



HOW TO CREATE A NEW CANDIDATE

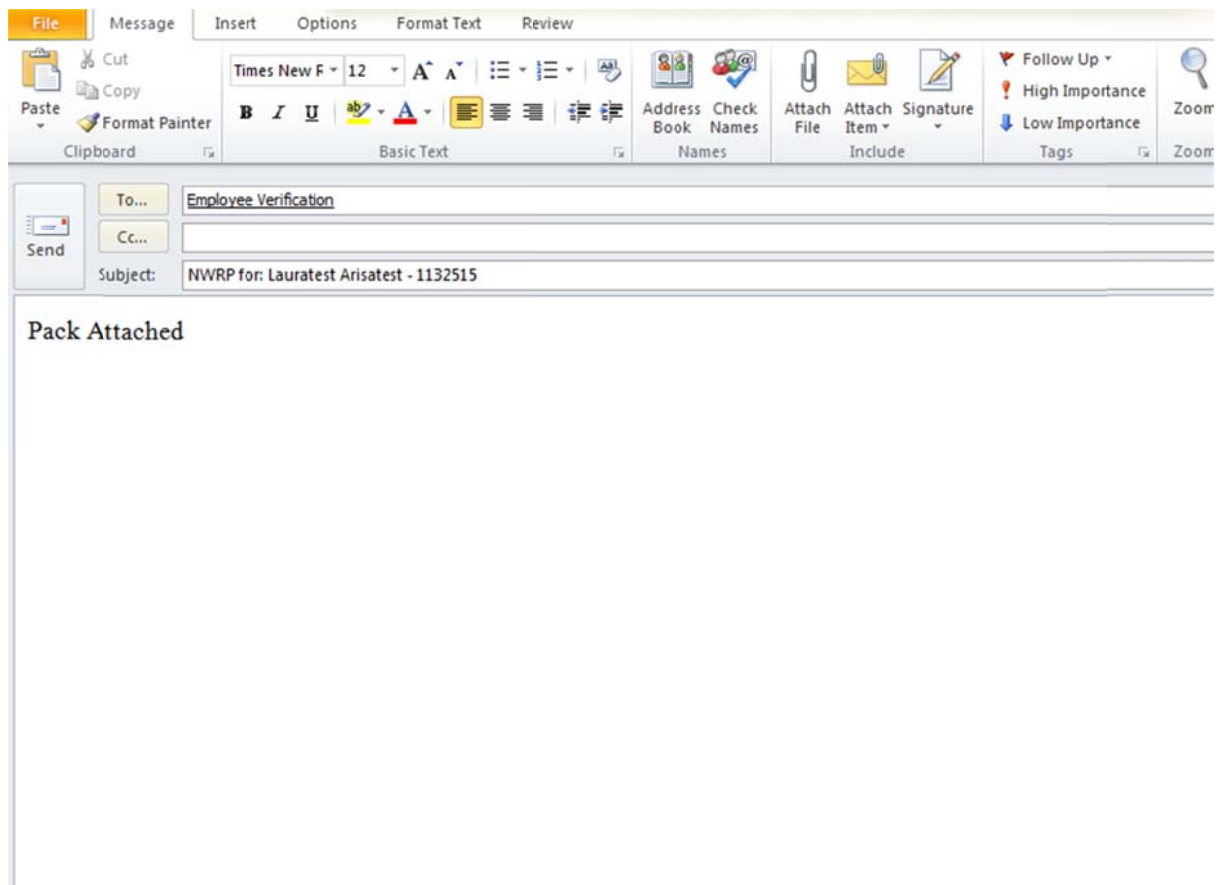
Click on people => new candidate

Once clicked on new candidate, fill all the red boxes with requested mandatory details (NOTE THAT IN THE “SEND DOCS BY” YOU MUST SELECT THE OPTION NO DOCS!) This is because you want to make sure first that all details are correct before sending the doc=>confirm.

