# Process Button

The Process button takes a group of records to the related selector form where further action is possible - such as mail merge, reports or saving the lines as a stored selection. 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. See Bulk Changing 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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