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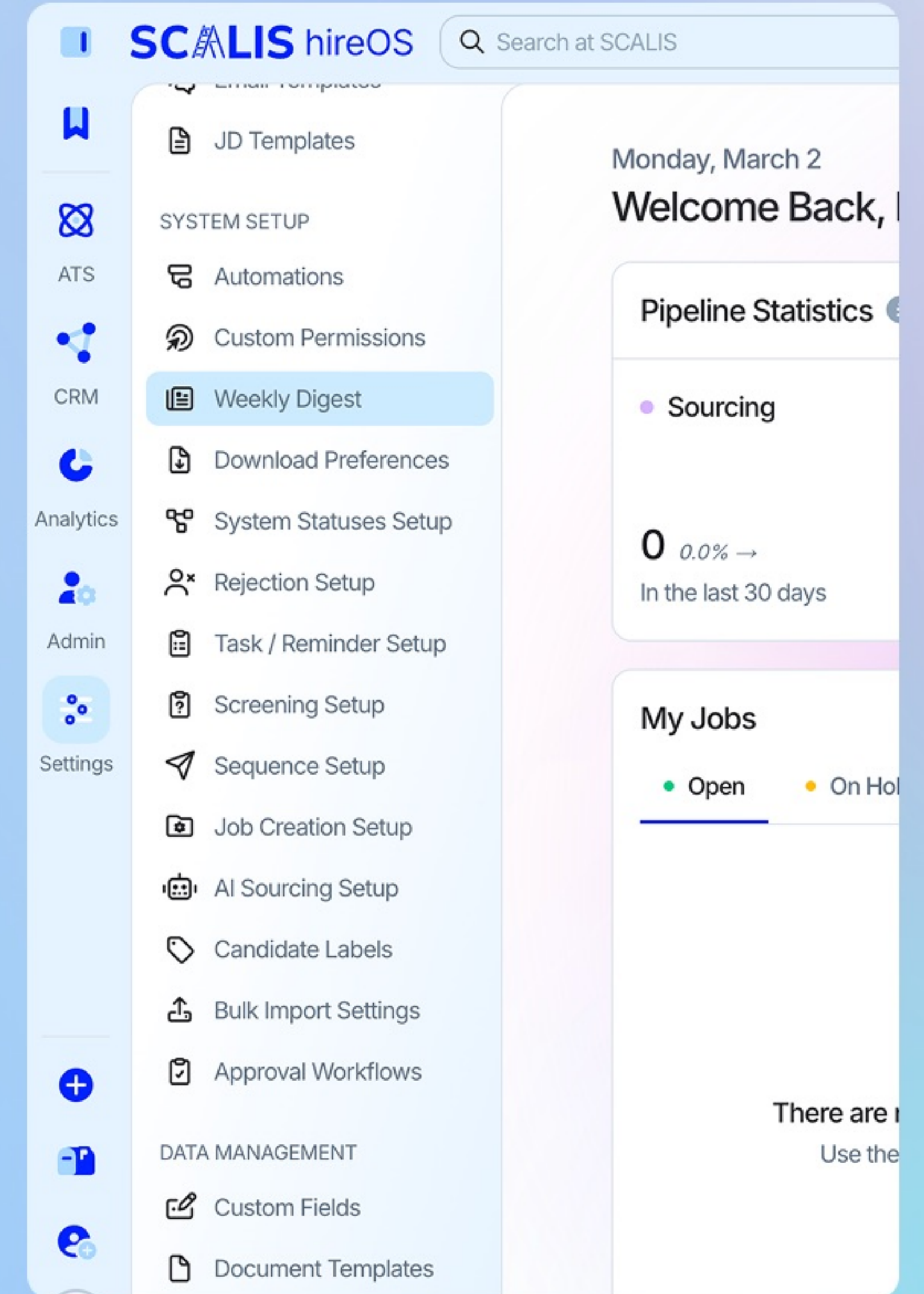
GETTING STARTED

