



HOW TO CLOSE A JOB

Go on the actual job page=> activities=>Close job

The screenshot shows the 'receptionist' job page in the Adapt system. The 'Activities' tab is selected, and the 'Close Job' option is highlighted in the dropdown menu. Red circles and arrows indicate the navigation path: from the job title 'receptionist' to the 'Activities' tab, then to the 'Close Job' option in the dropdown menu, and finally to the 'General' section of the job details.

Job Summary

Job Title	receptionist
ID No.	903369
Date Created	29/11/17
Client	ibotest
Contact	
No. Required	1
No. So Far	1

SUMMARY OF DUTIES

Activities

- Copy Candidate Search
- Copy Insight Match
- Send CV
- Log a Phone Call
- Send Email
- Import Email
- Notes
- Shortlist
- Requirements
- Book
- Job Audit
- General

Close Job

- Copy Temp Reg Job
- Close Job
- Reopen Job
- Create Advert
- Link Advert
- Advert Response
- Create Job Spec

Job Details

Status	Filled Temp Job
If Closed Reason	
Exclusive	
Start Date	21/11/17
End Date	22/11/17
Time	0900
Team	1216

OWNERSHIP

Consultant	Laura Amin
Team	DefaultTeam
Office	DefaultOffice
Region	DefaultRegion

DESCRIPTION