



Bulk changing Progress State or Action Date (for a group of candidates)

This is done from the Progress Selector form. You can select the relevant progress lines in the selector form using the filters.

Select Progress

BARBARA Action Date to 28/07/2014 State All Close Help

Details	Expand	Vacancy	Candidate	Count	Update				
Filter	Process Candidates	Process Companies	Process Contacts	Process Vacancies					
Stored Filters	Consultant	Company	Vacancy	Candidate	State	Reference	Temp	Action Date	Rejection Reason
Reports	BARBARA ABBA Ltd	another	A Stephens	Awaits Con...	2076	✓	07/07/2014		
Mail Merge	BARBARA ABBA Ltd	another	Barry Ryman	Awaits Con...	2076	✓	10/07/2014		
	BARBARA ABBA Ltd	another	Malloob Abdulla	Candidate ...	2076	✓	07/07/2014		
	BARBARA ABC Contract Serv...	Finance Manager	Alan Armstrong	Awaits Con...		✓	07/07/2014		
	BARBARA ABC Contract Serv...	Administrator	Added Docx	CV Sent to...	2089	✓	10/07/2014		
	BARBARA ABC Contract Serv...	Administrator	Alexandra Poppy ...	Placed	2089	✓	10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Mr John Anderson	Awaits Con...		✓	10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Kinade Adonsako	Awaits Con...		✓	10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Parvinder Balou	Awaits Con...		✓	10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Saika Abbas	Put Forward		✓	10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Jason Baker	Put Forward		✓	10/07/2014		
	BARBARA B4 AMS	test for vision	Folaranmi Yetunde...	Awaits Con...	2079	✓	15/07/2014		
	BARBARA City of Edinburgh ...	Chef	Added Docx	Awaits Con...		✓	10/07/2014		
	BARBARA City of Edinburgh ...	Care Assistant (no ...	Folaranmi Yetunde...	Put Forward		✓	15/07/2014		

Or you can take selected progress lines to the selector form from either the Short List within a vacancy or Progress due for Action screen within the Desktop form.



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Desk Top									
BARBARA									
Update Save and Close Abandon Help									
Daily Work List	Action by	01/05/2013	State	All	Expand	Vacancy	Applicant	Process	
Diary	Consultant	Company	Vacancy	Applicant	State	Action Date	Rejection Reason	Pty	Select
Diary List	BARBARA	Beazer Group PLC	test job on	Dan Tester	Awaits Contact	11/03/13		5	☐
Inbox	BARBARA	ABBA Ltd	Test 2	Dan Tester	Awaits Contact	11/03/13		5	☐
Progress due for Action	BARBARA	ABBA Ltd	Test 3	Dan Tester	Awaits Contact	11/03/13		5	☐
Contact Events due for Callback	BARBARA	3i Group PLC	LGV	Eunice Agymang	Awaits Contact	19/03/13		5	☐
Current Vacancies	BARBARA	3i Group PLC	LGV	Kinade Adonsako	Awaits Contact	19/03/13		5	☐
Unauthorised Placements	BARBARA	3i Group PLC	LGV	Josephine Adu Mintah	Invite to 1st Inter...	19/03/13		5	☐
Reports	BARBARA	3i Group PLC	LGV	Folaranmi Yetunde A...	Invite to 1st Inter...	19/03/13		5	☐
Backup Log	BARBARA	3i Group PLC	LGV	Brends Albert	CV Sent to Client	19/03/13		5	☐
	BARBARA	3i Group PLC	LGV	William Joseph Barnard	Awaits Contact	19/03/13		5	☐
	BARBARA	10 Group PLC	test for warning	Jeffrey Carroll	Awaits Contact	29/04/13		5	☐
	BARBARA	10 Group PLC	test for warning	Roberta Brown	Awaits Contact	29/04/13		5	☐
	BARBARA	10 Group PLC	test for warning	Jane Bright	Awaits Contact	29/04/13		5	☐
	BARBARA	10 Group PLC	test for warning	Irene Bingham	Awaits Contact	29/04/13		5	☐
	BARBARA	10 Group PLC	test for warning	Ibrima Bah	Awaits Contact	29/04/13		5	☐
	BARBARA	10 Group PLC	test for warning	Catherine Adu	Awaits Contact	29/04/13		5	☐
	BARBARA	10 Group PLC	test for warning	Maria Cleffy Gomes	Awaits Contact	29/04/13		5	☐
	BARBARA	10 Group PLC	test for warning	Kinade Adonsako	Awaits Contact	29/04/13		5	☐
	BARBARA	10 Group PLC	asdf	Jane Strong	CV Sent to Client	01/05/13		5	☐
	BARBARA	10 Group PLC	asdf	K Ho	CV Sent to Client	01/05/13		5	☐
	BARBARA	10 Group PLC	asdf	Brends Albert	CV Sent to Client	01/05/13		5	☐
	BARBARA	10 Group PLC	asdf	J Manoharan	CV Sent to Client	01/05/13		5	☐

Temp Vacancy: asdf for 10 Group PLC									
Reports Search Delete Help Insert Text									
Contact Events	Company	10 Group PLC							
Short List	Recipient	Social Care							
Requirements	Contact	Leena Vanessa Teepoo							
Rates	Job Title	asdf							
Diary	No. of Posts	1							
Shifts	PO Number								
Shift Progress	EDates	From 12/09/2011							
AWR	Pay / Charge	/							
Questionnaire	EDStatus / Codes	Current							
Website	EDept./Desk/Co...	Industrial / Demo - Industrial 1 (defunct) / VHS							
Placements	Client Department								
Timesheets	ED***Vacancy Q'...								
Site Details	Use Living W...	No							
Web Publish	T&C's Sent								
Miscellaneous	Maximum Sal...								
Location Map	Search Add Remove Send Details Send CV's Placement Copy Short List Company Contract Applicant Contract								
Shift Templates	Expand Not Finished Process Process Applicants Applicant Withhold Withhold Current Remove Withhold								
Documents	Applicant	Consultant	Action Date	State	Person State	Interview Time	Notes	Pty	Select
Cascade Rules	Brends Albert	BARBARA	01/05/2013	CV Sent to Client	Current			5	☐
Cascaded Shifts	K Ho	BARBARA	01/05/2013	CV Sent to Client	Current			5	☐
Cascade History	J Manoharan	BARBARA	01/05/2013	CV Sent to Client	Current			5	☐
	Jane Strong	BARBARA	01/05/2013	CV Sent to Client	Current			5	☐
	Manoel Araujo	BARBARA		Awaits Contact	Current			5	☐
	J Wild	BARBARA		Awaits Contact	Current			5	☐

Either select the required candidates by ticking the Select boxes and click progress, which will take the progress lines you have ticked to the progress selector screen. Or click process which will take ALL the progress lines to the progress selector screen. See also [Process Button](#).

From the Progress Selector, go to the Mail Merge tab and click Change State/Action Date. Make the relevant changes and click ok.



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