Weekly Digest

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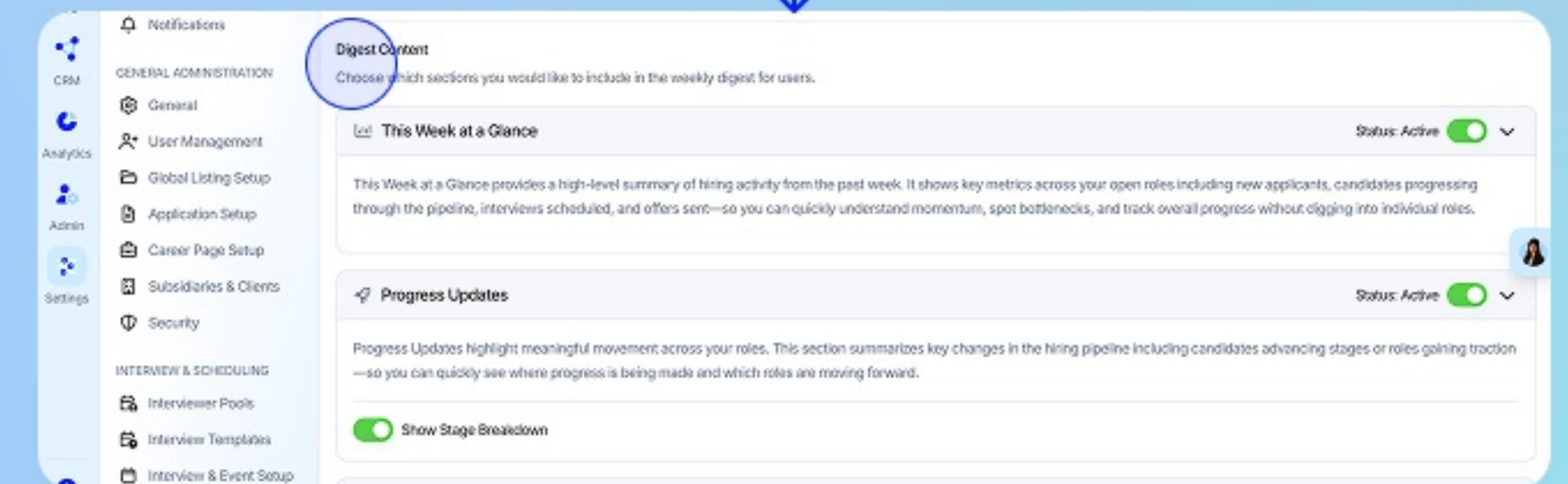
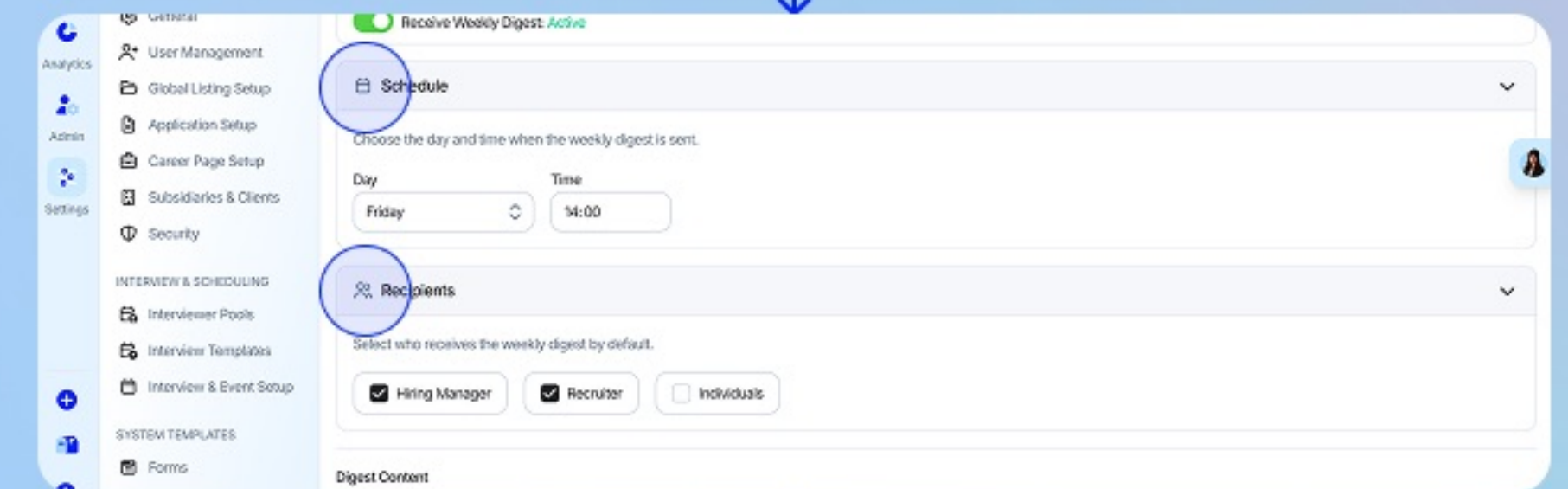
