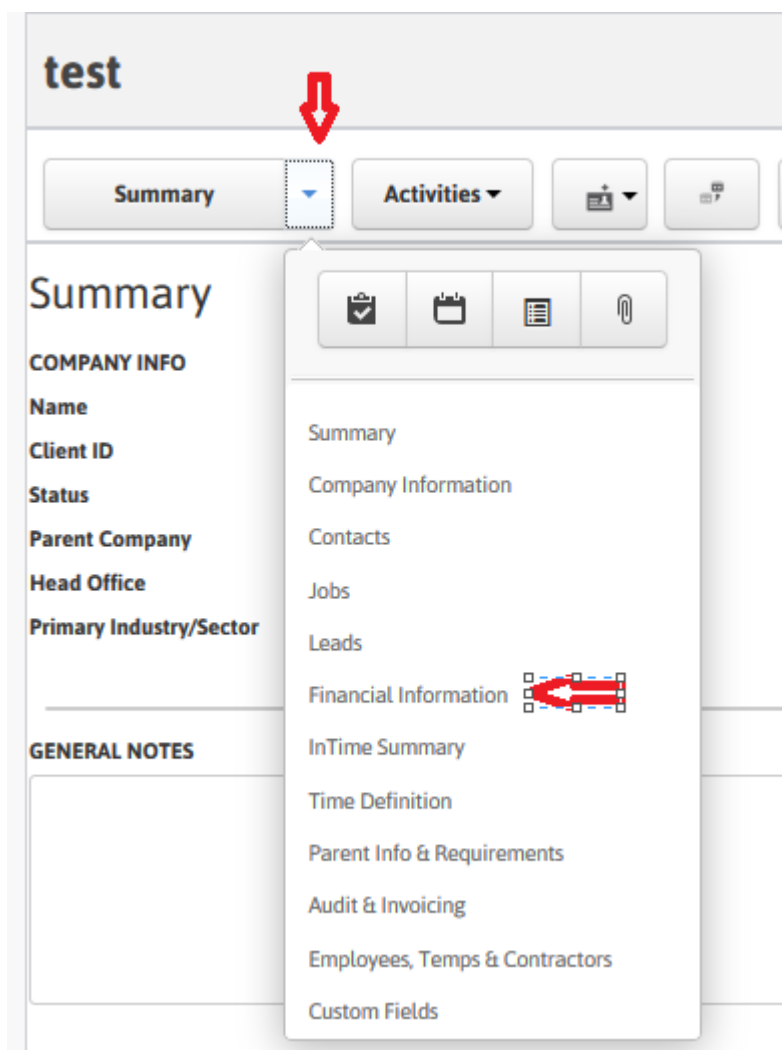


HOW TO QUICKBOOK A CANDIDATE

On the client's profile click financial information



Select your contract

ibis test3

Contract Sum... Activities

Contract Summary

Contracts, EmailAmendedOnConfirm

QuickBook Contract

Contract Number: 901475

Contract Name: ibis test3

Ref Number: 901475

Client: [ibis test](#)

Street1:

Street 2:

Town:

Post Code:

Site Contact:

Site Phone:

Site Fax:

Add Contract Add Existing Contract

Division:

Branch:

Nature Of Business:

Contract Live?:

Consultant: Laura Amin

Send To Payroll

Email Amended Details

Contract Amendment Forms

Contract Amendment...

Email Amended...

Full Name	Position	Telephone Number
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Click activities=>quickbook contract

Test Company1

Contracts Activities

Contracts

Create New Contract

Contract Number	Contract Name
	CREDIT CONTROLLER HARROW
	receptionist london
AB123456	Test ContractAB
	New Contract
123456	Test Contract Workflow
	Test12345
	test
	Annas new contract
	Another Test Contract

Complete the window=>Add Candidate=>AWR Exempt-NO=>Add Job Title

Start and End Dates and Times (Consider potential drop-outs and extensions-easier to extend rather than unbook)

(You'll see as default send docs by post , this because Adapt will generate 2 letters in word doc , these letters will be displayed on your journal , candidate's journal and contact's journal as well)

Make sure that the **Primary Job Category** you use has a defined rate in the Contract!

NO RATES are added here!

Confirm- this creates the assignment

Quick Book - Internet Explorer
http://10.127.50.112/WebApp/ViewManager?ID=8997852®IONID=-1&ACTIONCODE=VIEW&ACTIONTYPE=NONENTITY&runFrom=nu&CALLERVIEW=E1E3768&PARENTID=

Creates and books a temp regular job

Head Office		AWR Details	
Client		Hiring Entity	
Contact		Primary Job Category	
Contract		Day 1 Entitlement Information	
Candidate	Laureate Assistant	AWR Comparator Information	
AWR Exempt?	☐	Placement History Details through another Temporary Work Agency	
Reason for Exemption		Has worked for same client?	☐
Job Title		Accumulated qualifying weeks	
Invoice Point		Verify?	☐
Currency		Rate Category	
Start Date		Rate Description	
End Date		Pre AWR Pay	
Start Time	09:00	Pre AWR Charge	
End Time		Post AWR Pay	
Paid Hours		Post AWR Charge	
Send Docs By	Post		
If Post, Which Address	Company		
Inc. CC Emails	☐		
Email Booking Confirmation	☐		
Skills			
Qualification			
Journal Notes			

Confirm Cancel