# Progress Due for action

**refers to:**
person form → progress tab
desktop form → progress due for action

- Use the **Action by** and **state** filters to select a sample
- **select** tickboxes to choose individuals
- **process** button to open a **Select process** form containing only those records which were selected. They may then be saved as a sample, or processed further, for example a **mail merge**
- **Expand** button opens an individual process form for the selected item
- **Vacancy** button opens the vacancy form for the selected item
- **Candidate** button opens the candidate form for the selected item

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Last update: **2017/12/01 16:35**