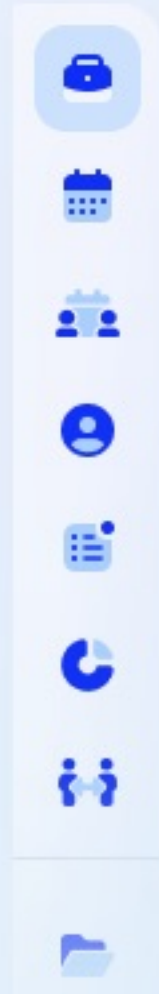




# Summary

- 1. How to Merge Applicants 04
- 2. How to Delete Candidates 05

The screenshot shows a candidate profile for Tiana Bergson. At the top, there is contact information: an email icon followed by 'tiana.bergson@gmail.com', a phone icon followed by '(800) 800-8398', and an 'Enrich Data' button with a magnifying glass icon. Below this is a profile card featuring a circular profile picture of Tiana Bergson, her name 'Tiana Bergson' with a verified badge and a LinkedIn icon, and five stars. Her education is listed as 'Bachelors of Science from University of Illinois' and her current role as 'SMS Marketing Associate at REVIO'. A row of tags includes 'Past Candidate' (pink), 'Bilingual' (purple), 'FullStack Engineer' (red), 'Top 50 US Uni' (green), 'Bubbly Personality' (yellow), and 'Look Again' (teal). Below the profile card, the location is '00075 • Vice President of Partnerships (Chicago Listing) • Chicago, IL'. A status bar shows 'Interview Round' with a green pill indicating it is 'Scheduled 5W ago'. A toggle switch for 'Side by side view' is currently turned off. The main content area is split into two columns. The left column is a navigation menu with items: 'Resume', 'Screening Questions', 'Activity Log', 'Documents', 'Interview(s)', 'Scorecards', 'Notes', 'Details' (highlighted in blue), and 'Screened By'. The right column, titled 'Details', contains sections for 'Basic Info' (with a person icon), 'Email(s)' (with an envelope icon), 'Phone Number' (with a phone icon), 'Location' (with a location pin icon), and 'Links' (with a link icon). The 'Basic Info' section shows 'Tiana Bergson' and 'Job Seeker ID# 476876409'. The 'Email(s)' section lists 'tiana.bergson@gmail.com (SCALIS Profile)', 'tiana@revio.com (Company Provided)', and 'tianabergson@outlook.com (Enriched)'. The 'Phone Number' section shows '(800) 800-8396'. The 'Location' section shows 'Los Angeles, California'. The 'Links' section shows two links: 'www.linkedin.com/in/tianabergson' and 'www.tianabergson.com'.



▲ Sourcing ...

<input type="checkbox"/>	Name	Rating	Current Job Title	Current Company	Match Score	Websites	Status	Most Recent
<input type="checkbox"/>	Jacob Jones	★ ★ ★ ☆ ☆	Copywriter	FarisBering	49%		Prospect 2w ago	Cosmetics
<input type="checkbox"/>	Jerome Bell	☆ ☆ ☆ ☆ ☆	UI Developer	Verify	93%	—	Invite Expired 1d ago	Wellness
<input type="checkbox"/>	Darlene Robertson	☆ ☆ ☆ ☆ ☆	UI Designer	Metaful	71%		Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Savannah Nguyen	★ ★ ★ ★ ★	Senior Software Engineer	Leannon and Sons	79%		Invited to Apply 1w ago	Logistics
<input type="checkbox"/>	Ralph Edwards	☆ ☆ ☆ ☆ ☆	DevOps Engineer	Advanta Inc.	69%		Invite Declined 5d ago	Chemicals

# Welcome to SCALIS!

## Getting Started with Candidate Management

We're thrilled to have you on board! Follow this step-by-step guide to have full control over how you view and manage your candidates.

