

## **EXAMPLE 1:**

### **Admin BackOffice User Guide**

I proactively created this document to serve as a training and reference guide while simultaneously performing my role as a QA Engineer. No documentation had existed on outlining the details of how this internal application worked, and I needed baseline knowledge of how everything worked as I reviewed new features and replicated reported bugs in the system. This involved heavy collaboration with the Finance department, as that was the only team that had legacy knowledge of this application.

It was used by the finance, sales, marketing, and engineering departments, and became instrumental in onboarding new employees. Even though my primary role was QA Engineer at the time, since I created this document, I took ownership in updating it as features were added or removed.

**E**xampleCorp



## User Guide

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## Overview

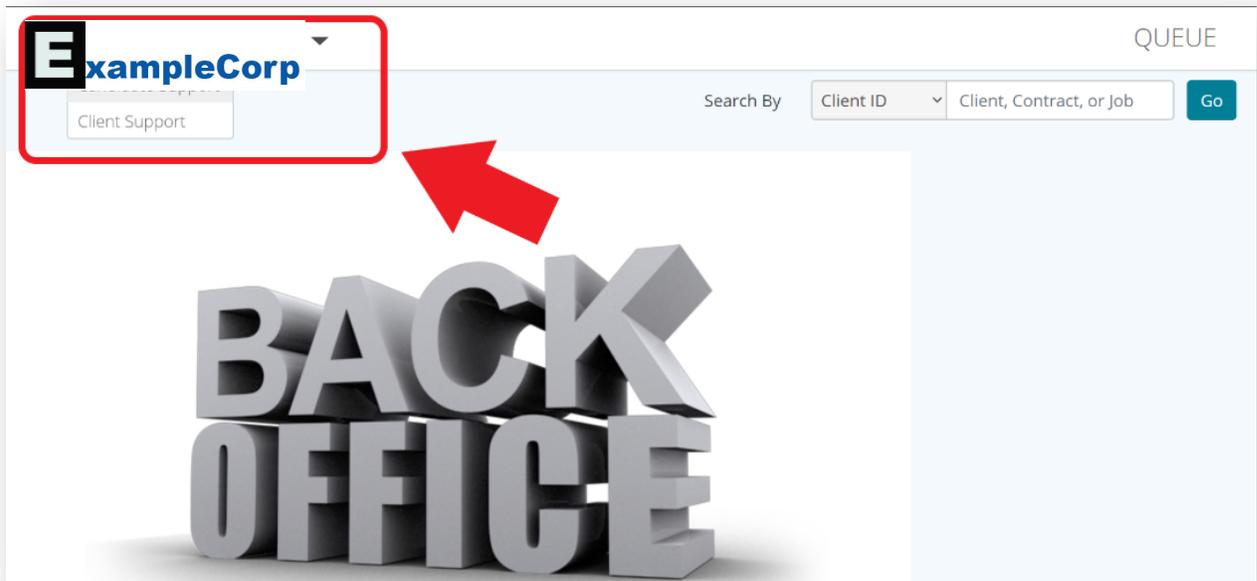
Admin BackOffice (ABO) is a tool used to support both candidate and client functions.

- **For candidates**, their log-in history can be tracked, and their profiles can be impersonated so that an ABO user can perform actions on behalf of a candidate/jobseeker.

- **For clients**, detailed information on their contracts and posted jobs can be reviewed. Job postings can also be created. For clients, however, functionality such as impersonations or updating a contract can only be done via Salesforce or the [Contract Update Tool](#), so there are some limitations to the tasks that can be completed using ABO.

## Admin BackOffice Tools

After logging in, there will be two options in the menu located in the upper left hand corner of the primary page: [Candidate Support](#) and [Client Support](#).



## Candidate and Client Support

### Candidate Support Option

The user can utilize these different fields to locate a jobseeker that has registered with Healthe Careers. Once they are located, the ABO user may do certain functions on their behalf, detailed below.

**ExampleCorp** QUEUE

Search By Client ID Client, Contract, or Job Go

**A**

Candidate Search

Email First Name Last Name Candidate ID

Search

2 results

First Name	Last Name	Email	Candidate ID	Actions
Gord	Akin	gordon.akinpelu+gordakin@healthcareers.com	4783484	<b>B</b> <b>C</b> <b>D</b>
Gord	Akin	gordon.akinpelu+gordakin1@healthcareers.com	4783569	

- Enter in different information to perform a candidate search
- The user can view the login history of the candidate
- The user can impersonate the jobseeker, having the ability to log in to the candidate's account and access functionality that updates or alters their log in settings
- The ABO user can opt the candidate out of receiving all job alerts

## Client Support Option

The user can search for different details by entering either a ClientID, ContractID, or JobID.

## Client Search

By inputting a Client ID, you will be able to view basic details of the client. From here you will also be able to view the details of current and past contracts, as well as manually add a contract for the client.

ExampleCorp

Client: 572898

Search By Client ID Client, Contract, or Job Go

Client

Client ID	Account Name	Account Owner	Account Manager	Profile
572898	July 23 Clinic	OTJ Interface	OTJ Interface	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled

Contracts + Add a Contract

State: Active

Contract ID	Client ID	Total Value	Value Used	Pending	Renewal	Balance	Start Date	End Date	State	Type	Sale	Actions
352688	572898	\$1,362.00	\$0.00	\$0.00	\$0.00	\$1,362.00	08/18/20	08/17/21	Active	Parent	Checked	

## Client ID Main Screen

- Profile Enabled/Disabled:** This feature gives employers the option to allow candidates to answer a short questionnaire during the apply process instead of attaching a resume. This feature lives at the contract level. The employer can request the HeC team to enable or disable this on their contract
- Add a Contract:** Allows a new contract to be added to the client
- State:** Enables the user to sort multiple contracts under the client by their Active or Inactive statuses

## Contracts Search

By entering a Contract ID, the ABO user is able to view contract details on the main page. The contract can be updated at any time in ABO BEFORE the "Sale Complete" box is checked in the Billing Information section. Afterwards, the user will need access to the Contract Update tool to make any changes or

updates.