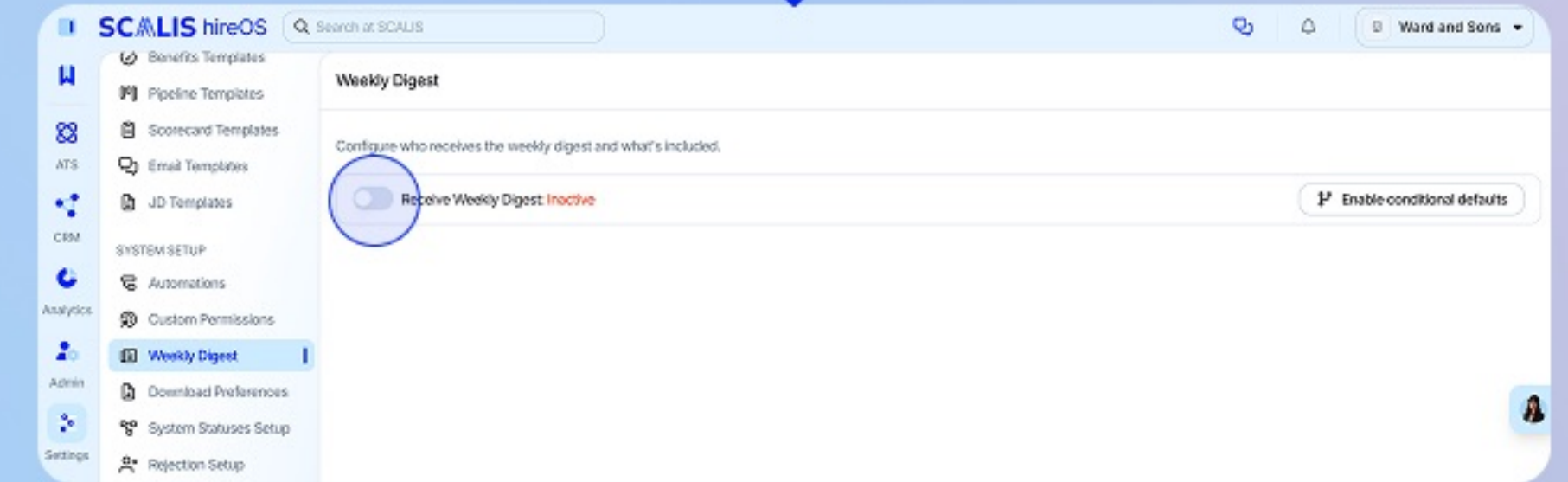
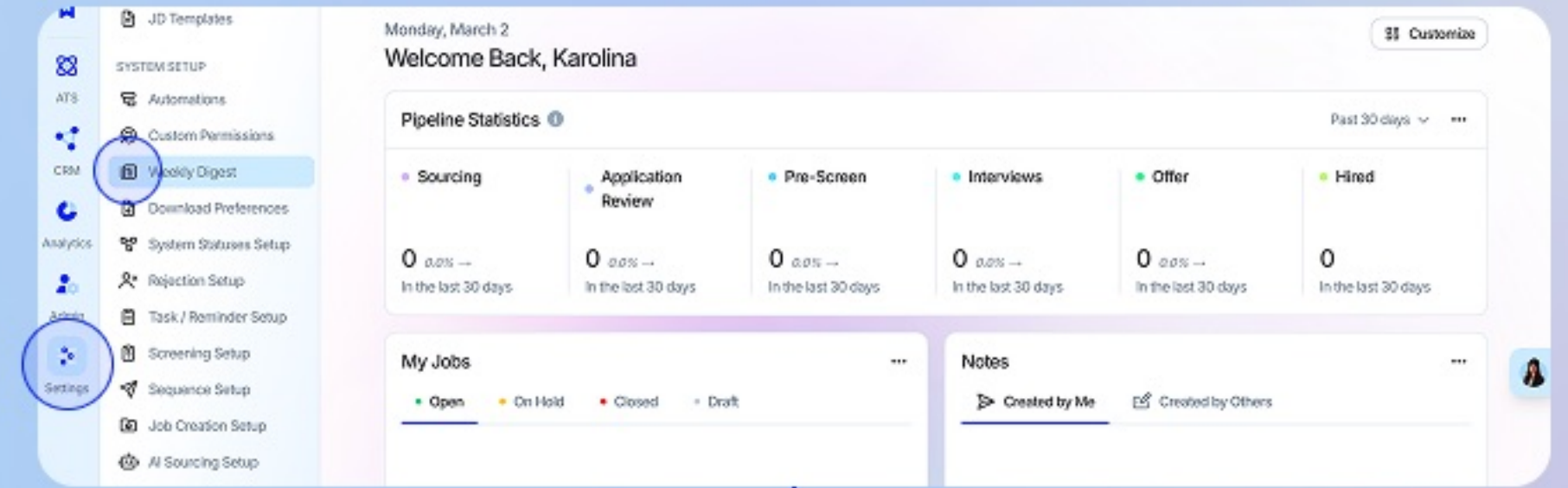