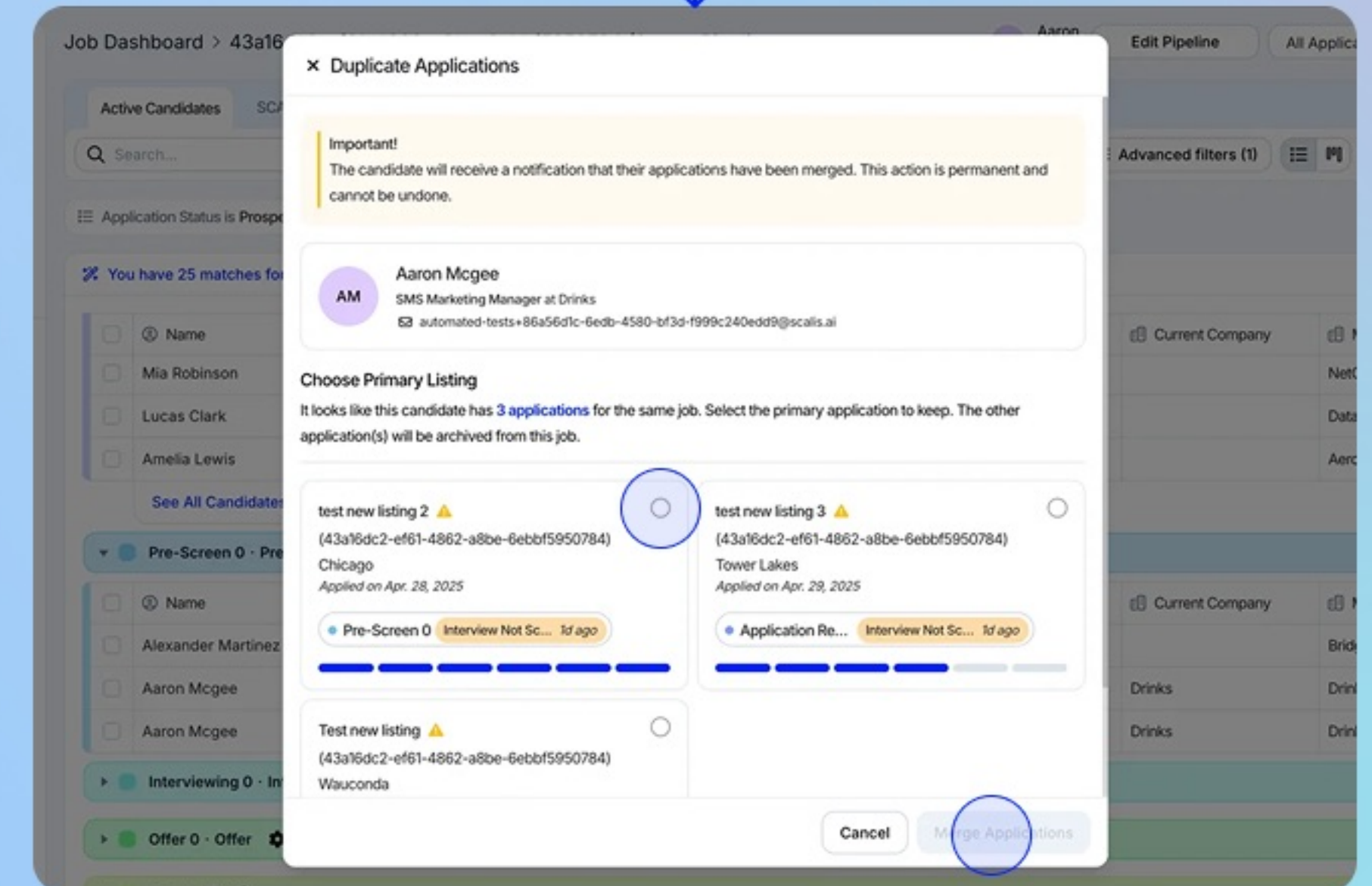
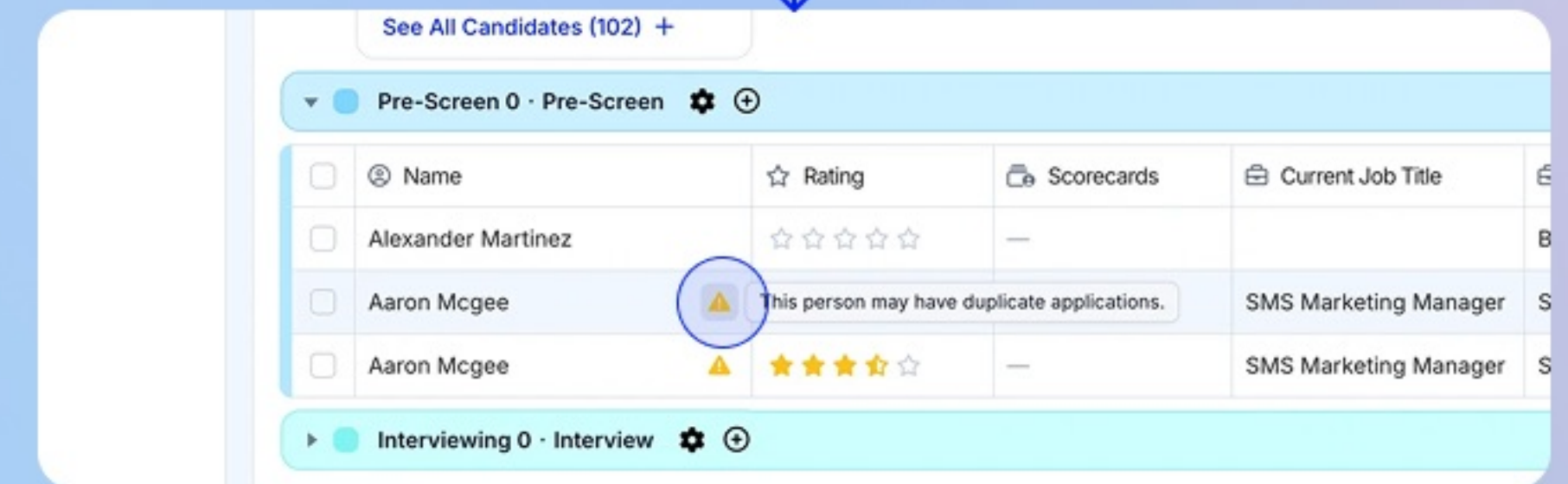
