



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	Brenda 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'... No
Site Details	Use Living W... No
Web Publish	T&C's Sent
Miscellaneous	Maximum Sal...
Location Map	
Shift Templates	
Documents	
Cascade Rules	
Cascaded Shifts	
Cascade History	

Search	Add	Remove	Send Details	Send CV's	Placement	Copy Short List	Company Contract	Applicant Contract
Expand	Not Finished	Process	Process Applicants	Applicant	Withhold	Withhold Current	Remove Withhold	
Applicant	Consultant	Action Date	State	Person State	Interview Time	Notes	Pty	Select
Brenda Albert	BARBARA	01/05/2013	CV Sent to Client	Current			5	☐
K Ho	BARBARA	01/05/2013	CV Sent to Client	Current			5	☐
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.

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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