



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. 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 dropdown menu is open for 'Bilal Aguilar', showing options: 'Monday 04/07/2022', 'Courgette Polinator, S J Berwin Llp', and 'Available at time'. A red arrow points to this dropdown.

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																				
AWR	Philippa Alvarez																											
Checking	Lana Andrade																											
TS Query Log	Rose Baird				A	A	A	A																				
Expiry Dates	Macie Baker																											
Compliance	Lawson Ballard																											
Reports	Henri Barker				A	A	A	A																				
	Mollie Barrera																											
	Isabelle Barrett				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

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.

Temp	Company	Vacancy	Cancel Shift details	Date	From	To	Break	Description	Our Ref	Their R
Charlie Byrd	10 Group PLC	Class 1		Mon 28/11	06:00	17:30	60	Day	26521	
Charlie Byrd	10 Group PLC	Class 1		Wed 30/11	18:00	06:00	60	Night	26522	
Grayson Brown	10 Group PLC	HGV		Fri 02/12	18:00	06:00	60	Night	26537	
Chris Cross	10 Group PLC	HGV		Sat 03/12	18:00	06:00	60	Night	26536	

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.



The screenshot shows the 'Temp Desk' application window. At the top, there are filters for 'Desk' (Industrial Drivers), 'View' (Weekly Shift), 'Year' (2022), and 'Week' (28). The main table lists temp assignments with columns: Number, Batch + PO Ref, Paid to - Ref and Name, Temp Desk, Payroll No., Temp, Account Code, Company, Position, Comment, Dispatch Date, and Dispatch Method. The table contains several rows of data, including assignments for 'Lolly Cherry', 'Made Call', 'Chris Cross', 'Jack Frost', 'Charlie Byrd', and 'Made Call'.

AWR Temps & AWR Checking

The Temp Desk has two new views - AWR Temps and AWR Checking. These have to process a LOT of information so can be slow to load.

AWR Temps

This view shows the current roles for the Temps registered with the desk.

The default view is to check the roles that have 11 weeks of qualification. This can be changed to look at less weeks of qualification or to look at the gap since the last timesheet.

After six weeks of gap, the role reverts to Unqualified State with a Qualifying count of 0.

The screenshot shows the 'Temp Desk' application window in the 'AWR Contract New' view. The filters are 'View' (Weekly Contract), 'Year' (2011), and 'Week' (34). The main table lists AWR roles with columns: Applicant, AWR Status, Linked, Company, Job Title, Weeks, Gap, Grade, Speciality, and Rates. The table contains several rows of data, including roles for 'Kevin Drummond', 'Stuart Humphries', 'Simon Jones', 'Rob McAllister', and 'Rob McAllister'.

The example is showing candidates with at least one week's qualifying but in practise it should be used to see who is coming up to qualifying to ensure all the details are set up and correct.

The Show Weekly Details button will list the events that count towards qualifying and pausing the gap. Other Agency Work can also be entered from here - **make sure to choose the correct role that it is to be entered for before clicking the button.**

AWR Checking

This view shows the AWR information for Companies, Vacancies and AWR Roles (which can encompass several Placements). You can filter to just one type. The dates refer to the checked date and information can always be updated from this view.



Temp Desk

Desk: AWR Contract New View: Weekly Contract Year: 2011 Week: 34 Ends 27/11/2011 (Current) Process Update Close Help

Vacancies: Expand Placement Applicant Gap or Qual Qual: Wks >= 1 Other Agency Work Report Show Weekly Details

Temp	Applicant	AWR Status	Linked	Company	Job Title	Weeks	Gap	Grade	Speciality	Rates
Placements	Kevin Drummond	AWR Appli...	☒	AWR Applies	Secretary	4	3			Y
Timesheets	Stuart Humphries	AWR Appli...	☐	AWR Applies	ASA Test	1	4			
AWR Temps	Simon Jones	AWR Appli...	☐	AWR LK2 Applies	Secretary	6	0 L			Y
AWR Checking	Rob McAllister	AWR Appli...	☐	AWR Applies	Secretary	3	0			Y
	Rob McAllister	AWR Appli...	☐	AWR LK1 Applies	pa	3	0			
	Rob McAllister	AWR Appli...	☒	AWR LK2 Applies	PA	6	0			Y

