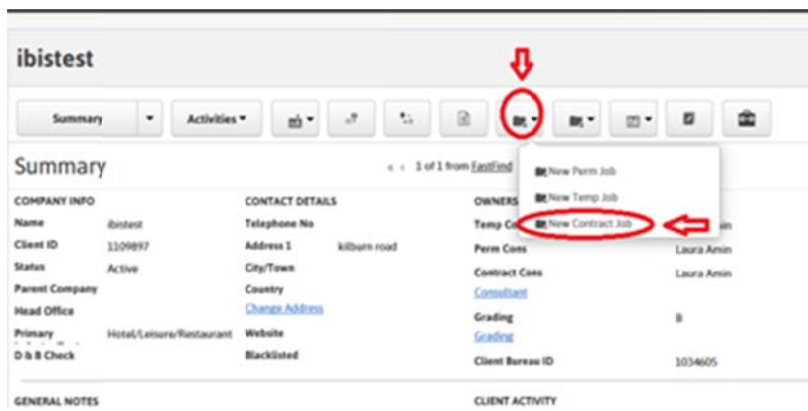


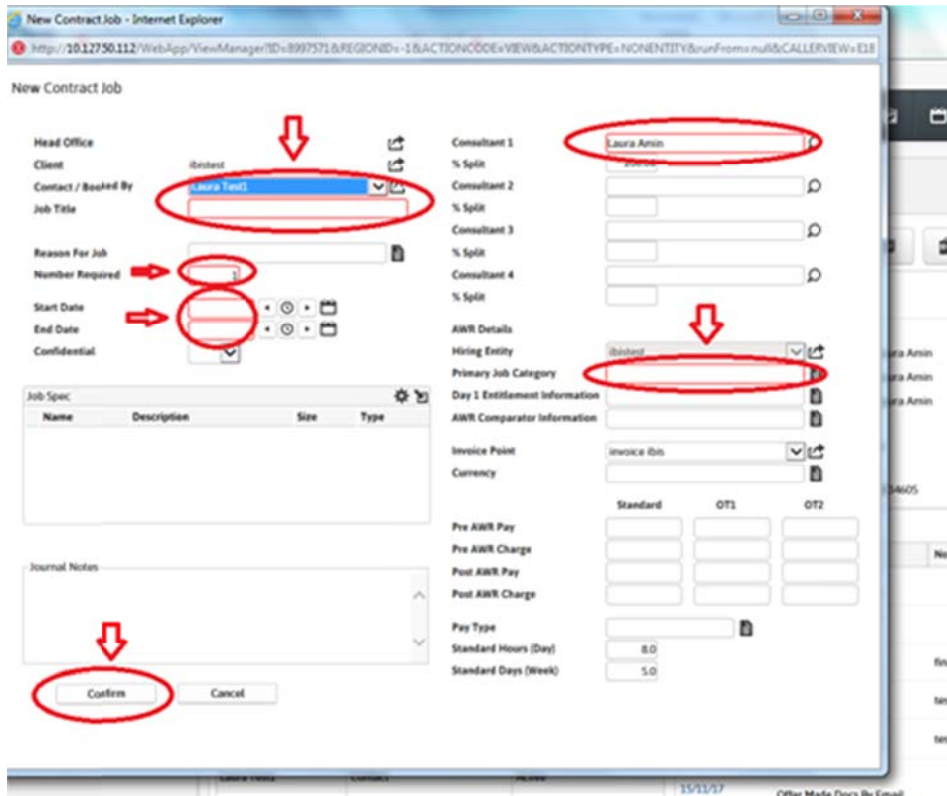
## HOW TO CREATE A CONTRACT JOB

Go on the client page click on the Job icon on the top bar=>New Contract Job



The screenshot shows the 'ibistest' client page. In the top bar, the 'Job' icon is circled in red with a red arrow pointing to it. A dropdown menu is open, showing options: 'New Perm Job', 'New Temp Job', and 'New Contract Job'. The 'New Contract Job' option is circled in red with a red arrow pointing to it. The main content area shows a 'Summary' tab with fields for 'COMPANY INFO', 'CONTACT DETAILS', and 'OWNERS'.

Fill all the red boxes with mandatory information=>Confirm



The screenshot shows the 'New Contract Job' form in Internet Explorer. The form contains several sections: 'Head Office', 'Client', 'Contract / Booked By', 'Job Title', 'Reason For Job', 'Number Required', 'Start Date', 'End Date', 'Confidential', 'Job Spec', 'Journal Notes', 'Consultant 1-4', 'AWR Details', 'Hiring Entity', 'Primary Job Category', 'Day 1 Entitlement Information', 'AWR Comparator Information', 'Invoice Point', 'Currency', 'Pre AWR Pay', 'Post AWR Pay', 'Pay Type', 'Standard Hours (Day)', and 'Standard Days (Week)'. Red boxes and arrows highlight the following fields: 'Contract / Booked By' (containing 'Laura Tami'), 'Number Required' (containing '1'), 'Start Date' (containing '15/11/17'), 'Consultant 1' (containing 'Laura Amin'), 'Hiring Entity' (containing 'ibistest'), 'Primary Job Category' (containing '1'), and the 'Confirm' button at the bottom left.

Job will be displayed in the contract's job section

The screenshot shows the 'ibitest2' contract interface. The 'Jobs' tab is highlighted with a red circle. A dropdown menu is open, showing various sections: Summary, Company Information, Contacts, Jobs, Leads, Financial Information, Time Definition, Parent Info & Requirements, Audit & Invoicing, and Employees, Temps & Contractors. The 'Jobs' option in the dropdown is highlighted with a red arrow. The background shows a table of 'OPEN JOBS' with columns for 'Start Date' and 'End Date'.

| Start Date | End Date |
|------------|----------|
| 22/01/18   | 31/0     |
| 05/02/18   | 28/0     |
| 02/04/18   | 20/0     |

Page 1 of 2