Process Button

The Process button will take a group of records to the related selector form where further actions such as mail merges, reports or saving the selections are possible. Examples:

- The Process Button from Vacancy Shortlist takes the records to a Progress Selector form where you could bulk change progress state or action date.
- The Process Candidates/Applicants button from Vacancy Shortlist takes the selection to the Person Selector form where you might send a mail merge to those candidates.
- The Process button from the Shifts Screen can take the selection to the Temps, Vacancies, Clients or Contacts selector forms.

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Last update: **2017/11/16 21:55**