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- **Withdrawn**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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