ExampleCorp

Client: 572898 / Contract: 352650

Search By Client ID Client, Contract, or Job Go

Contract 352650 (P) Not enough value to add a job View Jobs Manage Users

Client ID	Account Name	Account Owner	Account Manager	Start Date	End Date	Next Billing
572898	July 23 Clinic	OTJ Interface	OTJ Interface	07/27/2020	07/26/2021	08/26/2020

(Contract) Type  
Fixed

Posting Type # of Postings Ad Agency Pixel Tracking 4000 AWR

Regular 6 None  Enabled  Disabled

- A. A warning message appears if there is not enough value in the contract to post additional jobs.
- B. **View Jobs:** Enables the user to view all available jobs associated with a particular contract.
- C. **Manage Users:** Allows the users to add or remove contacts from the ABO contract. The contacts are populated using "Active" contacts in Salesforce that are listed on the client ID corresponding with what's in the BackOffice.
- D. **Pixel Tracking:** This allows for the employer to add their own image tags to a contract so they have access to their own metrics. The image tag is placed at a contract number and sends cumulative numbers for all postings on a given contract back to the client.
- E. **AWR (Apply Without Resume):** This feature gives employers the option to allow candidates to answer a short questionnaire during the apply process instead of attaching a resume. This feature lives at the contract level. The employer can request HeC to enable or disable this on their contract

## Billing Information

### Billing Details

PO # (Optional)	Monthly Minimum?	Payment Terms	Payment Method	Invoice Delivery Method	Payment Token	Sale Complete?
—	No	Upfront	Credit Card	Email	60147446973	<input checked="" type="checkbox"/> Yes

### Billing Contact

Name	Email	Phone (Optional)
G A	gordon.akinpelu@healthcare.com	8885551212

### Billing Address

Address	Address 2 (Optional)	City	State	Zip	Country
1200 Irving St	—	Denver	CO	80208	USA

## ▶ Activity History

### Contract Value

Subtotal	\$2,994.00
Discount	25.45%
Savings	\$762.00
Contract Cost	\$2,232.00
Gross	\$2,232.00

### Net Usage

Purchased Amount	\$2,232.00
Actual Usage	\$2,232.00
Pending Usage	\$0.00
Unused Renewals	\$0.00
Balance	<b>\$0.00</b>
Active Jobs	6
Discount	25.45%
# of Postings	6
Price per Posting	\$372.00

## Creating a New Contract Under a Client

Navigate to the Client Main page by entering the Client ID in the Search Box.

ExampleCorp

Client: 572898

Search By: Client ID Client, Contract, or Job

Client

Client ID	Account Name	Account Owner	Account Manager	Profile
572898	July 23 Clinic	OTJ Interface	OTJ Interface	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled

Contracts + Add a Contract

State: Active

Contract ID	Client ID	Total Value	Value Used	Pending	Renewal	Balance	Start Date	End Date	State	Type	Sale	Actions
3527	57289						08/27	08/26	Acti	Par	Check	

When

Contract 0 (P) Manage Users

Client ID	Account Name	Account Owner	Account Manager	Start Date	End Date
466761	InterDent Service Corporation	Andrew Hooper	Shana Canino	01/04/2021	01/03/2022

Next Billing (Contract) Type

— Select

When setting up a new contract under an existing client, some basic information will be autopopulated:

- The assigned Account Owner will be assigned
- The default Account Manager will be assigned
- The start date will auto populate, which is synonymous of when the contract is created
- The Contract End Date does not stay static as the original contract end date populated at contract creation; it automatically will update to the date when the contract is fully used.

Contract 0 (P) Manage Users

Client ID	Account Name	Account Owner	Account Manager	Start Date	End Date	Next Billing	(Contract) Type
468719	Sept 2 Clinic	OTJ Interface	OTJ Interface	04/08/2022	04/07/2023	—	Select

Contract Value		Net Usage	
Subtotal	\$0.00	Purchased Amount	\$0.00
Discount	0.00%	Actual Usage	\$0.00
Savings	\$0.00	Pending Usage	\$0.00
Contract Cost	\$0.00	Balance	<b>\$0.00</b>
Gross	\$0.00	Active Jobs	0
		Discount	0.00%
		# of Postings	0
		Price per Posting	\$0.00

**Flexible**

**Fixed-price**

**Free**

**PPA**

**Slots**

Billing Information

A contract type will then need to be chosen from the dropdown menu. All options (apart from "Free") will bring up additional options (A through E).

- **PPA (Pay Per Apply):** A contract that is set up so the client is only charged when a candidate applies.
- **Flexible:** This is used for a normal contract. It is also used when setting up a parent/sub-contract(s) that need to have the ability to move money freely throughout the life of the contract.
- **Fixed:** This is used for parent/sub-contracts that keep the amounts the exact same as when they were set up at contract creation. Typically, this is used to bill multiple departments under the same contract.
- **Slots:** Pertains to nursing-related positions; a contract can be created dependant on many job postings are needed within a set period of time.
- **Free:** Free contracts are set up to for different reasons:
  1. Make good with a client
  2. New Partner (transitioning jobs from old job board to our job board)
  3. Some sort of coupon or running special

A. **Regular vs Member:** "Regular" pertains to a standard client; "Member" means you have a member ID from one of our partners who offer discounts to their members.

B. Select the number of job postings your organization will need

C. **Ad Agency:** Sometimes employers use ad agencies to help them recruit. We offer ad agencies a 15% discount for posting on our sites

D. **Pixel Tracking:** This allows for the employer to add their own image tags to a contract so they have access to their own metrics. The image tag is associated with a contract and will send cumulative data for all postings on a given contract back to the client.

E. **AWR:** Enable or Disable the ability for the job seeker to apply without a resume

F. These figures will automatically populate and calculate based on how many jobs are selected. Contract calculation details can be found [here](#).

