



# 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, Vacancies, 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'. The 'Miles' column shows values like '1P', '1U', '3U', and '1P'. The 'Days' columns show dates from 04/07/2022 to 10/07/2022.

| 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 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 a small window will popup showing you more details about



the booking. You can access the Person record and the Vacancy record from here by clicking on the option.

The screenshot shows the 'Temp Desk' interface. At the top, there are filters for 'Desk' (Industrial Drivers), 'View' (Weekly Shift), 'Year' (2022), 'Week' (14), and 'Ends 10/07/2022'. Below these are buttons for 'Process', 'Update', and 'Filter'. A sidebar on the left lists various options: Vacancies, Temps, Availability, Placements, Vacancy, Shifts, Timesheets, Cascades, AWR Temps, AWR, Checking, and TS Query Log. The main table has columns for 'Temp', 'Licences', 'Distance', and days of the week from Monday to Friday. The row for 'Bilal Aguilar' is highlighted, and a dropdown menu is open, showing options: 'Bilal Aguilar', 'Monday 04/07/2022', 'Courgette Polinator, S J Berwin Llp', and 'Available at time'. A red arrow points to this row.

Other actions you can perform from this tab are -

- Enter Availability or Unavailability
- Enter Holidays
- Add shifts
- Book Shifts
- Confirm Shifts
- Access the Timesheet

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