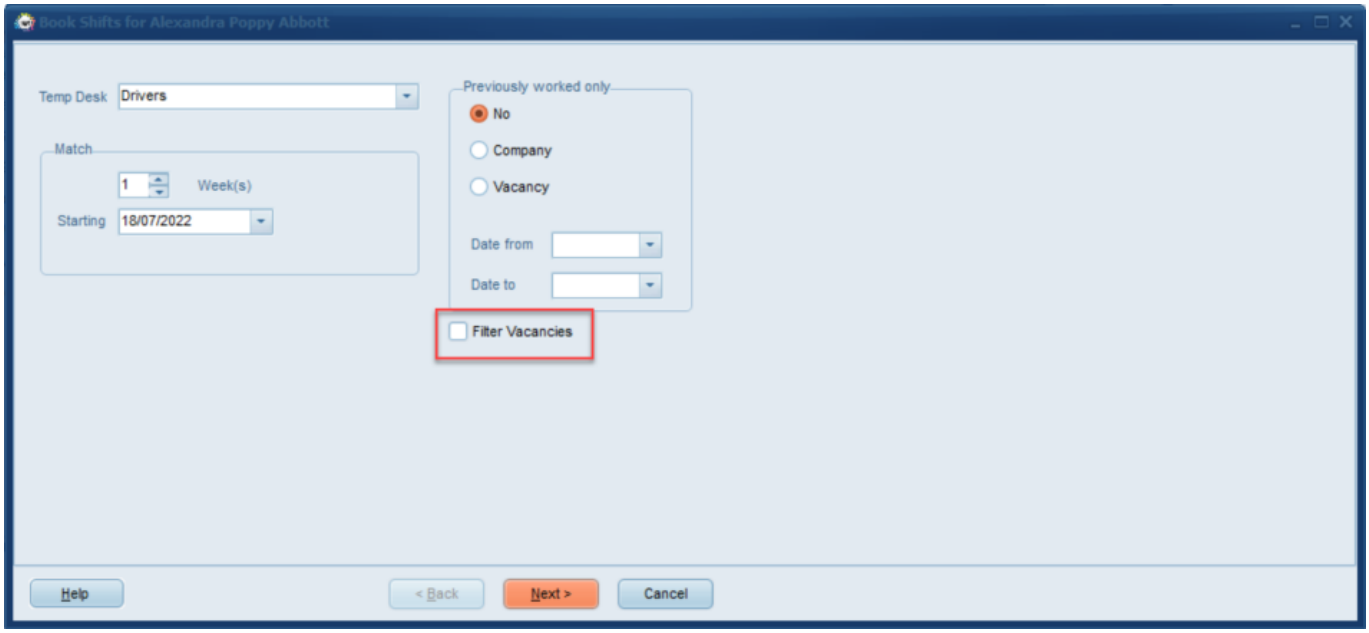
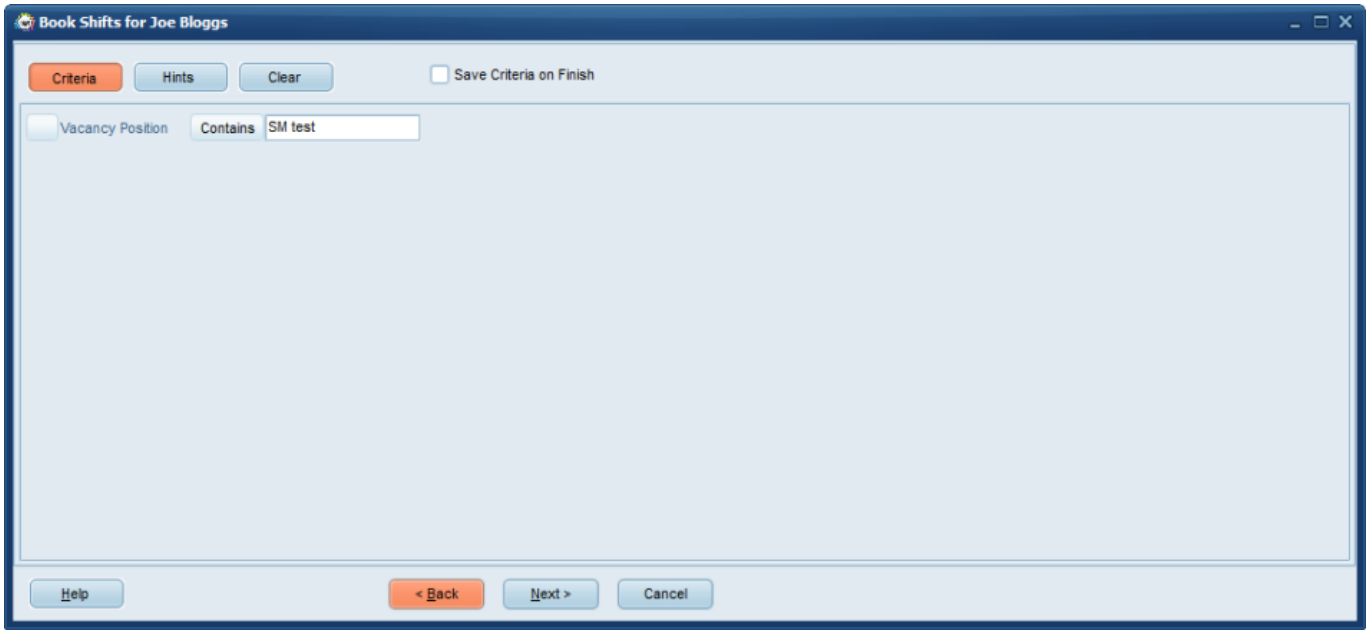
Searching for Shift