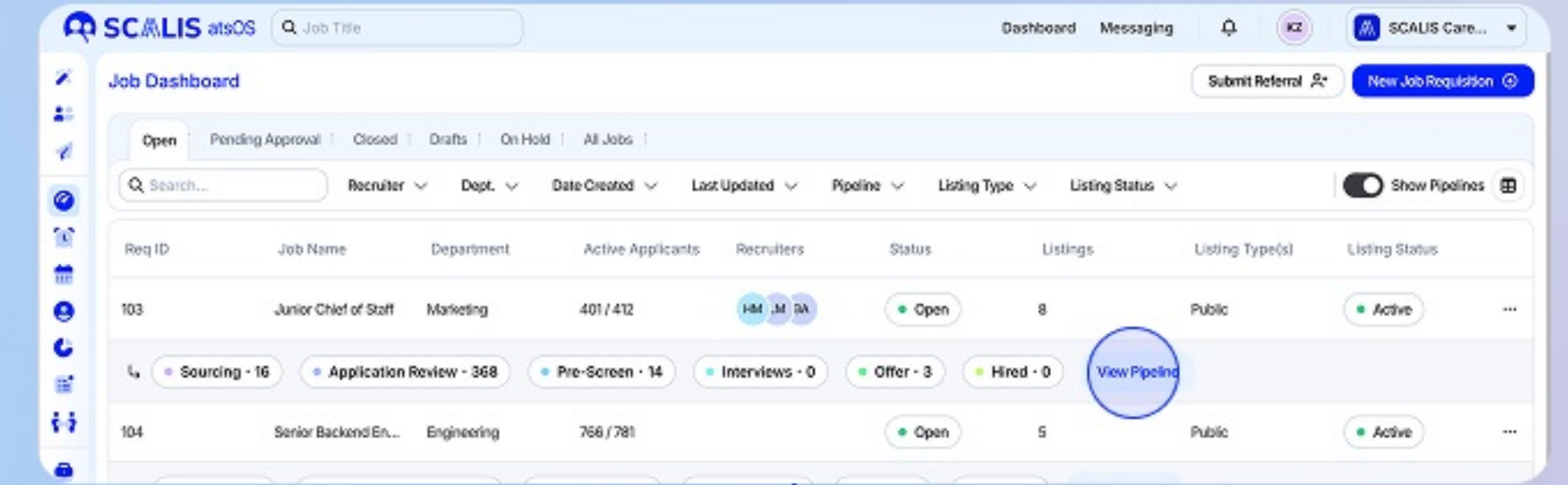
## STEP 1

