

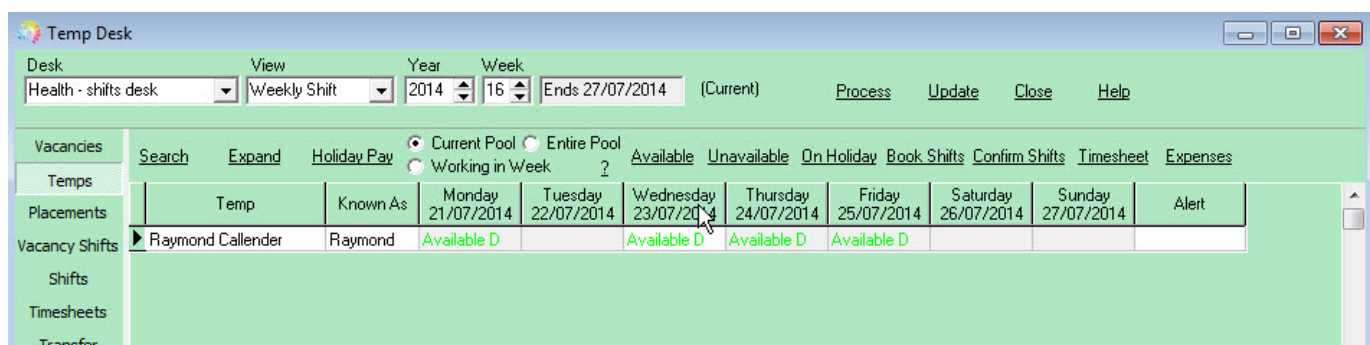


Filtering Temps on Temp Desk according to availability

Temp Desk> Temps

Available on day.

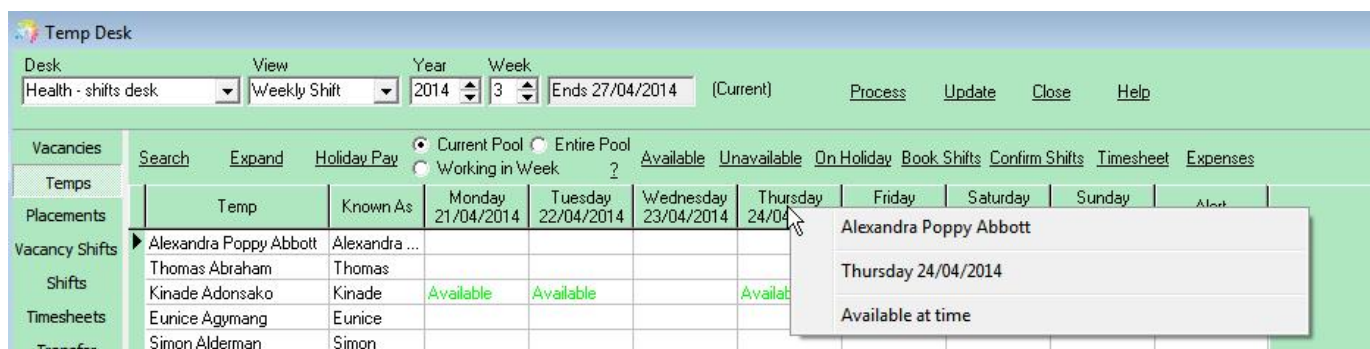
To see only temps with availability on a given day in the week, click on the day. This filter the list of temps to show only those with availability entered on that day.



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.



Enter the start and end times of the required 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.

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

The screenshot shows the 'Temp Desk' application window. The top bar includes a 'Desk' dropdown set to 'Health - shifts desk', a 'View' dropdown set to 'Weekly Shift', and a 'Year' dropdown set to '2014'. The 'Week' dropdown is set to '3', and the 'Ends' date is '27/04/2014'. There are buttons for 'Go to Current', 'Make Current', 'Process', 'Update', 'Close', and 'Help'. Below this is a navigation bar with tabs: 'Vacancies', 'Search', 'Expand', 'Holiday Pay', 'Current Pool', 'Entire Pool', 'Working in Week', 'Available', 'Unavailable', 'On Holiday', 'Book Shifts', 'Confirm Shifts', 'Timesheet', and 'Expenses'. The 'Available' tab is selected. The main table has columns for 'Temp', 'Known As', and days of the week from Monday to Sunday. The first row shows 'Kinade Adonsako' as 'Kinade' with 'Available' status for Monday, Tuesday, and Thursday. A right-click context menu is open over the Thursday cell, showing options: 'Kinade Adonsako', 'Thursday 24/04/2014', 'Available', and 'Clear Available at time'. A mouse cursor is pointing at the 'Clear Available at time' option.

Go back to [Hints, tips and shortcuts](#)

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