



# Temp Desk

If you are a Temp consultant, this view is where you will spend most of your time. Almost everything can be done from this view in relation to Temp vacancies.

The screenshot shows the 'Temp Desk' application window. At the top, there's a header bar with a dropdown menu set to 'Industrial Drivers', a 'View' dropdown set to 'Weekly Shift', and a 'Year' dropdown set to '2022'. The 'Week' dropdown is set to '14', and the 'Ends' date is '16/07/2022'. There are buttons for 'Process', 'Update', 'Close', and 'Help'. A 'Consultant' dropdown is set to 'MEENA'. Below the header, there's a 'Vacancies' section with a search bar and buttons for 'Expand', 'Add', and 'Show'. The 'Show' dropdown is set to 'Current State'. There are also buttons for 'Add Shifts', 'Fill Shifts', 'Confirm Shifts', 'Copy Shifts', and 'Enter Timesheet'. A 'Filter' dropdown is set to 'All'. To the right of the search bar, there's a 'Postcode' field and a 'Miles' dropdown set to '0'. Below the search bar, there's a table with columns for 'Position', 'PO Ref', 'Company', 'Miles', and days of the week from 'Monday' to 'Sunday'. The table contains several rows of data, including 'Class 1', 'Delivery', 'Driver', 'Class 2', and '7.5'. The 'Miles' column has values like '10 Group PLC', 'A & M Stephens', 'ABC Contract Serv', 'ABC Contract Serv', 'ABC Contract Serv', 'Altonby Limited', 'Amec Services Ltd', 'Bordens', 'Bordens', 'Eden Brown Ltd', 'Eden Financial Ltd', and 'Habstead Group PLC'. The 'Days' columns have values like '1P', '1U', '3U', and '1P'.

| Position | PO Ref | Company            | Miles | Monday<br>04/07/2022 | Tuesday<br>05/07/2022 | Wednesday<br>06/07/2022 | Thursday<br>07/07/2022 | Friday<br>08/07/2022 | Saturday<br>09/07/2022 | Sunday<br>10/07/2022 |
|----------|--------|--------------------|-------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|----------------------|
| Class 1  |        | 10 Group PLC       |       |                      | 1P                    | 1P                      | 1P                     | 1P                   |                        |                      |
| Delivery |        | A & M Stephens     |       |                      |                       |                         |                        |                      |                        |                      |
| Class 1  |        | ABC Contract Serv  |       |                      |                       |                         |                        |                      |                        |                      |
| Driver   |        | ABC Contract Serv  |       | 1U                   | 1U                    | 1U                      | 1U                     | 1U                   |                        |                      |
| Driver   |        | ABC Contract Serv  |       |                      |                       |                         |                        |                      |                        |                      |
| hGV      |        | ABC Contract Serv  |       |                      |                       |                         |                        |                      |                        |                      |
| Class 2  |        | Altonby Limited    |       |                      |                       |                         | 3U                     | 3U                   | 3U                     | 3U                   |
| Delivery |        | Amec Services Ltd  |       |                      |                       |                         |                        |                      |                        |                      |
| Delivery |        | Bordens            |       | 1P                   | 1P                    |                         |                        |                      |                        |                      |
| hGV      |        | Bordens            |       |                      |                       |                         |                        |                      |                        |                      |
| TEST     |        | Bordens            |       |                      |                       |                         |                        |                      |                        |                      |
| Delivery |        | Eden Brown Ltd     |       |                      |                       |                         |                        |                      |                        |                      |
| Driver   |        | Eden Financial Ltd |       |                      |                       |                         |                        |                      |                        |                      |
| 7.5      |        | Habstead Group PLC |       |                      |                       |                         |                        |                      |                        |                      |

## Vacancies

The Temp Desk will automatically open on the Consultants default Temp desk. You can select a different Temp desk from the drop down menu in the top left of the window. From this tab there are several things you can do:

- Expand the Vacancy
- Add a new Vacancy
- Search for a Vacancy by the Company/Client name
- Add shifts to existing Vacancy
- Fill shifts for vacancy
- Confirm shifts - this will also send out a notification if you have one set up.
- Copy shifts
- Access the Timesheet for a candidate

You can filter the Vacancies by those that have Shifts in the week, are in a Current

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