STEP 1

Enabling Your Weekly Digest

Receive weekly a summary PDF that gives you a high-level overview of your hiring activity. It highlights key metrics, pipeline progress, and upcoming interviews or deadlines.

1. Click the “**Settings**” tab on the left navigation. Navigate to “**Weekly Digest**”.
2. **Toggle on** the option to receive the digest.
3. In the **Schedule** section, set how often the digest is sent and in the **Recipients** section, choose who will receive it.
4. Choose which sections you’d like to include in your Weekly Digest. Toggle on or off items such as This Week at a Glance, Progress Updates, and Upcoming Next Week to tailor the summary to what matters most to you. Save your changes.

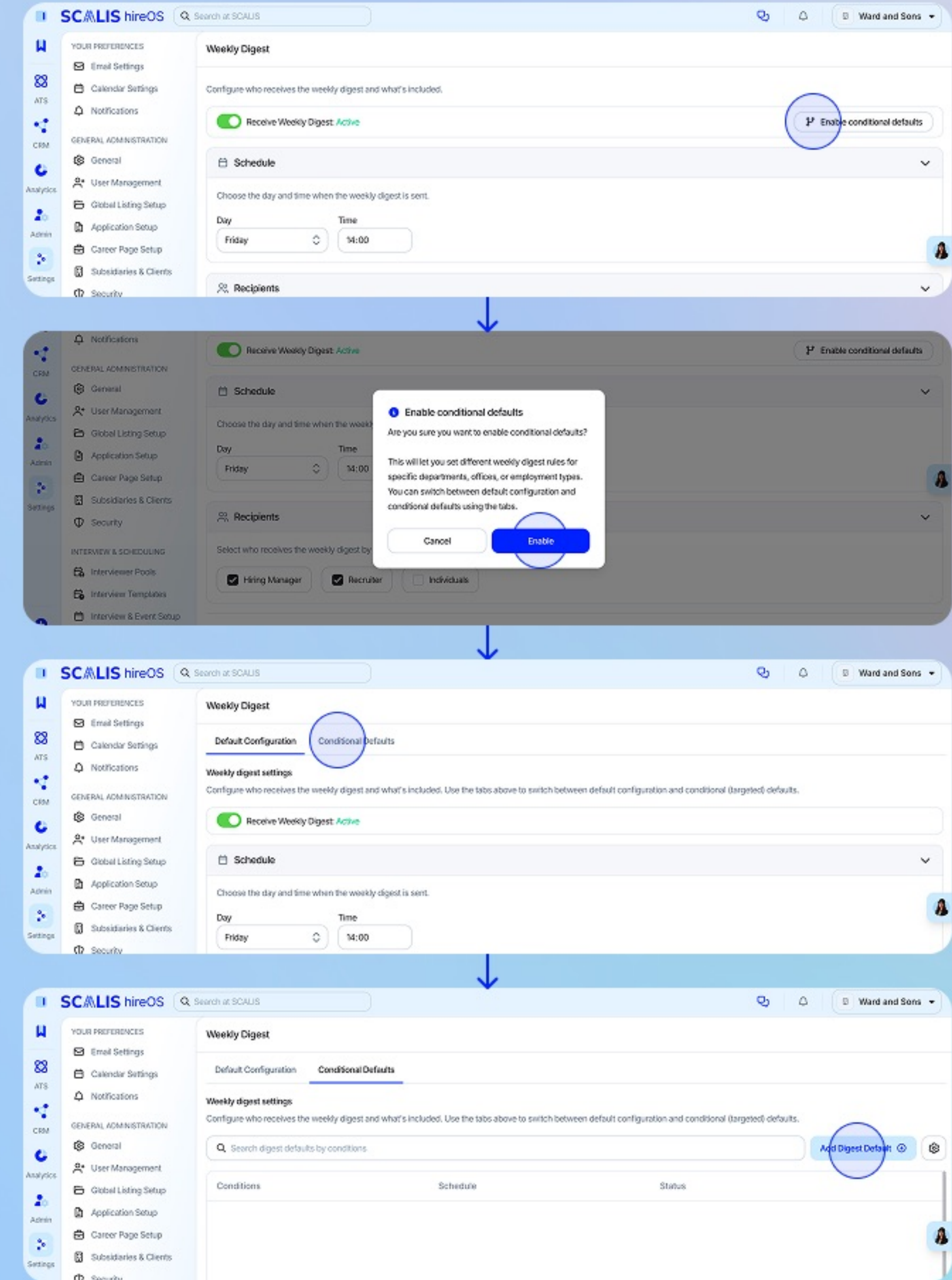


STEP 2

Adding Conditionals To Your Weekly Digest

Set different weekly digest rules for specific departments, offices, or employment types. Use the tabs at the top to switch between default configuration and conditional (targeted) defaults


1. Click the “**Enable conditional defaults**” button next to the activation toggle. A confirmation modal should appear. Click “**Enable**”.
2. After enabling it, navigate to the “**Conditional Defaults**” tab.
3. From the Conditionals tab, click “**Add Digest Default**” button.
4. A drawer for setting up the conditionals will appear.



STEP 2

Adding Conditionals To Your Weekly Digest

5. From the Add Digest Default drawer, you can define a specific Department, Office, or Employment Type to apply these conditions to.
6. You can also assign a specific sending schedule and select recipients for the defined conditions.
7. After applying your conditions, click “[Save](#)”.

 After saving your conditions, the digest will then include only roles that match those criteria—and it will be sent according to the schedule and recipients you assign to that condition.

× Add Digest Default

When does this apply?

Requisitions that match these conditions will use this digest configuration instead of the company default.

Specific

Department

is

Select an option

Department ✓

Office

Employment type

Content for this conditional default.

📅 Schedule

Choose the day and time when the weekly digest is sent.