Continuation of contract set up screen ↓

Contract Value		Net Usage	
Subtotal	\$0	Purchased Amount	\$0
Discount	\$0	Actual Usage	\$0.00
Savings	\$0	Pending Usage	\$0.00
Contract Cost	\$0	Unused Renewals	\$0.00
Gross	\$0	Balance	<b>\$0.00</b>
		Active Jobs	0
		Discount	\$0
		# of Postings	0
		Price per Posting	\$0

Contract Value			Net Usage		
Subtotal	<b>A</b>	\$1,497.00	Purchased Amount	<b>F</b>	\$1,362.00
Discount	<b>B</b>	9.02%	Actual Usage	<b>G</b>	\$1,362.00
Savings	<b>C</b>	\$135.00	Pending Usage	<b>H</b>	\$0.00
Contract Cost	<b>D</b>	\$1,362.00	Balance	<b>I</b>	<b>\$0.00</b>
Gross	<b>E</b>	\$1,362.00	Active Jobs	<b>J</b>	3
			Discount	<b>K</b>	9.02%
			# of Postings	<b>L</b>	3
			Price per Posting	<b>M</b>	\$454.00

Billing Information

The above fields will automatically populate and adjust based on information input when setting up the contract type and selecting the number of postings and renewals. In-depth contract calculations information can be found [here](#).

- A. **Subtotal:** Total contract value
- B. **Discount:** Any discounts given on the contract, normally associated with ad agencies
- C. **Savings:** Subtotal multiplied by the discounted percentage rate
- D. **Contract Cost:** Initial contract total less any applied discounts
- E. **Gross:** Gross amount of the contract value less any discounts
- F. **Purchased Amount:** Equal to the gross contract amount, final purchase price less discounts
- G. **Actual Usage:** Purchase amount less actual and pending usage
- H. **Pending Usage:** amount for a job posting renewal. On a job posting contract, this represents the initial activation and renewals that are scheduled in a future month; typically when a contract is created and the job details are finalized. Usually pending usage = unused renewals.
- I. **Balance:** amount of funds available on the contract for use
- J. **Active Jobs:** number of jobs that are currently active on the contract
- K. **Discount:** Any discounts given on the contract, normally associated with ad agencies
- L. **#of Postings:** Number of postings between all jobs associated with the contract
- M. **Price per Posting:** The total purchase amount divided by the number of postings purchased

The screenshot shows a 'Billing Details' form with the following fields and sections highlighted with red boxes and letters:

- A:** PO # (Optional) text input field.
- B:** Monthly Minimum? radio buttons for Yes and No.
- C:** Payment Terms dropdown menu.
- D:** Payment Method dropdown menu.
- E:** Invoice Delivery Method dropdown menu.
- F:** Payment Token checkbox.
- G:** Sale Complete? checkbox.
- H:** Billing Contact section containing Name, Email, and Phone text input fields.
- I:** Activity History section containing a table with a red arrow pointing to the first row.
- J:** Create button.

The Billing Address section includes fields for Address (2301 Yesler Way N), Address 2 (Optional), City (Seattle), State (Washington), Zip (90011), and Country (United States).

A. **PO#:** Purchase Order Number, an optional entry used to attach to a contract for a company's billing purposes

B. **Monthly Minimum:** Monthly Minimum is the 1/12 of contract value that is invoiced for all contracts. The 'No' option is unable to be selected, as any contract that is not to be billed on the monthly minimum plan will need special approval, and that change will be initiated with the Contract Update Tool

C. **Payment Terms:** Select from Monthly or Upfront billing

D. **Payment Method:** Select from Credit Card or On Account

E. **Invoice Delivery Method:** Select from Mail or Email

F. **Payment Token:** This is the Authorized.net payment confirmation for eComm purchases

G. **Sale Complete:** Sale Complete is checked when the purchase is finalized and invoicing should occur. For upfront purchases where a purchase was completed today and sale complete is checked, this box tells the system to generate invoice data the following day or business day. For monthly purchases, this check box indicates that an invoice should generate 30 days from start date. For parent sub contracts, some contracts may not have this box checked

H. **Billing Contact Information:** Info here needs to be input for the billable party. If it's a direct sale to the client, this is the client's billing contact. If this is an ad agency sale, this needs to be the contact info for the agency, not the end client.

I. **Activity History:** Shows an overview of the transaction activity on a contract. This shows when a contract was added, deleted, activated, deactivated, or updated.

J. **Create:** Once all information is input, a new contract is created and activated.

## Slots Contract Screen

The top portion of the Contract screen will look differently if a Slots contract is chosen:

ExampleCorp

Client: 468719 / New Contract

Search By Client ID Client, Contract, or Job Go

Contract 0 (P) Manage Users

Client ID	Account Name	Account Owner	Account Manager	Start Date	End Date	Next Billing	(Contract) Type
468719	Example 2 Clinic	OTJ Interface	OTJ Interface	04/08/2022	04/07/2023	—	Slots

Product: Job Slot 3 Months - 10 Slots

Total Contract Value: 1500.00

Ad Agency 15.00% Discount:  Select

Pixel Tracking(HTML):  4000

AWR:  Enabled  Disabled

Slots Allotted
0

Slots in Use
0

Slots Remaining
0

- This dropdown will encompass all of the available slot Products.
- This field will autocalculate depending on the slot product selected in "A".
- These fields will auto-calculate depending on the slot product selected, and the number of slots in use (job postings activated on the contract). The Slots Remaining figure is the number of Slots Allotted (purchased) less the number of active job postings (Slots in Use). Job activations and deactivations should adjust the Slots in Use and Slots Remaining figures.

## Subcontracts and Transfer Credits

Adding Subcontracts business rules details [here](#)

