How to change the departments that a temp is registered with

To register a temp with a new department, or to remove them from a department within your database:

Relates to:
Person selector → person details form

- From the **person selector** form, locate the candidate you wish to alter, and **expand** to the details screen.
- Click the **register** button located at the top/centre of the candidate details screen.
- A wizard is then launched, showing all departments within your IQX database. Where the candidate is already registered in that department, **perm** or **temp** will appear next to the department name, to indicate they are in that department already.
- To remove them from that department, click in the row of that department, click **next** and remove them from the **temp** or **perm** grouping as required, and continue to step through the wizard. Once completed, they will no longer be in that department.
- To add them to a department, click **Register** and select the department to place them into. Step through the wizard assigning them to be either **temp**or **perm** (or both), completing the department questionnaire as required.
- Once finished, the candidate will then be associated with that department.

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