



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.



2026/09/22 02:25

2/3

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The screenshot shows the 'Desktop' application window. On the left is a sidebar with a 'Daily Work List' and various navigation options like 'Diary', 'Interviews', and 'Reports'. The main area displays a table of candidates with columns for 'Select', 'Consultant', 'Company', 'Vacancy', 'Applicant', 'State', 'Action Date', 'Person State', 'Rejection Reason', and 'Pty'. The table lists 20 candidates, mostly from 'SCOTT M' and 'A & M Stephens', with various progress states like 'Placed', 'Awaiting Contact', and 'Current'.

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

The screenshot shows the 'Temp Vacancy: SM Test 8 for A & M Stephens' application window. It features a sidebar with navigation options like 'Contact Events', 'Short List', 'Requirements', and 'Placements'. The main area displays a form for the vacancy details, including 'Company', 'Contact', 'Job Title', 'No. of Posts', 'PO Number', 'Dates', 'Pay / Charge', 'Status / Codes', 'Dept/Desk/Con...', 'Client Department', 'Headline', and 'Vacancy Q'ai...'. Below the form is a table of applicants with columns for 'Applicant', 'Consultant', 'Action Date', 'Progress State', 'Person State', 'Rejection Reason', 'Interview', 'Time', 'Notes', 'Pty', 'Last Position', 'Exc', 'Hide', and 'Select'.

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

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



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