



How to create a *temporary job* on Adapt Ux

1. Go to the client page click on the Job icon on the top bar -> **New Temporary Job**

The screenshot shows the AdaptUX interface with the client page for 'ibistest'. The top bar contains the AdaptUX logo, a search bar with 'ibistest', and the user name 'Laura Amin'. The left sidebar lists various navigation options: My AdaptUX, People, Companies, Jobs, Frameworks, Contracts, Searches, Reports, Settings, and AdaptUX Help. The main content area displays the client details for 'ibistest', including company information, contact details, owners, and client activity. A red arrow points to the 'Job' icon in the top bar, and another red arrow points to the 'New Temp Job' option in the dropdown menu.

ibistest Client

Summary Activities

Summary

COMPANY INFO

Name	ibistest
Client ID	1109897
Status	Active
Parent Company	
Head Office	
Primary	Hotel/Leisure/Restaurant
D & B Check	

CONTACT DETAILS

Telephone No	
Address 1	kilburn road
City/Town	
Country	
Website	
Blacklisted	

OWNERS

Temp Co	
Perm Cons	Laura Amin
Contract Cons	Laura Amin
Grading	B
Client Bureau ID	1034605

GENERAL NOTES

this is a test please do not take in consideration

CONTACTS

Contact	Position	Status
Laura Test1	Contact	Active
Laura Test3	Contact	Active

CLIENT ACTIVITY

Date	Workflow Task	Notes	Document	Recruiter
16/11/17 11:00	Add contact	Laura Test3 ibistest		Laura Amin
16/11/17 10:41	New Contract Added	test6 ibistest		Laura Amin
15/11/17 11:15	Attended Client Visit	ibistest Laura Test1		Laura Amin
15/11/17 11:02	Attended Client Visit	ibistest Laura Test1		Laura Amin
15/11/17 10:59	Attended Client Visit	ibistest Laura Test1		Laura Amin
15/11/17 10:29	Offer Made Docs By Email		Make An Offer Contact Email Laura Arita Make An Offer Candidate Email Laura Arita	Laura Amin

2. Select Temp Regular Job

New Temp Job - Mozilla Firefox

coyles.adaptcrm.co.uk/WebApp/ViewManag 120%

New Temp Job

Please select Job Type

Temp Shift Job Temp Regular Job Cancel

3. Fill all the red boxes with **mandatory** and required information - > **Confirm**

New Temp Regular Job

Head Office

Client: ibitest2

Contact/Booked By: laura test1

Job Title:

Invoice Point: invoice

Currency:

Confidential:

Start Date: End Date: No. Required: 1

Reason for Job:

Consultant 1: Laura Amin

% Split: 100.00

Consultant 2:

% Split:

Consultant 3:

% Split:

Consultant 4:

% Split:

Job Spec

Name	Description	Size	Type

AWR Details

Hiring Entity: ibitest2

Primary Job Cat:

Day 1 Entitlement Info:

AWR Comparator Info:

Rate Category:

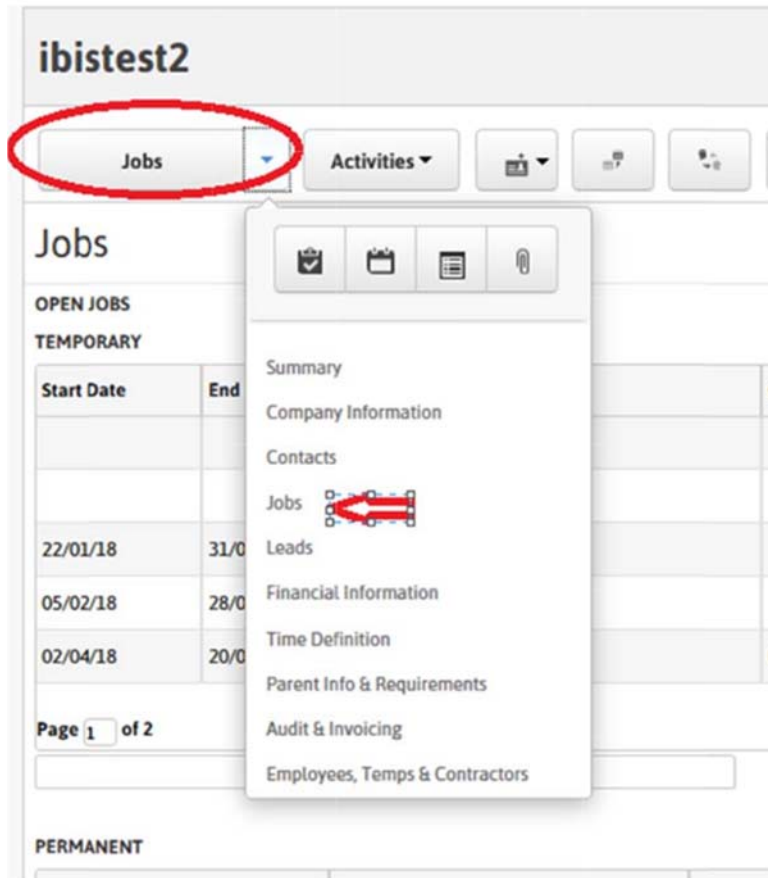
Rate Description	Pre AWR Pay	Pre AWR Charge	Post AWR Pay	Post AWR Charge
1 Basic				
2 Saturday				
3 Sunday				
4 Nights				
5 Bank Holiday				
6 O/T 1				
7 O/T 2				
8 O/T 3				
9 O/T 4				
10 O/T 5				
11 Saturday Overtime				
12 Sunday Overtime				
13 Saturday Night				
14 Sunday Night				
15 Miscellaneous Rate				

Journal Notes:

Confirm Cancel

***The start date is nominal, as it does not impact the date the Temp started working.

- Job will be displayed on the **open jobs section**, which you can find on the client's profile
Summary Menu -> Jobs



- Job appear in the **Studios** section -> **Available Widgets** (right hand side menu)-> **Open Temp Jobs**

Test Studio

Open Temp Jobs (4)

Region: All Regions | Office: All Offices | Team: All Teams | Consultant: Monica Mihalache | Show Retired Users

Job Created: All (7) | Clear | Update Performance

	Job	Client	Contact		Start Date	End Date	Pay	EstimaL...	
+	Labourer	Test Client 1	—	▼	15/10/18	15/10/18	0.00	0.00	▼
+	IN56 Retail Assistant	Company 1	Test Contact	▼	18/10/18	28/10/18	0.00	0.00	▼
+	COSS	Company 2	Ramona Redding	▼	24/10/18	24/11/18	0.00	0.00	▼