



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.

Consultant	Company	Vacancy	Applicant	State	Reference	Temp	Action Date	Rejection Reason
SCOTTM	A & M Stephens	Ground Worker	Riley Vance	Placed	9876	☒	10/11/2021	
SCOTTM	A & M Stephens	Ground Worker	Casey Vargas	Placed	9876	☒	10/11/2021	
SCOTTM	A & M Stephens	Ground Worker	Martin Ayala	CV Sent to ...	9876	☒	10/11/2021	
SCOTTM	A & M Stephens	Ground Worker	Skyla Glover	Placed	9876	☒	10/11/2021	
SCOTTM	A & M Stephens	Ground Worker	Maxwell Harvey	CV Sent to ...	9876	☒	10/11/2021	

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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The 'Desk Top' window displays a table of candidates with columns for Select, Consultant, Company, Vacancy, Applicant, State, Action Date, Person State, Rejection Reason, and Pity. The table lists various candidates and their current states, such as 'Placed', 'Awaiting Contact', and 'Current'.

Select	Consultant	Company	Vacancy	Applicant	State	Action Date	Person State	Rejection Reason	Pity
☐	SCOTT	Spark Energy Ltd	Sales Performance Analyst	Jay Sales	Rejected - another pl...	13/05/19	Placed		5
☐	SCOTT	Spark Energy Ltd	Sales Performance Analyst	Aaron Stanley	Rejected by Client (H...	13/05/19	Current		5
☐	SCOTT	Spark Energy Ltd	Sales Performance Analyst	Megan Richards	Placed	13/05/19	Placed		5
☐	SCOTT	Spark Energy Ltd	Customer Service Advisor	Piper Benton	Rejected - another pl...	15/05/19	Current	Vacancy Filled	5
☐	SCOTT	A & M Stephens	Joiner	Piper Benton	Placed	15/05/19	Current		5
☐	SCOTT	Spark Energy Ltd	Customer Service Advisor	Styler Williams	Placed	15/05/19	Placed		5
☐	SCOTT	ABSA Ltd	Coffee Maker	Martin Reed	Placed	16/05/19	Current		1
☐	SCOTT	ABSA Ltd	Coffee Maker	Scott Gordon	Awaiting Contact	16/05/19	Current		5
☐	SCOTT	ABSA Ltd	Coffee Maker	Alice Reason	Awaiting Contact	16/05/19	Current		5
☐	SCOTT	ABSA Ltd	Coffee Maker	Dexter Adams	Awaiting Contact	16/05/19	Current		5
☐	SCOTT	ABSA Ltd	Coffee Maker	Leland Garner	Awaiting Contact	16/05/19	Current		5
☐	SCOTT	Bole & Co	bricklayer	Kyle Roth	Awaiting Contact	12/06/19	Current		5
☐	SCOTT	ABC Contract Services	joiner	Elias Brady	Awaiting Contact	12/06/19	Current		5
☐	SCOTT	Perkon Ltd	Packer	Fiona Moly	Placed	12/06/19	Current		5
☐	SCOTT	Reve & Co	bricklayer	Marlene Wall	Awaiting Contact	12/06/19	Current		5
☐	SCOTT	ABC Contract Services	joiner	Toby Lucio	Placed	12/06/19	Current		5
☐	SCOTT	ABC Contract Services	joiner	Carney Vargas	Awaiting Contact	12/06/19	Current		5
☐	SCOTT	Bole & Co	bricklayer	Cassy Vargas	Placed	12/06/19	Current		5
☐	SCOTT	ABC Contract Services	joiner	Maci Burnett	Awaiting Contact	12/06/19	Current		5
☐	SCOTT	Bole & Co	bricklayer	Marnie Gerrit	Awaiting Contact	12/06/19	Current		5
☐	SCOTT	ABC Contract Services	joiner	Maxwell Harvey	Awaiting Contact	12/06/19	Current		5
☐	SCOTT	Bole & Co	bricklayer	Harry Davenport	Awaiting Contact	12/06/19	Current		5
☐	SCOTT	Perkon Ltd	Packer	Chase Richardson	Placed	12/06/19	Current		5
☐	SCOTT	ABC Contract Services	joiner	Chase Richardson	Awaiting Contact	12/06/19	Current		5

The 'Temp Vacancy: SM Test 8 for A & M Stephens' window displays details for a specific vacancy. The left sidebar shows a list of tabs including Contact Events, Short List, Requirements, Rates, Diary, Shifts, AWR, Questionnaire, Website, Placements, Withholds, Timesheets, Site Details, Web Publish, Miscellaneous, Location Map, Shift Templates, Documents, Vacancy Roles, Vacancy Team, Compliance, Questionnaire, and Modify Screen. The main area shows details for the vacancy, including Company (A & M Stephens), Contact (May Proctor), Job Title (SM Test 8), No. of Posts (15), PO Number, Dates (From 10/04/2020), Pay / Charge (10.00 / 15.00), Status / Codes (Current), Dept/Desk/Con... (Drivers / Drivers / JANE), Client Department, Headline (Client H&S), and a section for 'Vacancy Q'ai...' with fields for Maximum Sal..., Invoicing %, and Timesheet Dis... (Not selected). Below the details is a table of applicants with columns for Applicant, Consultant, Action Date, Progress State, Person State, Rejection Reason, Interview, Time, Notes, Pity, Last Position, Exc, Hide, and Select.

Applicant	Consultant	Action Date	Progress State	Person State	Rejection Reason	Interview	Time	Notes	Pity	Last Position	Exc	Hide	Select
Casey Vargas	SCOTT	03/11/20	Placed	Current					5	AWR NOTA: Dr...	N	☐	☐
Rayyan Branch	SCOTT	05/10/20	Awaits Co...	Current					5	Argenta Private...	N	☐	☐
Brian Byrd	SCOTT	05/10/20	Awaits Co...	Current					5	A & M Stephens...	N	☐	☐
Lenny Case	SCOTT	05/10/20	Awaits Co...	Current					5		N	☐	☐
Harry Davenport	SCOTT	05/10/20	Awaits Co...	Current					5	A & M Stephens...	N	☐	☐
Bruno Hammond	SCOTT	05/10/20	Awaits Co...	Pre registr...					5		N	☐	☐

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.

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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