



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 from 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 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 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' application. At the top, there's a header with 'Desk' (Industrial Drivers), 'View' (Weekly Shift), 'Year' (2022), 'Week' (14), and 'Ends 10/07/2022'. Below this is a sidebar with a tree view containing 'Vacancies', 'Temps', 'Availability', 'Placements', 'Vacancy', 'Shifts', 'Timesheets', 'Cascades', 'AWR Temps', 'AWR', 'Checking', and 'TS Query Log'. The main area has a table with columns: Temp, Licences, Distance, Monday 04/07/2022, Tuesday 05/07/2022, Wednesday 06/07/2022, Thursday 07/07/2022, and Friday 08/07/2022. A red arrow points to a dropdown menu for 'Bilal Aguilar' in the Monday column, which lists 'Monday 04/07/2022', 'Courgette Polinator, S J Berwin Llp', and 'Available at time'.

Other actions you can perform from this tab are -

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

If enabled by your Agency, you can also set the distance in miles from the postcode (vacancy)

Availability

This view shows you the Candidates Availability, Unavailability and Holidays on your chosen desk. You can view the next month or the previous month. You can also change the candidates status, filter by has availability and NOT working this week. You can also expand the Candidates record from this tab.



Temp Desk

Desk: Healthcare View: Weekly Shift Year: 2019 Week: 45 Ends 09/02/2020

Go to Current Make Current Process Upd

Vacancies Temps

Search Expand ☒ NOT Working this week ☐ Has Availability Count

Candidate Status: All Filter: Departments: Health

Availability	Name	Miles	Feb 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Placements	Angel Acevedo																											
Vacancy	Malik Aguirre																											
Shifts	Simon Alderman																											
Timesheets	Ezekiel Ali				A	A	A	A	A																			
Cascades	Woody Allen																											
AWR Temps	Ela Alvarez				U	U	U	U	U																			
AWR	Philippa Alvarez																											
Checking	Lana Andrade																											
TS Query Log	Rose Baird				A	A	A	A	A																			
Expiry Dates	Macie Baker																											
Compliance	Lawson Ballard																											
Reports	Henri Barker				A	A	A	A	A																			
	Mollie Barrera																											
	Isobelle Barrett				A	A	A	A	A																			

Thursday 06/02/20 - Available - 07:00 to 18:00
Thursday 06/02/20 - Available - 07:00 to 18:00
Add Day Availability
Add Day Holiday
Add Day Unavailability
Book Shift
Confirm Shift
Enter Timesheet

By right clicking on any populated cell, a new window will pop up giving you more details. From this window you can also add Availability, Unavailability and Holidays. Book shifts, confirm shifts and access the timesheet.

Placements

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