



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 toggle accordingly.
- Select the type of placement you are looking for, Perm Temp or Both.
- If you require further filters use the Filter view and select the relevant criteria, as in searches.

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- **Withdrawn**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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