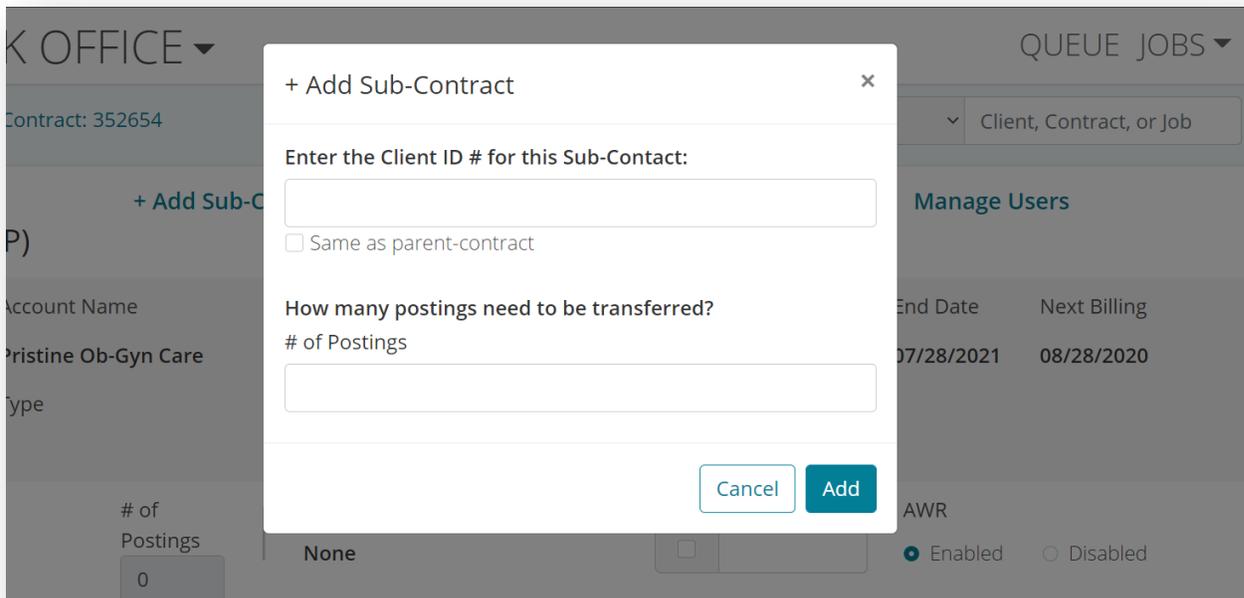
Transfer Credits process flow [here](#)

Subcontracts can be created from existing contracts as well. To do so, the primary/parent contract must:

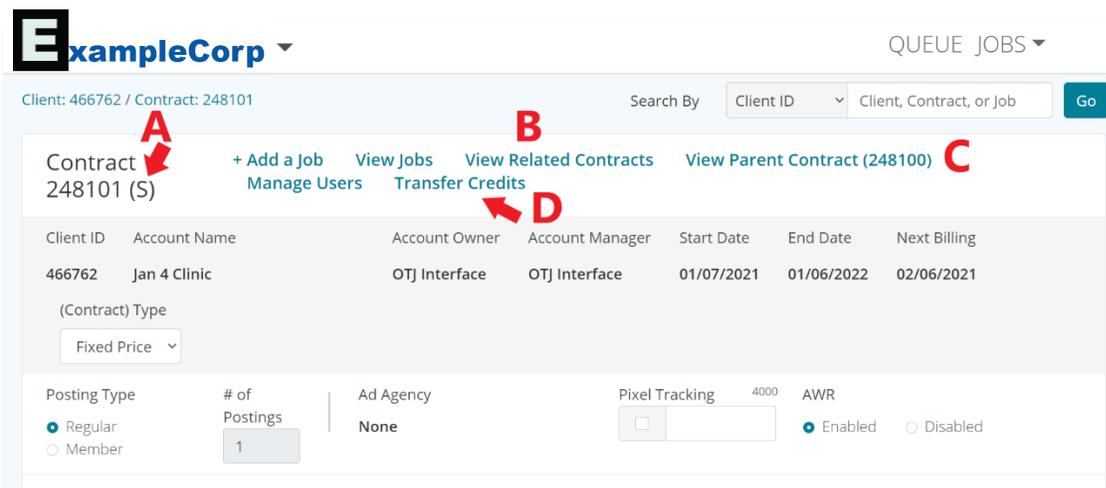
- Be active
- NOT already have a subcontract associated with it
- NOT be a Free contract

Select the contract you want the subcontract to be a sub of, and how many postings you will need for the subcontract.

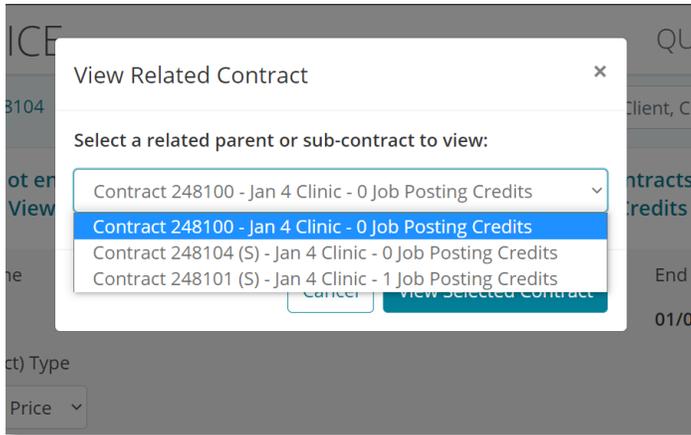
Parent/ Sub contracts that are *Flex* allow money to move freely between all contracts for the life of the contract.



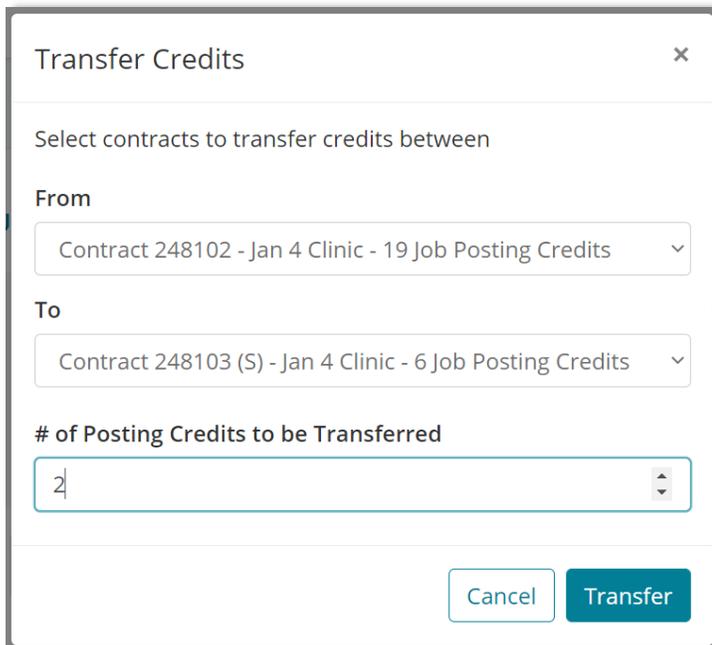
When entering a new subcontract, you will need to choose the Client ID # that the subcontract will be under, or select if it



- A. When a subcontract is added to a primary contract, the subcontract's ID is followed by an (S) to denote its subcontract status.
- B. Enables the user to select and view other contracts that are related to the current contract in view (other subcontracts or contracts if they exist), as well as their job posting credit balances.



