



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 'Desk: Industrial Drivers', 'View: Weekly Shift', 'Year: 2022', 'Week: 14', and 'Ends: 16/07/2022 (Current)'. Below this are buttons for 'Process', 'Update', 'Close', and 'Help', along with a 'Consultant' dropdown set to 'MEENA'. A sidebar on the left lists various functions: Vacancies, Temps, Availability, Placements, Vacancy, Shifts, Timesheets, Cascades, A/R/R Temps, A/R/R, Checking, TS Query Log, Expiry Dates, Compliance, and Reports. The main area contains a table with columns for Position, PO Ref, Company, Miles, and days of the week (Monday to Sunday). The table lists several vacancies, including 'Class 1' for '10 Group PLC', 'Delivery' for 'A & M Stephens', 'Class 1' for 'ABC Contract Serv', 'Driver' for 'ABC Contract Serv', 'Driver' for 'ABC Contract Serv', 'HGV' for 'ABC Contract Serv', 'Class 2' for 'Altonby Limited', 'Delivery' for 'Amec Services Ltd', 'Delivery' for 'Bordens', 'HGV' for 'Bordens', 'TEST' for 'Bordens', 'Delivery' for 'Eden Brown Ltd', 'Driver' for 'Eden Financial Ltd', and '7.5' for 'Habstead Group PLC'. Some cells in the table contain shift codes like '1P', '1U', '3U', and '3P'.

Position	PO Ref	Company	Miles	Monday 04/07/2022	Tuesday 05/07/2022	Wednesday 06/07/2022	Thursday 07/07/2022	Friday 08/07/2022	Saturday 09/07/2022	Sunday 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 also filter the Vacancies by those that have Shifts in the week, are in a Current, or have unfilled shifts in the week.

Temps

In this tab you can view all the Temps for your selected desk, and see what vacancies they are booked into. If you right click on the cell you can see more details about the booking.



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