

HOW TO CHECK IN A CANDIDATE

After having “quick booked” the candidate, go on the candidate’s profile, scroll down to the assignments section =>click on the job position

The screenshot shows the profile of Sheena Ramchurn. The 'Assignments' section is visible, listing three job positions. The first position, 'painter', is highlighted with a red circle and an arrow pointing to it. The table below shows the details of the assignments:

Job Title	Start Date	End Date	Latest Ext. End Date	Status	Type	Rate / Salary	Client
painter	05/12/17	06/13/17		Current	Temp Booking - Regular	0.00	Test Company5
Sweet Taster	06/10/17	13/00/17		Future	Temp Booking - Regular	0.00	Test Company5
TEST JOB	06/13/17			Future	Perm Placement	20000.00	Test Company5

Click on Activities=>Check in

The screenshot shows the 'painter' job position page. The 'Activities' dropdown menu is open, and 'Check in' is selected. The 'Details' section on the left shows the job details, and the 'JOURNAL ENTRIES' section on the right shows a list of activities. The 'Check in' activity is highlighted with a red circle and an arrow.

Job Details	Status	Job Title	Assignment ID	Type	Created Date	Check In Date	Hired Name	Created By	Add To CV
painter	Current	painter	1100008	Temp Booking - Regular	04/13/17	05/13/17	Laura Amin		

Journal Entries	Date	Workflow Task	Notes	Document	Recorder
Temp Check In	05/12/17 10:28	painter - painter	This is a test		Laura Amin
Check updated	05/12/17 10:28	Sheena Ramchurn			Laura Amin
Check added	05/12/17 10:28	Sheena Ramchurn			Laura Amin