- C. This will allow the user to view the originating parent contract
- D. **Transfer Credits:** Provided that there are enough credits or postings on the contract and subcontracts, the value can be transferred between them. For example, below, 2 posting credits will be transferred from the primary contract (248102) to the subcontract (248103(S)), so the parent will be left with 17 job posting credits, and the subcontract, 8.



### Jobs Search

By entering in a JobID, details of a particular job posting can be viewed via the [Job Detail Screen](#). Note that if a job posting has already been created and marked as "Sale Complete," changes to the specialty can only be done via the Contract Update Tool.

July 23 Clinic Contract: 352650 User: All State: All Start Date: 07/27/2020 End Date: 07/26/2021 Balance: \$0.00 Job Price: \$372.00

Job ID	Ref ID	Job Title	State	Location	Activation	End Date	Owner	Renew	Actions
2011591		7/27 NP Wound Care	Active	Denver, Colorado	7/27/2020	8/25/2020	G A	0	
2011590		7/27 Phys Toxicology	Active	Denver, Colorado	7/27/2020	8/25/2020	G A	0	
2011589		7/27 PA Family Med	Active	Denver, Colorado	7/27/2020	8/25/2020	G A	0	

A. View some basic statistics on the job posting:

- Summary Views: How many times jobseekers have viewed the posting summary
- Detail Views: How many times users have clicked into the job posting for more detail
- External Click Throughs: Any links inside the job description and optional contact methods
- Applies: How many jobseekers have applied for the posting
- AWR: How many jobseekers have applied for the posting without a resume; candidates answer additional questions in lieu of a resume
- ATS Clicks: If the job is set up to go to an employer's ATS, when the Apply button is clicked, the user is sent to the employer's site, and then that number increases

Job Statistics - 2011591

Summary Views	Detail Views	External Click Throughs	Applies	AWR	ATS Clicks	Actions
892887	29	0	3	0	0	send email of job stats to job owners

Job 2011591 Responses - 3

Candidate ID	Candidate Name	Candidate Email	Response Date	Status	Actions
4781906	23 18	[redacted]@[redacted].com	8/13/2020	No	view job applicant's resume
4783647	Kevin Yigh	datest2807202086@gmail.com	8/4/2020	No	
4783573	Quanelle Jaxson	gordon.akinpelu+qj@[redacted].com	7/27/2020	Viewed	

Job stats view

### Job Statistics - 2004219

Summary Views	Detail Views	External Click Throughs	Applies	AWR	ATS Clicks	Actions
0	0	0	0	0	0	

### Job 2004219 Responses - 0

This job has no applies as of 09/21/20

### Job 2011586 Responses - 8

**Indicates the applicant has a cover letter attached**

Candidate ID	Candidate Name	Candidate Email	Response Date	Status	Actions
4783907	Gordon September	gordon.akinpelu+gordonseptember@gmail.com	9/2/2020	No	
4783643	ty dd	datest2907202090@gmail.com	8/4/2020	No	
4783647	Kevin Vinh	datest2807202086@gmail.com	8/4/2020	No	

July 23 Clinic    Contract: 352650    User: All    State: All    Start Date: 07/27/2020    End Date: 07/26/2021  
Balance: \$0.00    Job Price: \$372.00

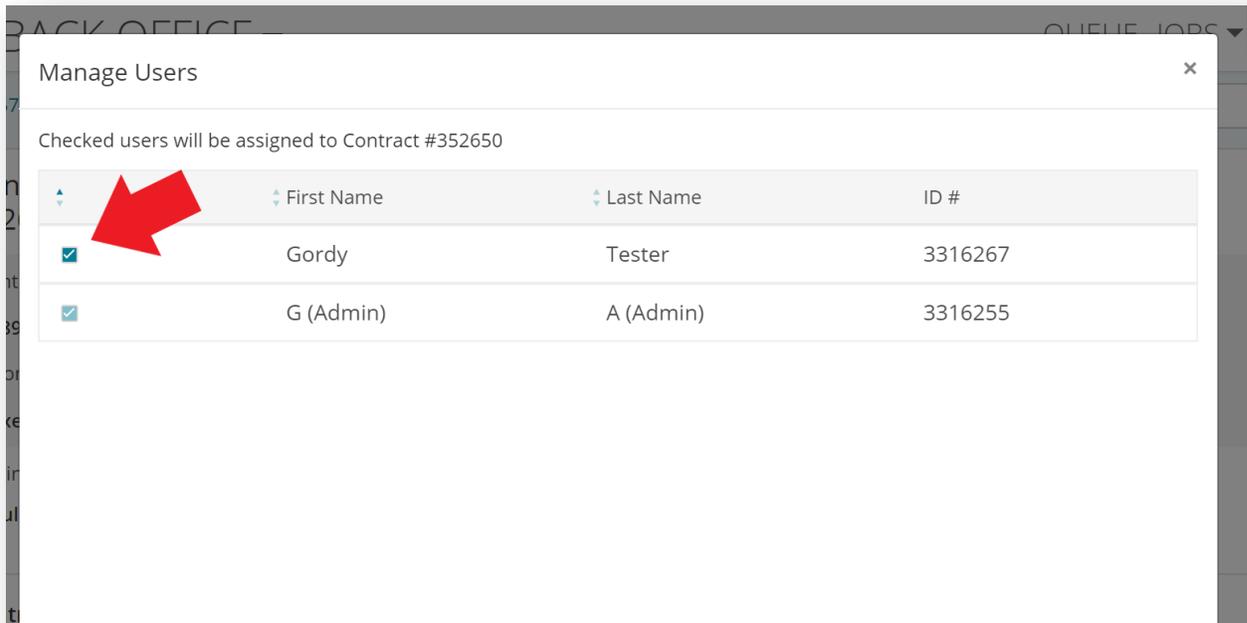
Job ID	Ref ID	Job Title	State	Location	Activation	End Date	Owner	Renew	Actions
2011591		7/27 NP Wound Care	Active	Denver, Colorado	7/27/2020	8/25/2020	G A	0	
2011590		7/27 Phys Toxicology	Active	Denver, Colorado	7/27/2020	8/25/2020	G A	0	
2011589		7/27 PA Family Med	Active	Denver, Colorado	7/27/2020	8/25/2020	G A	0	

- B. Links to job details page to make edits to the job posting
- C. Puts the job posting into a printable format
- D. This will take the user to the actual posting, as it appears on HealtheCareers.com

## Managing Users

A user of the dashboard can get to this area via a search using the Contract ID, thus landing on the contract ID main page. Clicking on this link will take the user to a page where they can either add additional users to the contract or manage the current ones in the system (that have been ported over from Salesforce).