Day

Friday

Time

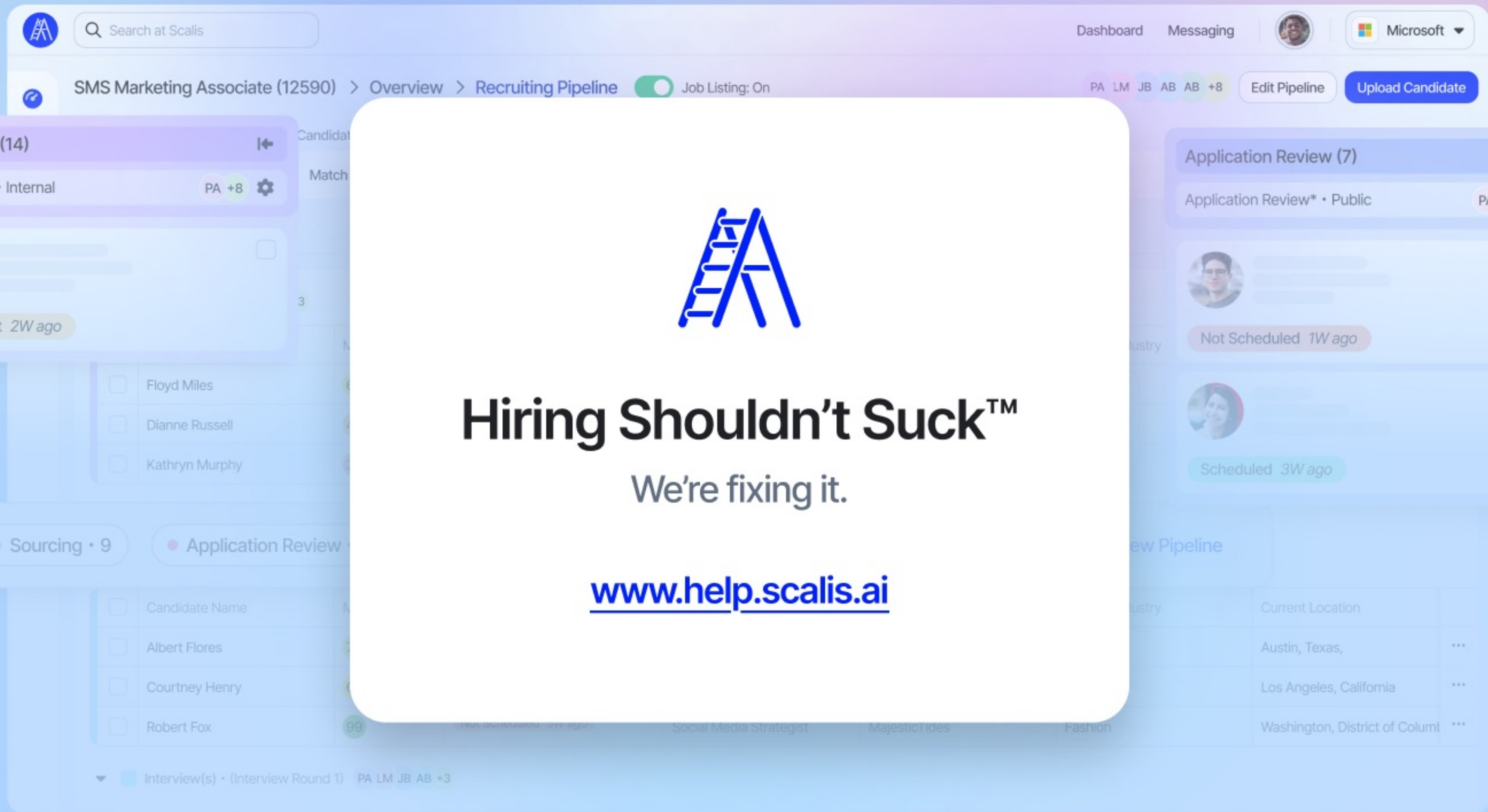
14:00

👥 Recipients

Cancel

Save





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