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## Filtering Temps on Temp Desk according to availability

## Temp Desk> Temps

## Available on day.

To see only temps with availability on a given day in the week, click on the day. This filter the list of temps to show only those with availability entered on that day.

A Temp Desk	c										- • •
Desk Health - shifts (	View desk 💌 Wew		Year Week 2014 🜩 16 🖨		7/2014 (Cu	irrent)	Process	<u>Update Ck</u>	<u>ose Help</u>		
Vacancies Temps	Search Expand	<u>Holiday Pay</u>	<ul> <li>Current Pool</li> <li>Working in W</li> </ul>		Available U	navailable <u>On</u>	Holiday <u>Book</u>	Shifts Confirm S	<u>Shifts Timeshe</u>	et <u>Expenses</u>	
Placements	Temp	Known As	Monday 21/07/2014	Tuesday 22/07/2014	Wednesday 23/07/2014		Friday 25/07/2014	Saturday 26/07/2014	Sunday 27/07/2014	Alert	
Vacancy Shifts	Raymond Callende	r Raymond	Available D		Available D	Available D	Available D				
Shifts											
Timesheets											
Transfer											

To remove the filter click on the day again.

## Available at time

To filter temps to see only those available at a specified time on a day, **right click** on the day and select Available at Time.

Vacancies         Search         Expand         Holiday Pay         Current Pool         Entire Pool         Available         Unavailable         On Holiday         Book Shifts         Confirm           Temps         Temp         Known As         Monday         Tuesday         Wednesday         Thursday         Friday         Saturday           Placements         Alexandra Poppy Abbott         Alexandra         Thomas Abraham         Thomas         Alexandra Monday         Thursday         Alexandra Poppy Abbott         Alexandra Poppy Abbott         Thursday 24/04/2014         Thursday 24/04/2014         Alexandra Poppy Abbott         Thursday 24/04/2014         Alexandra Poppy Abbott         Alexandra Poppy Abbott         Thursday 24/04/2014         Thursday 24/04/2014         Alexandra Poppy Abbott         Thursday 24/04/2014         Thursda	<u>lose Help</u>				
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Temps     Temp     Monday     Tuesday     Wednesday     Thursday     Friday     Saturday       Placements                Тетр              Кпоwn As              21/04/2014              22/04/2014              23/04/2014              24/04               Alexandra Poppy Abbott            Alexandra Poppy Abbott              Alexandra               Thomas Abraham               Thomas               Thursday               Thursday 24/04/2014	<u>Shifts Timesheet Expenses</u>				
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The second					
Timesheets Eunice Agymang Eunice Available at time					
Transfer Simon Alderman Simon					

Enter the start and end times of the required availability.





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Filtering Temps on Temp Desk according to availability

Click OK and the list will only show the temps who are available on that day for those specific times.

You can add filter for each day in the same way.

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To clear the filter, right click again on the day(s) that the filter has been added for and click Clear Available at time.

Desk	View	Y	'ear Week	(								
Health - shifts (	desk 💽 Weekly S	hift 💌 2	014 🚔 3 🛔	Ends 27/04	/2014	o Curre e Curre	10.5	Process	<u>Update Cl</u>	<u>ose Help</u>		
Vacancies	Search Expand	Holiday Pay	Current Pool Working in W	C Entire Pool /eek <u>?</u>	<u>Available</u> Un	iavailal	<u>ble O</u>	n Holiday <u>Book</u>	Shifts <u>Confirm</u>	<u>Shifts Timeshe</u>	et <u>Expenses</u>	
Temps Placements	Temp	Known As	Monday 21/04/2014	Tuesday 22/04/2014	Wednesday 23/04/2014	24/0	ursday 4/2014	4 25/04/2014	Saturday 26/04/2014	Sunday 27/04/2014	Alert	
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Timesheets								Thursday 24/04	4/2014			
Transfer								Available				
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AWR Temps									—— h	2		

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