1/3

## 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.

		<ul> <li>Action Date 28/</li> </ul>	06/2021 V to 02/	12/2021 🗸 State All	~	Close		Help	
Details	Expand Vacancy		Applicant						
Filter	Process App	plicants Proces	ss Companies	Process Contacts	Process V	acancies Fi	ilter		
ored Filters	Consultant	Company	Vacancy	Applicant	State	Reference	Temp	Action Date	Rejection Reason
Reports	▶ SCOTTM	A & M Stephens	Ground Worker	Riley Vance	Placed	9876	$\sim$	10/11/2021	
Aail Merge	SCOTTM	A & M Stephens	Ground Worker	Casey Vargas	Placed	9876	$\sim$	10/11/2021	
nali merge	SCOTTM	A & M Stephens	Ground Worker	Martin Ayala	CV Sent to	9876	$\sim$	10/11/2021	
	SCOTTM	A & M Stephens	Ground Worker	Skyla Glover	Placed	9876	$\sim$	10/11/2021	
	SCOTTM	A & M Stephens	Ground Worker	Maxwell Harvey	CV Sent to	9876	$\sim$	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.



## 2024/04/26 06:51

2/3

## Bulk changing Progress State or Action Date (for a group of candidates)

Decy         Select         Consultant         Company         Vacancy         Applicant         State           Dary Let         SCOTTM         Spark Energy Lid         Sailes Performance Analyst         Jay Sails         Rejected - another pl.           kloox         SCOTTM         Spark Energy Lid         Sailes Performance Analyst         Jay Sails         Rejected - another pl.           kloox         SCOTTM         Spark Energy Lid         Sailes Performance Analyst         Jay Sails         Rejected - another pl.           progress due for Action         SCOTTM         Spark Energy Lid         Castomer Service Advise         Piper Benton         Rejected - another pl.           interviews         SCOTTM         A Bit Sparkes         Jainer         Piper Benton         Rejected - another pl.           interviews         SCOTTM         A Bit Sparkes         Jainer         Piper Benton         Rejected - another pl.           interviews         SCOTTM         A Bit Sparkes         Jainer Service Advise         Piper Denton         Rejected - another pl.           Castomer Vacancies         SCOTTM         A Bit Sparkes         Jainer Service Advise         Piper Denton         Rejected - another pl.           Castomer Vacancies         SCOTTM         ADDA Lid         Coffree Maleer         March Contact	Process Send Not Action Person State 13/05/19 Paced 13/05/19 Carrent 13/05/19 Carrent 15/05/19 Carrent 15/05/19 Carrent 15/05/19 Carrent 15/05/19 Carrent 16/05/19 Carrent 16/05/19 Carrent 16/05/19 Carrent	National Action Reason Provide Statement of Statement St
Dary Let         Scott TM         Spark Energy Let         Scies Performance Analyst         Jay Sales         Rejected - another pl.           block         SCOTTM         Spark Energy Let         Sales Performance Analyst         Jay Sales         Rejected - another pl.           kbox         SCOTTM         Spark Energy Let         Sales Performance Analyst         Jay Sales         Rejected - another pl.           kbox         SCOTTM         Spark Energy Let         Sales Performance Analyst         Higgs Richards         Rejected - another pl.           Progness: this for Action         Scott TM         Spark Energy Let         Datamer Service Advisor         Rejected - another pl.           interviews         SCOTTM         Spark Energy Let         Casterier Service Advisor         Rejected - another pl.           interviews         SCOTTM         A Hi Stophenes         Jimer         Pier Denton         Reced           interviews         SCOTTM         ADDA Lid         Coffee Maleer         Marced         Anals Contact           interviews         SCOTTM         ABSA Lut         Coffee Maleer         Allos Paaron         Awals Contact           interviews         SCOTTM         ADDA Lid         Coffee Maleer         Lett Graden         Awals Contact           interviews         SCOTTM	Date         State           13/05/19         Placed           13/05/19         Carrent           13/05/19         Carrent           13/05/19         Carrent           15/05/19         Carrent           15/05/19         Carrent           15/05/19         Carrent           15/05/19         Carrent           16/05/19         Carrent           16/05/19         Carrent           16/05/19         Carrent           16/05/19         Carrent           16/05/19         Carrent	Reason HTV 5 5 Vacancy Hilod 5 5 1 5 5 5 5 5 5 5
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Questionnaire - Modify Screen	-													

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 Vacancy Records

2024/04/26 06:51

Bulk changing Progress State or Action Date (for a group of candidates)

Go back to Hints, Tips & Shortcuts menu

3/3

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Last update: 2022/06/03 15:45