# How to Merge Applicants

If a candidate submits multiple applications, you can easily merge them to keep your pipeline clean and organized.

1. Navigate to the job where the candidate is listed and find the candidate with a potential duplicate. If duplicates exist, you'll see a yellow triangle icon next to their name.
2. Hover over the yellow triangle and click it to view duplicate applications.
3. Select the application you want to keep. This version will be saved as the main profile. Once confirmed, the other application(s) will be removed.

**Warning:** Merging is permanent and cannot be undone. Make sure to review each application carefully before completing the merge.



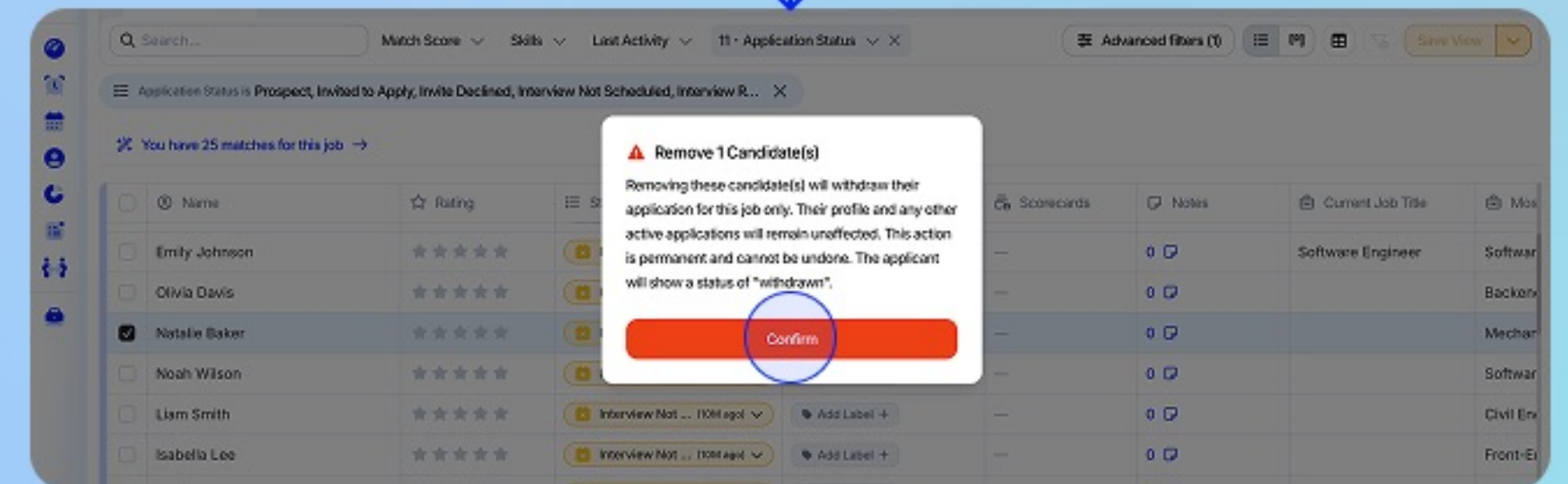
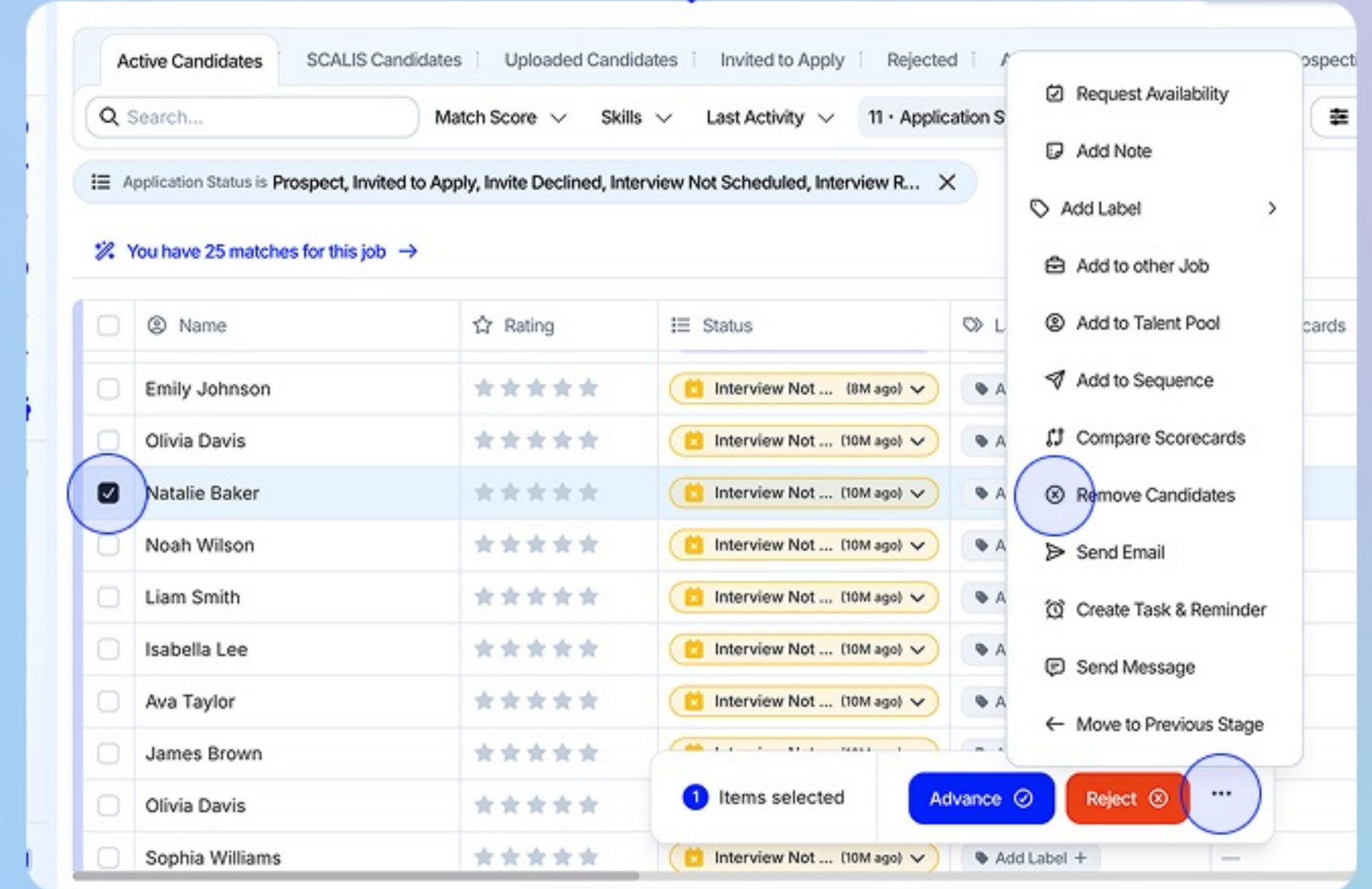
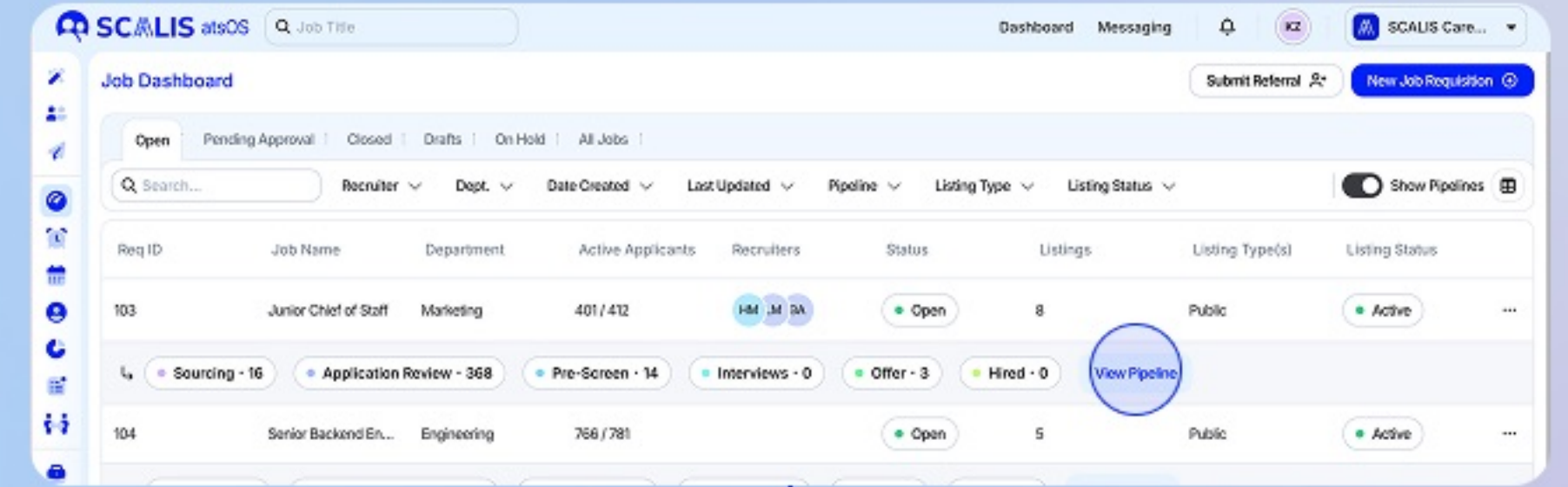
## STEP 2

