



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.

Pref.	Company	Job Title	Ref.	Date	From	To	Description	Mins	Book	Status	Send Note	Client Note
	A & M Stephens	SM Test 8	9845	Mon 15/03/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9846	Tue 16/03/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9847	Wed 17/03/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9848	Thu 18/03/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9849	Fri 19/03/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9850	Sat 20/03/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9851	Sun 21/03/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9916	Wed 28/04/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9917	Thu 29/04/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9918	Fri 30/04/2021	08:00	17:30	Day		☐	Possibly Available	☐	
	A & M Stephens	SM Test 8	9919	Sat 01/05/2021	08:00	17:30	Day		☐	Possibly Available	☐	

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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