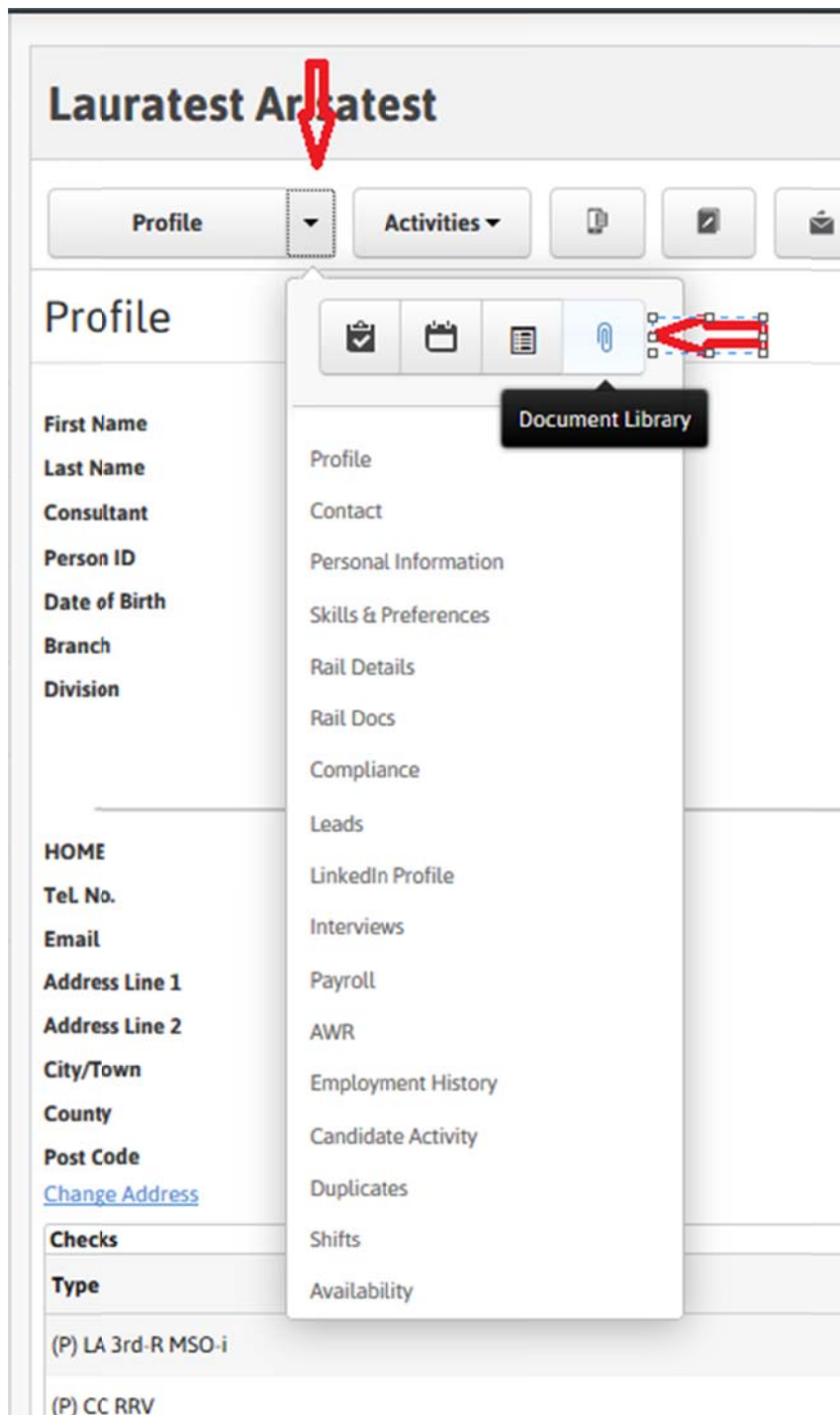
The screenshot shows the 'New Candidate' form within the AdaptUX interface. On the left is a sidebar menu with options: My AdaptUX, People (highlighted with a red arrow), Companies, Jobs, Frameworks, Contracts, Searches, Reports, Settings, and AdaptUX Help. The main form area is titled 'New Candidate' and contains the instruction: 'Please enter the details for the candidate that you wish to add'. The form is divided into two columns of input fields. Fields with red borders indicate mandatory information. In the left column, mandatory fields include Title, First Name, Middle Name, Last Name, Salutation, Email, Address Line 1, Address Line 2, Locality, City/Town, County, Post Code, Country, Search Town, Location, Home Number, Work Number, Mobile Number, Send Docs By (set to 'No Docs'), and Job Category. In the right column, mandatory fields include Gender, Date of Birth, PIN / NI No, Source, AWR Exempt?, Reason for Exemption, Available From, Contract (with checkboxes for Perm and Temp), Default View (set to 'Permanent Candidate'), Job, Advert, UK Resident, Contact at work, Text Message, and Nationality. A 'Confirm' button is located at the bottom left of the form area.

Once created the candidate's profile you'll be redirected automatically to the candidate's page, **make sure you have the date of birth, Nino number and update permission to work on the actual candidates profile, otherwise it won't be possible to send the pack to payroll .**

Click on send pack to payroll , a window will display with the message “ pack status ready to check “ Adapt will automatically generate an email in your outlook , attach the pack from your computer and send to payroll.



Once the email is sent the pack is automatically saved in the document library in the journal documentation's folder of the candidate's profile



Journal documentation's folder:

[illegible]