Progress due for Action

Refers to:
Desktop form → Progress due for Action tab

This tab shows current Contract or Permanent Vacancy tasks which require action to be taken by the date shown by whoever is selected in the Drop Down list box. These are based on Progress items (the links between candidates & vacancies as they progress from Short List to Placement or Rejection).

- This is the best place to work for permanent vacancy candidates but also useful for Contract Placements.
- **Expand** will open the Progress form for the Candidate. However the grid can be edited direct to change:
  - the State,
  - Action Date
  - Use the Rejection Reason field for a temporary note.
- The **Make Contact Event** button will open a new Contact Event that can be directed at the Candidate or Company contact or both.
- To take an item off the Action list, click on the date cell and delete the date. **Update** will refresh the screen.
- It is possible to Process all or a selection as a group, for instance sending rejection letters – **tick** the Select check boxes and click the **Process** button. They can then be group actioned in the Progress form.

See also Bulk changing progress state or action date
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