Users can search for shifts from a specific temp using the Book Shifts Button. This will open a wizard for you to select the temp desk where the shifts are and set the date range. As with filling shifts you can specify whether the temp has worked for the company or in a vacancy before.

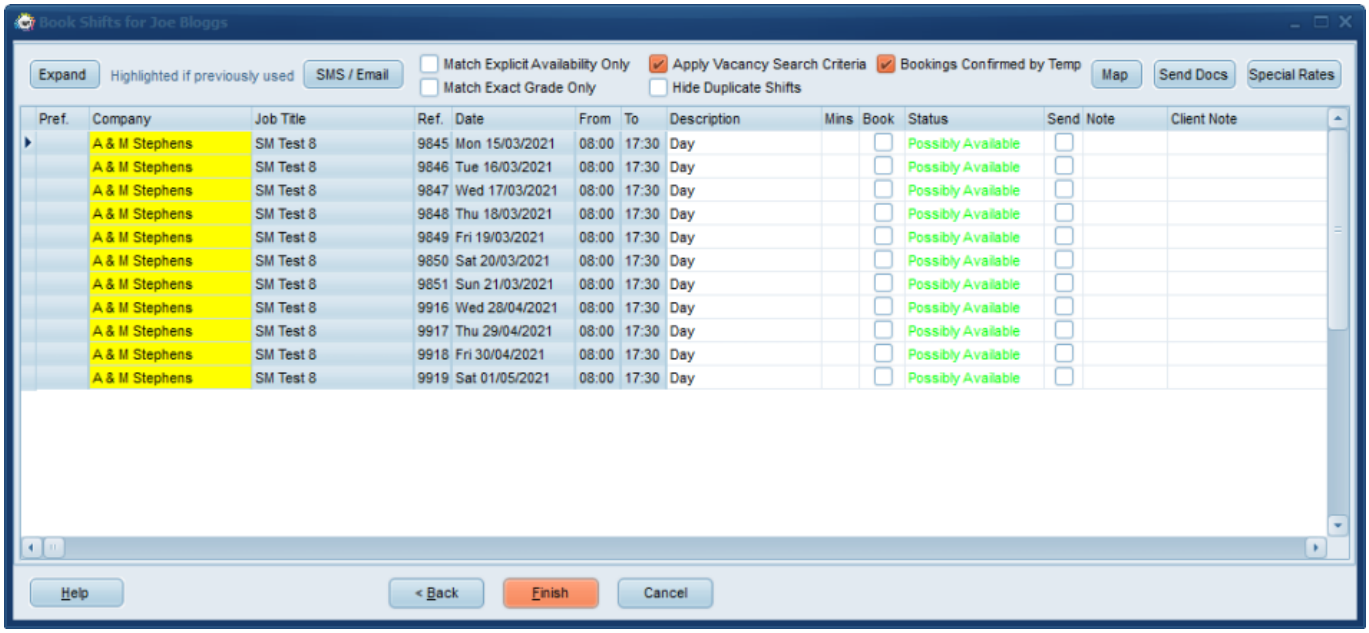


In version 2.22.6 and newer there is a filter in this wizard (highlighted red in the above picture) that allows you to use the search criteria (e.g. miles away or position) to filter the results



The final page shows the matching shifts, from here users can open the vacancy to check details,

book shifts, send a text or email to the temp to enquire about availability or send a doc pack. If the temp has previously worked in the vacancy the entry is highlighted in yellow.



When pressing on SMS/Email on the above screen this can be sent as a notification.

For more information on sending notifications please see Notifications User Guide

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