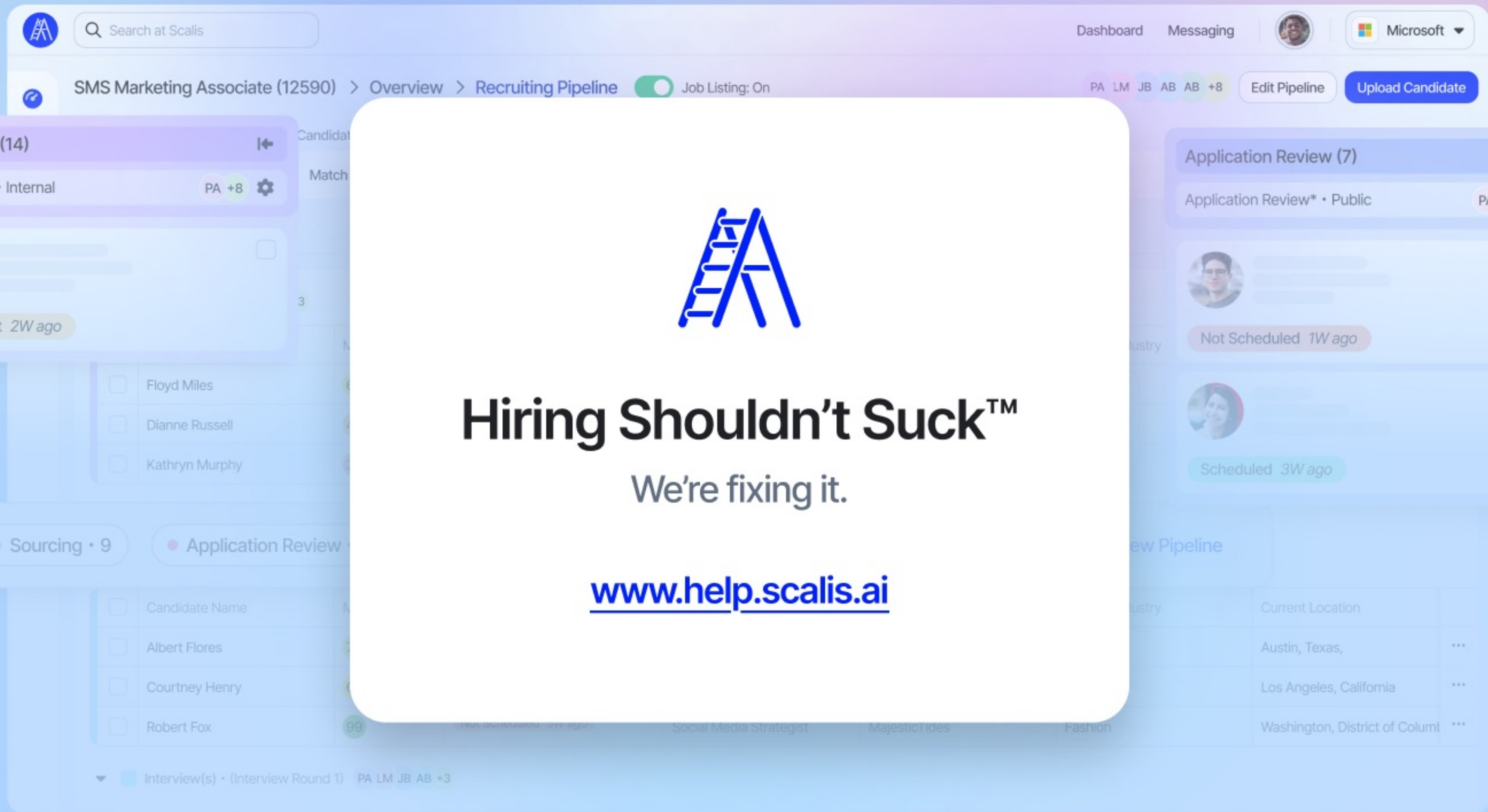
# How to Delete Applicants

You can remove a candidate's application from a pipeline, but the candidate will still remain in your talent database.

1. Navigate to the job where the candidate is listed and find the candidate you want to remove from the pipeline.
2. Select the candidate, click the **ellipsis (...)** button then **"Remove Candidates"**.
3. Confirm you want to remove the candidate. Their profile and any other active applications will remain unaffected.

**⚠ Warning:** Removing the candidate is permanent and cannot be undone. The applicant will show a status of "withdrawn".





# Hiring Shouldn't Suck™

We're fixing it.

[www.help.scalis.ai](http://www.help.scalis.ai)