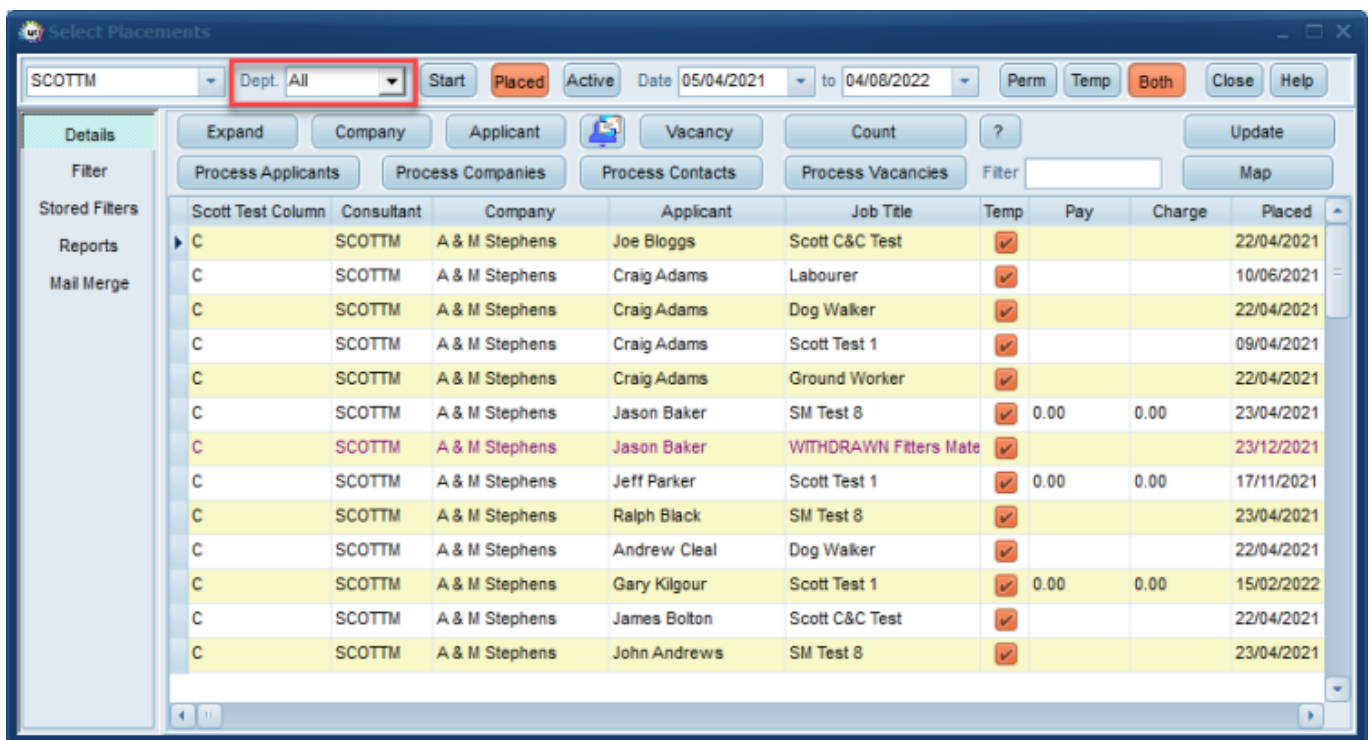




Placement Selector Form

To find an existing placement(s):

-  Click on the **Placement** icon.
- Select the User (whether you are searching for placements for one user, Department, Branch or ALL)
- Set the dates to search on, this can be for placement start date or placed date - select accordingly.
- Select the type of placement you are looking for, Perm Temp or Both. From version 2.21.4 onwards the placement type will default to what you have set in your user record.
- If you require further filters use the Filter view and select the relevant criteria, as in searches.
- 2.22.9+ users can search on user department or the department associated with the placement.



Scott Test Column	Consultant	Company	Applicant	Job Title	Temp	Pay	Charge	Placed
C	SCOTTM	A & M Stephens	Joe Bloggs	Scott C&C Test	✓			22/04/2021
C	SCOTTM	A & M Stephens	Craig Adams	Labourer	✓			10/06/2021
C	SCOTTM	A & M Stephens	Craig Adams	Dog Walker	✓			22/04/2021
C	SCOTTM	A & M Stephens	Craig Adams	Scott Test 1	✓			09/04/2021
C	SCOTTM	A & M Stephens	Craig Adams	Ground Worker	✓			22/04/2021
C	SCOTTM	A & M Stephens	Jason Baker	SM Test 8	✓	0.00	0.00	23/04/2021
C	SCOTTM	A & M Stephens	Jason Baker	WITHDRAWN Fitters Mate	✓			23/12/2021
C	SCOTTM	A & M Stephens	Jeff Parker	Scott Test 1	✓	0.00	0.00	17/11/2021
C	SCOTTM	A & M Stephens	Ralph Black	SM Test 8	✓			23/04/2021
C	SCOTTM	A & M Stephens	Andrew Cleal	Dog Walker	✓			22/04/2021
C	SCOTTM	A & M Stephens	Gary Kilgour	Scott Test 1	✓	0.00	0.00	15/02/2022
C	SCOTTM	A & M Stephens	James Bolton	Scott C&C Test	✓			22/04/2021
C	SCOTTM	A & M Stephens	John Andrews	SM Test 8	✓			23/04/2021

Placement lines are colour coded according to type/status of placement. Colour legend:

- **Awaits authorisation or Temp**
- **Awaits invoicing**
- **Invoiced**
- **Cancelled**
- **Withdrawn**

To open a placement **double click** on it - or **highlight** the placement and click on the **Expand**



button.

Process buttons will take records to the relevant selector screen for further reporting.

Reports can be run on the selection of placements.

see also

[4.2 Where to find placements](#)

Back to [Online Users Guide](#)

Back to [Placement Records](#)

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Last update: **2022/12/12 12:29**

