



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.

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 interface. At the top, there's a header with 'Temp Desk' and a navigation bar. Below the header, there's a section for 'Vacancies' with a search bar and filters. The main table lists candidates with columns for 'Temp', 'Licences', 'Distance', and days of the week. A red arrow points to a dropdown menu for 'Bilal Aguilar', which shows options like '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.



The screenshot shows the 'Temp Desk' application interface. At the top, there's a header bar with 'Temp Desk' and a navigation menu. Below this, there's a control bar with 'Desk' (Healthcare), 'View' (Weekly Shift), 'Year' (2019), 'Week' (45), and 'Ends 09/02/2020'. There are buttons for 'Go to Current', 'Make Current', 'Process', and 'Upd'. Below the control bar, there's a sidebar with navigation tabs: 'Vacancies', 'Temps', 'Availability', 'Placements', 'Vacancy Shifts', 'Shifts', 'Timesheets', 'Cascades', 'AWR Temps', 'AWR Checking', 'TS Query Log', 'Expiry Dates', 'Compliance', and 'Reports'. The main area displays a grid of candidate names and their availability for each day of the week. A context menu is open over the grid, showing options like 'Add Day Availability', 'Add Day Holiday', 'Book Shift', 'Confirm Shift', and 'Enter Timesheet'.

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
Angel Acevedo																											
Malik Aguirre																											
Simon Alderman																											
Ezekiel Ali				A	A	A	A	A																			
Woody Allen																											
Ela Alvarez				U	U	U	U	U																			
Philippa Alvarez																											
Lana Andrade																											
Rose Baird				A	A	A	A	A																			
Macie Baker																											
Lawson Ballard																											
Henri Barker				A	A	A	A	A																			
Mollie Barrera																											
Isabelle Barrett				A	A	A	A	A																			

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

refers to:

temp desk form → placements tab

This is where you manage your group of placed candidates. All contacts can be made and recorded from this view.

In order to save entry time a Placement is not required until a first Timesheet is Completed – IQX takes care of it in the background. This means that looking at the Placement list does NOT show who is working in the week.

If a Placement is needed because a Temp is getting different rates to the Vacancy then from the Vacancy it is possible to early-create the Placement **from the shift view** by clicking the **Placement/Rates** button. **Do not** use the normal method of adding a Placement as it will not see the shift links.

2.22.2+ If set up by your system administrator unavailability entered for a contract temp the reason is now visible on the Placements, Timesheets and Availability views.



Shifts

When you click on this tab a new window will open detailing all the shifts for the week on your selected desk. From here you can view each shift in more detail > move the arrow to the shift and all the details will be in the bottom section of the window. You will see several buttons to the left of this section detailing all the tasks you can carry out from this view. This includes, filling shifts, expanding the vacancy, cancelling shifts, expanding the Temp record, cascade, expanding the timesheet, confirm, move shift.

On the main window you can filter the shifts to narrow down what you are looking for. Add shifts and bulk cancel any unfilled shifts

Timesheets

This is where you can view your timesheets, create timesheets or add new ones. You can also directly access the Vacancy Record and Person's Record by clicking the corresponding buttons in the top bar menu. By expanding up the timesheet you can complete it ready for invoicing.



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Desk: Industrial Drivers View: Weekly Shift Year: 2022 Week: 28 Ends: 21/08/2022 Go to: Current Make Current Process Update Close Help																																																																																																																																																											
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<table><thead><tr><th></th><th>Number</th><th>Batch + PO Ref</th><th>Paid to - Ref and Name</th><th>Temp Deal</th><th>Payroll No.</th><th>Temp</th><th>Account Code</th><th>Company</th><th>Position</th><th>Comment</th><th>Dispatch Date</th><th>Dispatch Method</th></tr></thead><tbody><tr><td>Vacancies</td><td>8115</td><td></td><td>1 Shift</td><td>Industrial D</td><td>50289</td><td>Lolly Cherry</td><td>513</td><td>Alkenby Limited</td><td>Class 2</td><td></td><td></td><td></td></tr><tr><td>Temps</td><td>8072</td><td>0 -</td><td>Exchequer Solutions</td><td>Industrial Dm</td><td>50292</td><td>Made Call</td><td>ABC001</td><td>ABC Contract Services Ed</td><td>HGV</td><td></td><td></td><td></td></tr><tr><td>Availability</td><td>8084</td><td>0 - 23</td><td></td><td>Industrial Dm</td><td>50295</td><td>Chris Cross</td><td>1010101</td><td>Borders</td><td>Delivery</td><td></td><td></td><td></td></tr><tr><td>Placements</td><td>8086</td><td>0 -</td><td></td><td>Industrial Dm</td><td>50295</td><td>Jack Frost</td><td>ABC001</td><td>ABC Contract Services Ed</td><td>Driver</td><td></td><td></td><td></td></tr><tr><td>Vacancy</td><td>8087</td><td>0 - 3022</td><td></td><td>Industrial Dm</td><td>000340</td><td>Charlie Byrd</td><td>11</td><td>10 Group PLC</td><td>Class 1</td><td></td><td></td><td></td></tr><tr><td>Shifts</td><td>8090</td><td>0 -</td><td>Exchequer Solutions</td><td>Industrial Dm</td><td>50292</td><td>Made Call</td><td>EDE01</td><td>Eden Brown Ltd</td><td>Delivery</td><td></td><td></td><td></td></tr><tr><td>Timesheets</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Cascades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>AWR Temps</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>AWR</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>														Number	Batch + PO Ref	Paid to - Ref and Name	Temp Deal	Payroll No.	Temp	Account Code	Company	Position	Comment	Dispatch Date	Dispatch Method	Vacancies	8115		1 Shift	Industrial D	50289	Lolly Cherry	513	Alkenby Limited	Class 2				Temps	8072	0 -	Exchequer Solutions	Industrial Dm	50292	Made Call	ABC001	ABC Contract Services Ed	HGV				Availability	8084	0 - 23		Industrial Dm	50295	Chris Cross	1010101	Borders	Delivery				Placements	8086	0 -		Industrial Dm	50295	Jack Frost	ABC001	ABC Contract Services Ed	Driver				Vacancy	8087	0 - 3022		Industrial Dm	000340	Charlie Byrd	11	10 Group PLC	Class 1				Shifts	8090	0 -	Exchequer Solutions	Industrial Dm	50292	Made Call	EDE01	Eden Brown Ltd	Delivery				Timesheets													Cascades													AWR Temps													AWR												
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