



## Progress Selector

The progress selector form shows all progress and can be filtered by various criteria such as Consultant (by default shows the progress for the user that is logged in), Action Date range, State. Further detailed criteria relating to the company, candidate vacancy etc - is available to do more detailed filtering. Go to Filter, Criteria and select the relevant criteria and apply.

Details	Expand	Vacancy	Candidate	Count	Update				
Filter	Process Candidates	Process Companies	Process Contacts	Process Vacancies					
Stored Filters	Consultant	Company	Vacancy	Candidate	State	Reference	Temp	Action Date	Rejection Reason
Reports	BARBARA ABBA Ltd	another	A Stephens	Awaits Con...	2076		07/07/2014		
Mail Merge	BARBARA ABBA Ltd	another	Barry Ryman	Awaits Con...	2076		10/07/2014		
	BARBARA ABBA Ltd	another	Matloob Abdulla	Candidate ...	2076		07/07/2014		
	BARBARA ABC Contract Serv...	Finance Manager	Alan Armstrong	Awaits Con...			07/07/2014		
	BARBARA ABC Contract Serv...	Administrator	Added Docx	CV Sent to...	2089		10/07/2014		
	BARBARA ABC Contract Serv...	Administrator	Alexandra Poppy ...	Placed	2089		10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Mr John Anderson	Awaits Con...			10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Kinade Adonsako	Awaits Con...			10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Parvinder Balou	Awaits Con...			10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Saika Abbas	Put Forward			10/07/2014		
	BARBARA ABC Contract Serv...	AWR Snarbor	Jason Baker	Put Forward			10/07/2014		
	BARBARA B4 AMS	test for vision	Folaranmi Yetunde...	Awaits Con...	2079		15/07/2014		
	BARBARA City of Edinburgh ...	Chef	Added Docx	Awaits Con...			10/07/2014		
	BARBARA City of Edinburgh ...	Care Assistant (no ...	Folaranmi Yetunde...	Put Forward			15/07/2014		

Details show the main information regarding the progress, colour coded dependent on the state of the progress - ie. blue for active state, grey for inactive states and black for placed.

From the selection, the process buttons can be used to take the Candidates, Companies, Contacts or Vacancies into a list in their relevant selector form.

Mail merge to companies or candidates, and updating action states and dates in bulk.

There are reports than can be run from the progress selector form, see [Progress Reports](#)

For more information see [Progress](#)

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