



HOW TO HAVE ACCESS TO THE JOURNAL

The Journal is an audit trail of all actions run by Users. It logs all processes that Have been run against a candidate, company or job record e.g. Phone Calls, Interviews, and Placements.

Journal records can be accessed from the My Adapt menu

Journal Entries		
Show All ▾	Go to page 1 of 55 Go!	🔍 ⚙️
NOTES	DATE TIME ▾	USER
Candidate Role Changed Lauratest Arisatest Role changed. Previous role(s) is Permanent, Temporary. New role(s) is Temporary. 🗨️	11/12/17 10:06	Laura Amin
Convert to Non-PAYE	11/12/17 10:01	Laura Amin
Contract Booked Lauratest Arisatest test64 rec ibistest	11/12/17 09:37	Laura Amin
Contract Booked rec	11/12/17 09:36	Laura Amin
Batch Candidate Text Message Sent Please could you contact me as soon as possible? 🗨️ Candidate Send Batch SMS.doc	08/12/17 11:35	Laura Amin

Or from the icon across the top of each candidate/client page navigation menu

(This displays actions only related to that candidate/client/job record/placement/contracts etc)

Laura Arisatest Temporary Candidate

Profile Activities [Icons]

1 of 1 from Eastford

Profile

First Name
Last Name
Consultant
Person ID
Date of Birth
Branch
Division

HOME
Tel. No.
Email
Address Line 1
Address Line 2
City/Town
County
Post Code
[Change Address](#)

Profile
Contact
Personal Information
Skills & Preferences
Rail Details
Rail Docs
Compliance
Leads
LinkedIn Profile
Interviews
Payroll
Rail
Employment History
Candidate Activity
Employment

able From 27/11/17
No Notice
employer ibestest
title
status
number 1132515
[Payroll Number](#)
[Registration Status](#)

Temp Yes
Perm No
Contract No
App.Acknowledged ✓
Pack Status Ready to Check
Permission to Work ()
[Update Permission to Work](#)

Min. Salary
Min. Rate
Preferred Hours
Looking For
Hot Candidate ✓
Send to Payroll
STPBY
STPDate
[Send Pack to Payroll](#)

Current Employer ibestest
Job Category SE10 Receptionist
CANDIDATE CV
CV Received

RAIL
Rail CHS
PTS Number