

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: How to add missing info  
**Date:** 24 June 2021 17:36:12  
**Attachments:** image004.png

Understood! Thank you and enjoy some time off!!



[REDACTED]  
www.therecruitmentjunction.com



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**From:** [REDACTED] @newcastle.gov.uk>  
**Sent:** 24 June 2021 17:20  
**To:** [REDACTED] @therecruitmentjunction.com>  
**Subject:** RE: How to add missing info

Hi [REDACTED],

My apologies but I won't be able to check the outputs at the moment as I'm working on completing quarterly monitoring which needs to be sent off to DWP by close of play tomorrow. I'm also on annual leave from Monday and tomorrow I'm only in for a half a day...

Your project outputs will be checked upon my return unless [REDACTED] has got the capacity to do this. Otherwise, please don't worry about this – I'm sure we'll get those completed as soon as possible. Hope that's okay.

In terms of adding missing evidence on [REDACTED] I had this query from another project today in the morning, so I can easily copy & paste the response!

Here's how to do it:

1. Search for the participant
2. View Details

A screenshot of a web-based application for managing participants. The top navigation bar includes links for Logout, Dashboard, Search Criteria, View My Results, Find Participants, and Documents. Below this, a search results section displays a single entry with a red circle around the number '37' next to a blacked-out name. To the right, a 'Participant Registration Form - New Participant' section is visible, with a red circle around the 'View Details' button. Other buttons include 'Participant Regi', 'Create New Enquiry', and 'Participant Registration Form - Completed'. A 'Back to Find Participant' link is also present.

3. View this enquiry
4. Add New Task/Stages

Target Date	Completed Date	Task Type	Time Spent (hrs)	Notes	expand	Partner	Contact Details	Staff Details	Attachments	Alert	Edit
15-05-2019	15-05-2019	Evidence - Employment Gained	0.1							Alert	Edit
14-05-2019	14-05-2019	Evidence - Unemployment	0							Alert	Edit
14-05-2019	14-05-2019	Evidence - Address	0							Alert	Edit
14-05-2019	14-05-2019	Evidence - Age	0							Alert	Edit
14-05-2019	14-05-2019	Evidence - Right to Live & Work in UK	0							Alert	Edit
14-05-2019	14-05-2019	Participant Registration Form	1							Alert	Edit
14-05-2019	14-05-2019	Evidence - Employment Gained	0.1							Alert	Edit
14-05-2019	14-05-2019	Participant Result Form	1							Alert	Edit
											Total: 2.2
											<a href="#">Add New Task / Stages</a>
											<a href="#">Back to Interactions</a>
											<a href="#">Alert</a>

5. Choose Stages

6. **Signed** participant result form (or any other type of evidence you wish to upload, just choose the correct option from the dropdown) and
7. Upload the file

I hope this makes sense, there are also videos on Teams showing those steps within Files tab.

[REDACTED]

Programme Support Officer  
 Phone: [REDACTED]  
 E-mail: [REDACTED]

Newcastle City Council  
 City Futures Directorate  
 Economic Development Unit  
 Civic Centre, 9<sup>th</sup> floor  
 Newcastle upon Tyne, NE1 8QH [www.newcastle.gov.uk](http://www.newcastle.gov.uk)




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From: [REDACTED] @therecruitmentjunction.com>  
 Sent: 24 June 2021 17:05  
 To: [REDACTED] @newcastle.gov.uk>  
 Subject: How to add missing info

Hi again

Also, I cannot work out how to add the uncertified info that was outstanding for [REDACTED], [REDACTED] and [REDACTED]. I'd also like to fully delete [REDACTED] – so that I only have complete files uploaded. (Can I confirm these are my only "historic" ones?)

I can't even find where to do this, cannot see your notes on where they were incomplete...

Thanks!

[REDACTED]



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