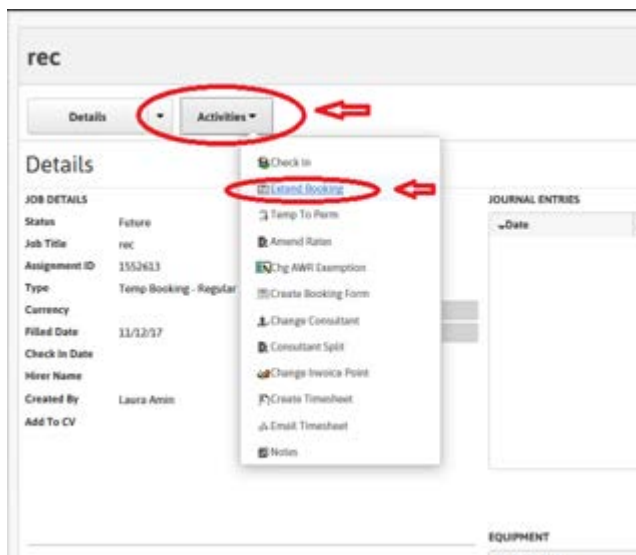


HOW TO EXTEND A BOOKING

After having “quick booked” the candidate, go on the candidate’s profile, scroll down to the assignments section click on the job position, a window will display, click on Activities=>Extend booking



Extend booking dates and fill all mandatory information

The screenshot shows the 'Extend Temporary Booking' form. Red circles highlight the 'Extend Booking From' and 'To' date fields, the 'Rate' field, and the 'Confirm' button. The form includes fields for Candidate, Original Start Date, Extend Booking From, Start Time, Rate, Paid Hrs, Send Docs By, Inc. CC Emails, Journal Notes, AWR Details, Hiring Entry, Primary Job Category, AWR Exempt?, and Reason for Exemption.