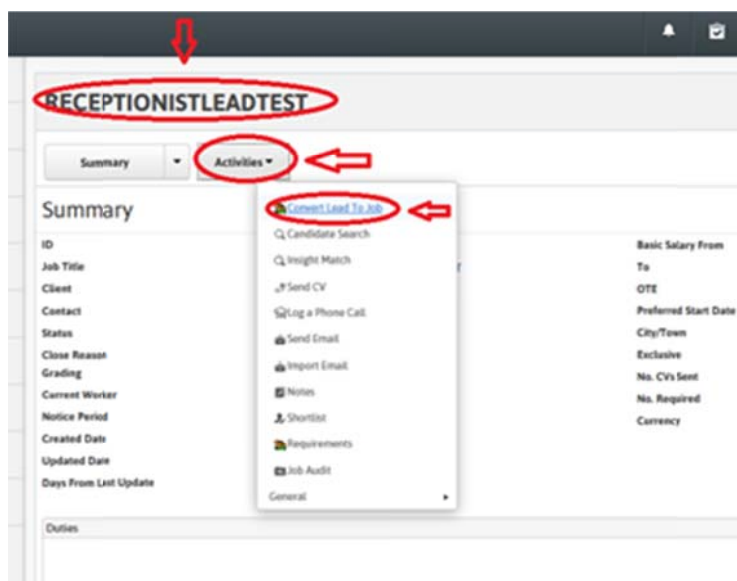




HOW TO CONVERT A LEAD JOB TO JOB

This option will give you the opportunity to convert a Lead job to job which means that has been formally been confirmed by the Client

Go on the lead job page=>Activities=>Convert Lead to Job



Fill all the red boxes with all mandatory and required information=>Confirm

Convert Lead to Perm Job - Internet Explorer

http://10.117.50.112/WebApp/ViewManager?ID=8049747982204107®IONID=-1&ACTIONCODE=VIEW&ACTIONTYPE=NONENTITY&runFrom=

Convert Lead to Perm Job

Head Office: [Red Box]

Client: [Red Box]

Contact/Booked: [Red Box]

Owning Consultant: Laura Amin

Job Title: RECEPTIONISTLEADTEST [Red Box]

Job Category: [Red Box]

No. Required: [Red Box]

Expected Start Date: [Red Box]

Open Since: [Red Box]

Salary From: 20000.00 To: 22000.00 [Red Box]

OTE: 0.00

Currency: [Red Box]

Fixed Term: [Red Box]

Exclusive: [Red Box]

Confidential: [Red Box]

Reason for Job: [Red Box]

Respond Date: [Red Box]

Invoice Point: [Red Box]

Fee %: [Red Box]

Estimated Fee: 0.00

Consultant 1: Laura Amin [Red Box]

% Split: [Red Box]

Consultant 2: [Red Box]

% Split: [Red Box]

Consultant 3: [Red Box]

% Split: [Red Box]

Consultant 4: [Red Box]

% Split: [Red Box]

Journal Notes: [Red Box]

Job Spec:

Name	Description	Default	Size	Type

Confirm [Red Box] Cancel

Last 5 Journal Entries

Date	Workflow Task	Notes

More Lead from Job