The status of the admin cannot be changed; however, if other users are listed, there will be a checkbox where they can select or deselect which users will have access to view and make any changes to that particular contract.



The screenshot shows a 'Manage Users' dialog box with a close button (X) in the top right corner. Below the title, a message states: 'Checked users will be assigned to Contract #352650'. A table lists two users, both with checked checkboxes. A red arrow points to the first checkbox.

<input type="checkbox"/>	First Name	Last Name	ID #
<input checked="" type="checkbox"/>	Gordy	Tester	3316267
<input checked="" type="checkbox"/>	G (Admin)	A (Admin)	3316255

## Job Detail Screen

This screen is visible when creating a job, as well as when going back to review details of a posting after a particular job has been created. The "Add Jobs" business logic rules can be found [here](#); "Edit Jobs" business logic are found [here](#).

Client: 572858 / Contract: 352648 / Job Id: 2011583

Search By: Client ID | Client, Contract, or Job

Go

Job ID	Status	Renewals	Expiration Date	Balance   Price	Spotlight	Confidential	Account Name
2011583	New	0	09/23/2020	(\$998.00)   \$499.00	<input type="checkbox"/>	<input type="checkbox"/>	Gordo Clinic

Alternate Facility Name:

Account Owner: OTJ Interface | Account Manager: OTJ Interface

Job Title: 7/22 Dentist Assistant needed (150)

Apply Methods:  ATS |  <https://www.ats-link.com> (G)

Notes:  (I)

Job Headline: Dentist Assistant needed 7/22 (255)

Email:  gordon.ai |  CC Email

User: Gordon / | Req ID:  (H)

Activity History: Rep | Action

Date: 3. Added | 07/22/2020

Job Description: 6558

Discipline: Dental | Specialty: Dentist (J) | Sub-Specialty: Dental As

A. The user can select how many renewals a posting has. (Input Link to Renewals explanation?)

B. The expiration date of the particular job posting

C. The balance left on the contract vs the price of the job posting.

D. **Spotlight vs Confidential:** If "Confidential" is selected, it means that the employer's name will be removed from the jobseeker's view on the job search page and job details page. Companies do this mostly because they don't want candidates to know exactly where the posting is (oftentimes because it's rural), as a tactic to widen their recruitment funnel. **Spotlight** - this feature is not wired up yet. The idea behind this is that AMs/ACs will be able to control the Spotlight on a job level. Currently spotlight is at a contract level.

E. **Alternate Facility Name:** If this is checked the user can adjust/change the company name on an individual posting.

F. Fields to update job details; completion of these is required.

G. **ATS:** There are two ways employers set up candidate responses on their job postings; if they choose ATS, they supply us with a link to put behind the APPLY button. Typically, this link leads to their internal websites corresponding job posting and ATS system.

H. Can select whether or not the job owner will be notified as well when a job is applied to

I. This field pulls in posting notes created on the client page in Salesforce

J. Required for initial job posting, selections for more job details (note that these can only be updated via the Contract Update Tool after the sale is complete). Profession, Specialty, Sub-Specialty. \*Sub-Specialty determines where the posting will appear in job search

Job Detail Screen-Bottom Half

K. **Optional Contact Methods:** This is a free text box where they can enter in more contact information. Typically, this includes just the recruiter's or facilities' contact information.

L. **Location:** Required; select where the job will be located, whether it be in the U.S., international, or remote.

M. For U.S. locations, allows the user to drill down the city, state, and zip code for search purposes.

N. **Custom Location:** Allows the option of adding an additional descriptive name to the job location, e.g. "Sunny California" or "Historic Charleston."

O. Tags can be added to further aid the jobseeker in making their search criteria more specific

P. **Posting Notes:** The sales department can put specific notes about how a client prefers their job to look (formatting, etc.) in Salesforce, and this ABO field pulls in those notes from Salesforce.

Q. **HEC Review:** This is used for training new people and when we had Healthpro activating jobs. If it's put in this status, a note should be sent to an Account Manager on the account so they can review to make sure the posting is ready to be activated.

R. Deletes the job posting from the contract.

S. Shows a preview of the job posting before it goes live on the board.

T. Saves any updates or changes to the job details.

The screenshot shows a job posting form with the following fields and annotations:

- Job Title**: 150 characters, empty text box.
- Job Headline**: 255 characters, empty text box.
- Job Description**: 8000 characters, rich text editor with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and Code (<>).
- Apply Methods**:
  - ATS:  <https://www.ats-link.com>
  - Email:  [gordon.a](mailto:gordon.a)  **U** [CC Email](#)
- User**:   **V**
- Req ID**:  **V**
- Discipline**:
  - Profession:
  - Specialty:
  - Sub-Specialty:
- Location**:
  - Local
  - International
- Notes**: Empty text box.
- Activity History**: Table with columns **Rep** and **Action**.
- Date**: Empty text box.

**U. CC Email:** This is a field used to enter an alternate contact email. If an email is entered in this field this email will receive applies to the job.

**V. Req ID:** This is a section to add an employer reference number

## Adding Renewals

*Job Renewal business logic [here](#)*

A job can only be renewed a certain number of times, so that the end date of the job is never more than 29 days after the end date of the contract. When going to the job details screen on an active posting, the user can adjust the number of renewals to one or two times. Note that there are no job renewals available on free contracts. Once selected (1), hit Save at the bottom of the page. Ensure the "Job Updated Successfully" message (2) appears to ensure the change is saved.

