
BCC:		
* Email Subject:		
* Email Body:	Dentry パロンドイロ目目目のないないにはない。 たいこのものですりた。例えば「やりとためのでも	
	Biomal BHTM, Q.Preview Words: 0 Characters:	•
Attachmenta:	Chose Fie No file desen	
	Choose File No file chosen	

