My temp worker has asked me to provide a print out of the shifts they are booked in for. Can I do this?

Refers to:
Person → Reports

- In the **person** screen for your particular temp worker, click on the **Reports** button at the top.
- Choose the report entitled “Temp Work – Non Timesheeted hours (unconfirmed)”.
- If you cannot see this report, please speak to your system administrator for assistance
- You will be asked to enter the start and end dates that you wish to report on.
- You may then be asked to specify which part of the database to run the report against – if applicable, make appropriate selection
- The report will be generated in an excel spreadsheet, which you can format and print off or email to your locum.

See also
8.3 Run a report.

Back to Online Users Guide
Back to Person/Candidate

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=faq1-04&rev=1287397990

Last update: **2017/11/16 21:56**