

Naviance eDocs Bulk Manager

SEND COLLEGE DOCS IN A CLICK



eDocs Bulk Send Manager simplifies the college application process by allowing staff to submit multiple documents—like counselor forms and teacher recommendations—all at once, from one central dashboard.

Why It Matters

- Saves time and reduces errors
- Tracks submission status in real time
- Supports Common App, Parchment, and more
- No need to open individual student folders

How It Works

1. Navigate to Bulk Manager:

- Go to **Colleges > eDocs Bulk Manager**.

2. Apply Filters

- Use filters like **“My Students”** or **“Document Type”** to locate documents that are ready to submit.

3. Select Documents

- Check the box next to the documents marked **Ready to Submit**.

4. Submit Documents

- Click **Submit**, review the selections, and confirm the submission.

5. Track Submissions

- View past submissions in the **Submission History** tab.

[Learn how](#) to navigate the newly released eDocs bulk send feature