



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.

Select Placements

SCOTTM

Dept. All

Start

Placed

Active

Date

05/04/2021

To

04/06/2022

Perm

Temp

Exch.

Close

Help

Details

Filter

Stored Filters

Reports

Mail Merge

Expand

Company

Applicant

Vacancy

Count

?

Update

Process Applicants

Process Companies

Process Contacts

Process Vacancies

Filter

Map

	Process Applicants	Process Companies	Process Contacts	Process Vacancies	Filter	Map			
	Scott Test Column	Consultant	Company	Applicant	Job Title	Temp	Pay	Charge	Placed
C	SCOTTM	A & M Stephens	Joe Steggs	Scott C&C Test	✓				22/04/2021
C	SCOTTM	A & M Stephens	Craig Adams	Labourer	✓				16/06/2021
C	SCOTTM	A & M Stephens	Craig Adams	Dog Walker	✓				22/04/2021
C	SCOTTM	A & M Stephens	Craig Adams	Scott Test 1	✓				06/04/2021
C	SCOTTM	A & M Stephens	Craig Adams	Ground Worker	✓				22/04/2021
C	SCOTTM	A & M Stephens	Jason Baker	Site Test 8	✓	0.00		0.00	23/04/2021
C	SCOTTM	A & M Stephens	Jason Baker	WITHDRAWN Fibers Mate	✓				23/12/2021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	Site Test 8	✓				23/04/2021
C	SCOTTM	A & M Stephens	Andrew Deal	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	Site 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- Withdrawn**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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