Add a Group of Records to a Rollup

Lists · https://learning.pcrecruiter.net/site/docs/lists/add-group-to-rollup/

Rollups are lists of Company, Name or Position records. These records are grouped together for a variety of reasons including but not limited to:

- Call Planning
- Imported from same file
- Records to be mass updated or deleted
- Reporting needs
- Email Campaigns
- Sequencing

Add a Group of Records to a Rollup

1. Perform a search for the records you wish to add to a Rollup.
2. Select the results using the select **checkboxes** in the far left column.
3. Click the **Rollup Names** action icon in the dropdown on the right.
4. Click in the Name, Company or Position column for the Rollup you wish to add these items to. A progress bar will display below the company name showing when the records have been added.
5. Add to any other Rollups as desired.

From the Resume Inhaler

The Resume Inhaler application on PC has the ability to add parsed resumes in bulk to a specified Rollup List.

1. Click the **Actions** button in the top left of the application.
2. Click **Connection Settings.**
3. Click the pop-up menu to the right of **Rollup List** to select your list.

Click here for more information.

From a Data File Import

When importing a data file into PCRecruiter, you always add records directly to a Rollup List.

Click here for more information.