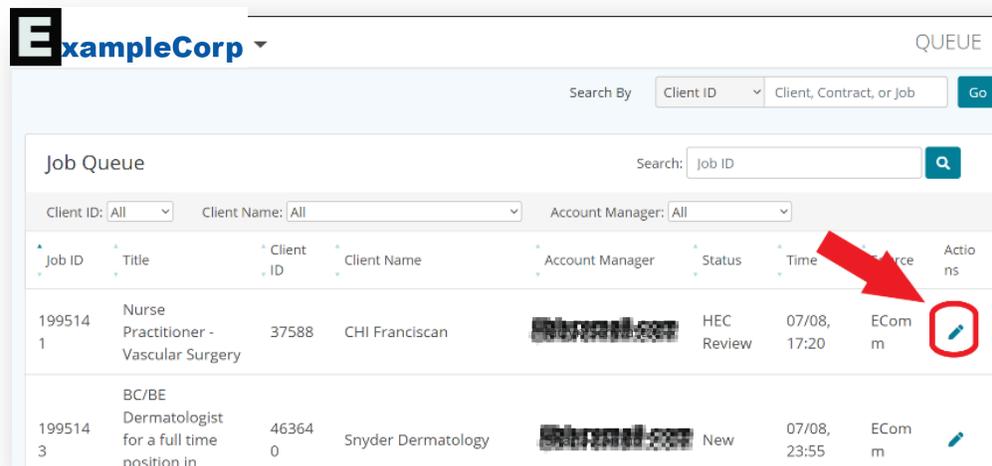
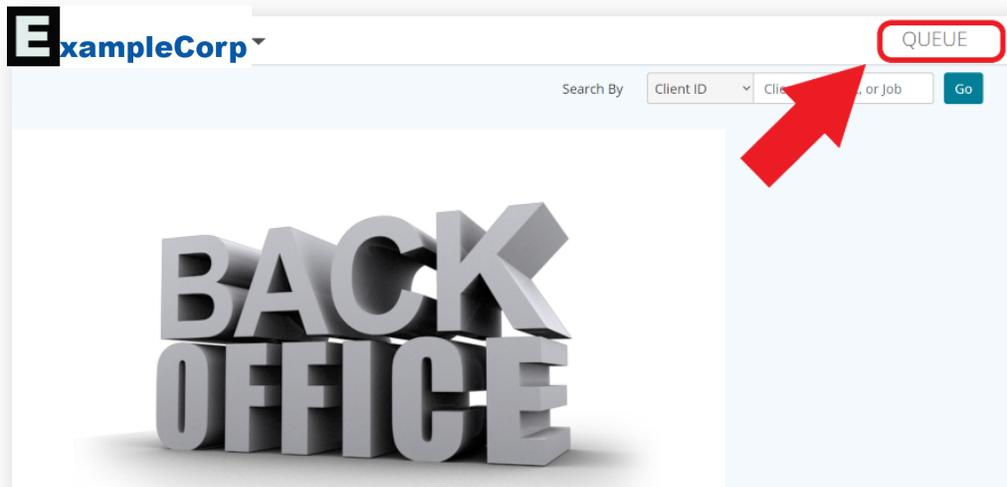
The screenshot shows a web interface for job details. At the top, there is a header with client and job information: "Client: 572898 / Contract: 352650 / Job Id: 2011590". To the right is a search bar with "Client ID" selected and a "Go" button. Below the header is a green notification banner that says "Job updated successfully." with a red box around it and a red number "2" next to it. The main content area is a form for job details. It has a table-like structure with columns: Job ID, Status, Renewals, Expiration Date, Balance | Price, Spotlight, and Account Name. The "Renewals" column has a dropdown menu with the number "2" selected, highlighted with a red box and a red number "1" next to it. Other fields include "Alternate Facility Name", "Account Owner", "Account Manager", "OTJ Interface", and "OTJ Interface".

Job ID	Status	Renewals	Expiration Date	Balance   Price	Spotlight	Account Name
2011590	Active	2	10/24/2020	\$744.00   \$372.00	<input type="checkbox"/>	July 23 Clinic

## Job Queue

View Jobs process flow [here](#)

The job queue lists every active job within HeC. One can search by different criteria to locate the job posting and view its details, and the queue is primarily used for training new hires in navigating Admin BackOffice.



Clicking on the pencil icon will then take the user to the [job detail page](#) where they can activate, deactivate, or make and save edits to a job posting.

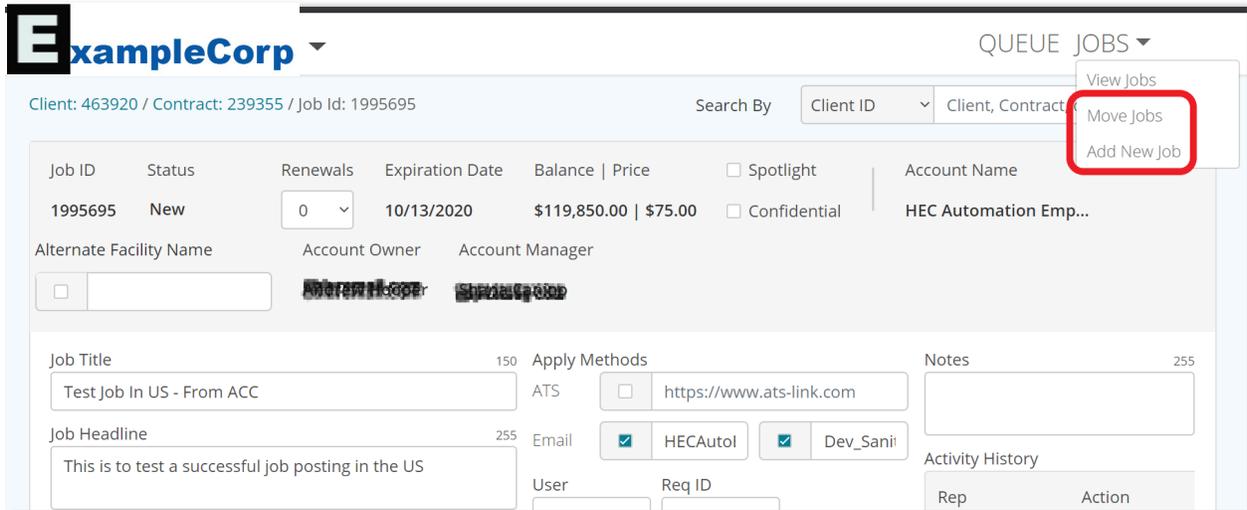
## Moving Jobs

Move Jobs Process Flow documentation located [here](#).

