



When trying to book a temp into a shift they do not appear in the list of temps

If you are searching by Current in Temp Desk pool:

Is the temp in the relevant temp desk pool?

Candidate Record> Temp Desks

Temp Desks	Temp Desk	In Pool
Photo	AWR Shifts New	☒
Documents	Demo - Agency 2 Legal	☐
Compliance	Demo - Construction 1	☐
Detail	Demo - Construction ABC	☐
Barbara test	Demo - Events Shift Co 2	☐
Equal Opps	Demo - General	☐
Audit Trail	Demo - Healthcare	☒
	Drivers	☐
AWR Audit Trail	Health - shifts desk	☒
	Healthcare 2	☐

Is the temp's state current? Check candidate record.

Is the temp available and qualified to do that shift?

To check this, go back to 'fill shifts' and Match From 'Specified Individual'.

Match from

☐ Vacancy Short List

☐ Current in Temp Desk Pool

☐ Entire Temp Desk Pool

☐ Current in Department

☒ Specified Individual

☐ Secondary Agency Temp

Enter the Temp Keyname and click on next. The temp's status will show next to the shifts available. Unavailable, Not Qualified etc. (not qualified means that required questionnaire fields for that shift (skills or grade) is not matching in candidate record, the skill or grade required will be shown.)

Name	Alert	Ref.	Date	From	To	Description	Skill / Grade	Mins	Book	Status
Barbara Kirkup		11...	Tue 29/07/2014	08:00	18:00	Ad hoc			☐	Unavailable
		11...	Thu 31/07/2014	08:00	18:00	Ad hoc			☐	Unavailable
		11...	Fri 01/08/2014	08:30	05:00	Specialist	Skill Area: Group		☐	Not Qualified
		11...	Sat 02/08/2014	08:30	05:00	Specialist	Skill Area: Group		☐	Not Qualified
		11...	Sun 03/08/2014	08:30	05:00	Specialist	Skill Area: Group		☐	Not Qualified

Go back to [Frequently Asked Questions](#)



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