



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.

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

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.



2026/09/22 02:24

2/3

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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

	Consultant	Company	Vacancy	Applicant	State	Action Date	Rejection Reason	Pty	Select
Diary	BARBARA	Beazer Group PLC	test job on	Dan Tester	Awaits Contact	11/03/13		5	☐
Diary List	BARBARA	ABBA Ltd	Test 2	Dan Tester	Awaits Contact	11/03/13		5	☐
	BARBARA	ABBA Ltd	Test 3	Dan Tester	Awaits Contact	11/03/13		5	☐
Inbox	BARBARA	3i Group PLC	LGV	Eunice Agymang	Awaits Contact	19/03/13		5	☐
Progress due for Action	BARBARA	3i Group PLC	LGV	Kinade Adonsako	Awaits Contact	19/03/13		5	☐
Contact Events due for Callback	BARBARA	3i Group PLC	LGV	Josephine Adu Mintah	Invite to 1st Inter...	19/03/13		5	☐
	BARBARA	3i Group PLC	LGV	Folaranmi Yetunde A...	Invite to 1st Inter...	19/03/13		5	☐
Current Vacancies	BARBARA	3i Group PLC	LGV	Brenda Albert	CV Sent to Client	19/03/13		5	☐
Unauthorised Placements	BARBARA	3i Group PLC	LGV	William Joseph Barnard	Awaits Contact	19/03/13		5	☐
Reports	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	☐
Backup Log	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 Dates From 12/09/2011

AWR Pay / Charge /

Questionnaire Status / Codes Current

Website Dept./Desk/Co... Industrial / Demo - Industrial 1 (defunct) / VHS

Placements Client Department

Timesheets ***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

	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.



2026/09/22 02:24

3/3

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Progress for Temp Vacancy: asdf for 10 Group PLC

All Action Date to State All Close Help

Details BARBARA Open New Rename Delete

Filter To Companies To Applicants Contact Events Text Messages Change State / Action Date

Stored Filters Owner Merge Document

Reports BARBARA test with name

Mail Merge

New State / Action Date

Action Date

☐ No Change

☒ Blank Date

☐ Change Action Date 01/05/2013

State

☐ No Change

☒ New State Rejected by Client P

Placed progress items will not have their state changed

OK Cancel

Go back to [Hints, Tips & Shortcuts](#) menu

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