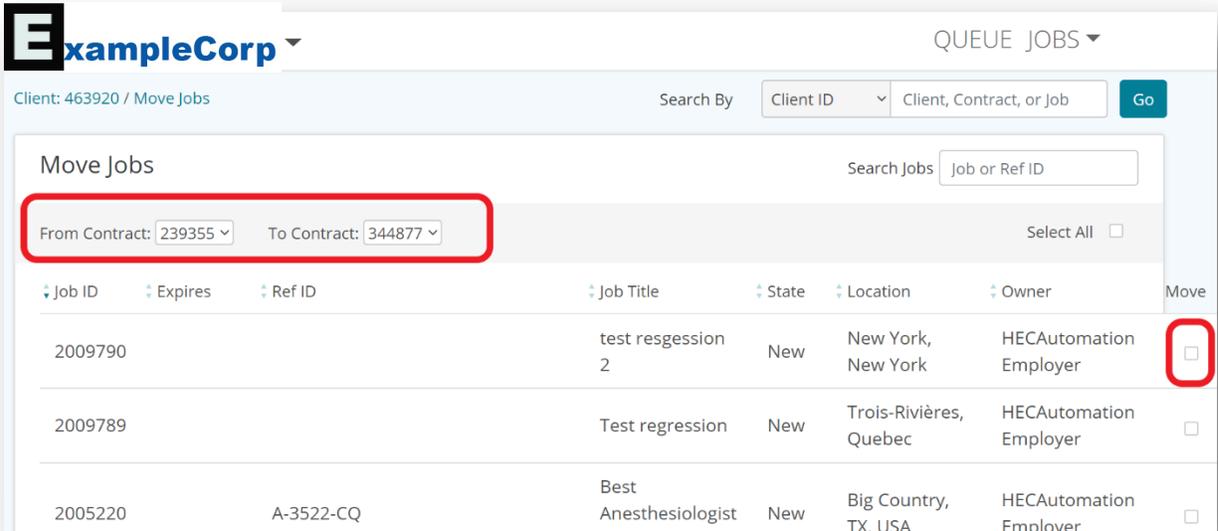
The ABO user can move jobs from one contract to another if needed. Jobs can only be moved from one contract to another if:

- a) It is a free contract
- b) The contract where the job is being moved TO currently has a balance greater than 0
- c) And the contract end date has not passed

To access, click on QUEUE to show list of jobs and search for the particular job you are looking for. Then click on the "pencil" icon to view details of the job. Afterwards, in the upper-right hand corner, a dropdown arrow will appear next to "Queue Jobs." Select "Move" from this menu if the contract the job is attached to meets the aforementioned criteria.

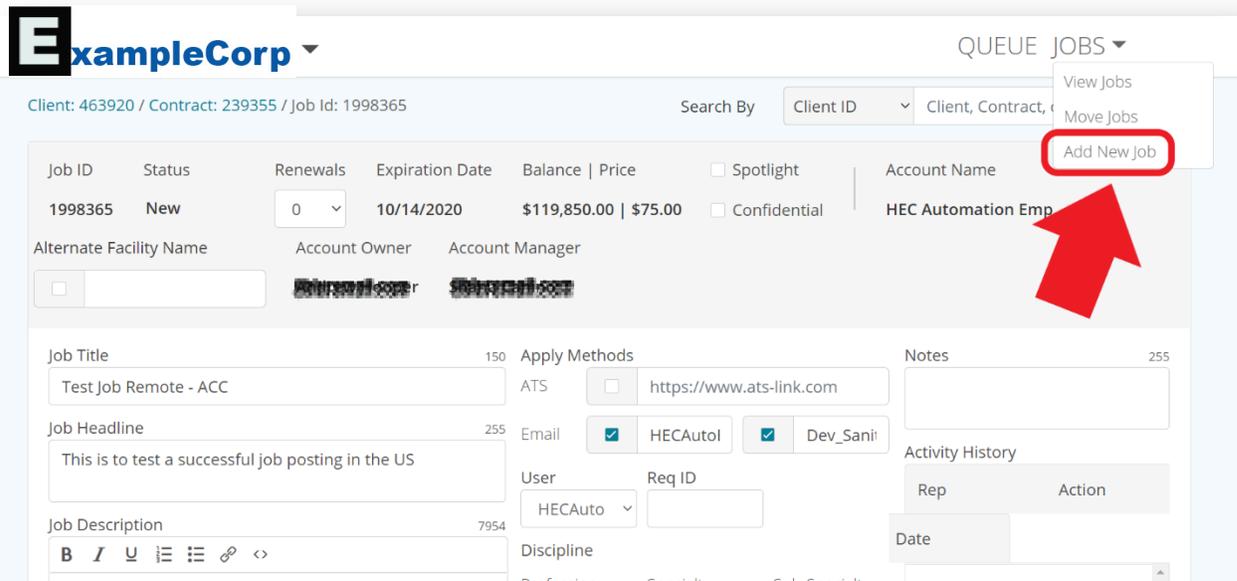


Then select where you would like to move the job(s) to and from. There is also the option to select all the jobs listed on the page.



Adding Jobs from the Job Queue  
Add Jobs business rules details [here](#)

There are also options to add jobs to the same contract as a job you have pulled up using the Job Queue. If there is a balance on the contract that allows an additional job to be added, the "Add New Job" selection will be available in the upper right-hand menu. This will take the user to the [Job Details](#) page, where they can enter pertinent information regarding the new job posting.



## Technical Information Links

API's:

[Clients](#)

[Contracts](#)

[Geospatial](#)

[Products](#)

[Job](#)

[Reference](#)

[Salesforce](#)