Expiry Dates

The Temp Desk has an Expiry View which shows all Date Criteria/Skills/Questions that have been set up with a number of 'Lead' days to expiry. This should be used to initiate bulk communications with the Temps needing updating. In order to appear in this view a question needs to be a date question and have a lead time entered:

Questionnaire Maintenance

Candidate Questionnaire (P)

Questions: Add Delete Units Restore Deleted Filter: Role Order Font Colour Compliance Messages Expiry Excluded States

Order	Question ID	Question Description	Type	Min Step Size	Units	Required	Group	Word Count	Audit	Web Publish	Web View	Searchable	Heading Collapse	Heading Answers	Expiry Lead	Expiry Behaviour	Expiry Status	Rea
140	K3	ID	Heading			☐		1	6	☐	☐	☐	☐	☐				
141	SP	Right to Work	Single Selection			☐		1	6	☐	☐	☐	☐	☐				
142	RTW	Right to Work Type	Single Selection			☐		1	6	☐	☐	☐	☐	☐				
144	RSC	Right to Work Share Code	Text	8		☐		1	6	☐	☐	☐	☐	☐				
146	RTX	Right to Work Expiry	Date			☐		1	6	☐	☐	☐	☐	☐		45 Warning	CARZ	
150	IDG	ID Shown	Multiple Selection			☐		1	6	☐	☐	☐	☐	☐				
152	RPN	Passport Number	Text			☐		1	6	☐	☐	☐	☐	☐				

Expiry Dates View Features

If the date is in the future by more days than the lead number, the date is in **Black**

If the date is in the future by fewer days than the lead number, the date is in **Blue** to show it's nearing expiry.

If the date is in the past, the date is in **Red** to show that it has expired.



Temp Desk

Desk: Industrial Shifts View: Weekly Shift Year: 2021 Week: 40 Ends: 06/03/2022 (Current) Process Update Close Help

Vacancies: Temp Search Expand Current Pool Online Pool Count: Temps to Show: All Clear Column Filter Candidate states: All Working this week Filter Departments: Industrial Show Dept. Questions

Name	Alert	Custom Column	Days before Expiry	Shifts after Expiry	Licence Expiry Lead 30	Mandatory Training Lead 30	Right to Work Expiry Lead 45	Visa Expiry Lead 60	Annual Appraisal Expiry Lead 30	CV Expiry Date Lead 30	Ref 1 Expiry Date Lead 30	Ref 2 Expiry Date Lead 30	Compliance outside Expiry Lead 30
Sophie Anderson		PA77 BXB	-434	0	30/09/2021		31/03/2022				31/12/2021		
Dever Ball		E5 8FU	-465	26	30/08/2021								
Lolly Cherry		SW12 QYF	2520	0			01/01/2023				01/11/2025		
Dever Choi	Check expiry dates	KT23 4DH	-1108	0	26/11/2019		07/11/2019						
Sain Code		MHT 1MH	345	0	18/11/2023								
Rex Conway		LL48 6PL	367	0				10/12/2023					
Chai Cross		TD1 1TD	935	0	30/06/2025								
Ents Data		EH4545EH	195	0	11/06/2023								
Jack Frost		EC4V 3PD	1399	0	17/09/2029		10/03/2029				07/10/2026		
Hari Greene		PH31 4AH	-3082	12	01/07/2014			15/03/2025					
Piper Griffin			1086	0	28/11/2025								
Lola-Rose Mayer		M33 5H5	-1997	52	20/06/2017			21/03/2023					
Janie Montes		BD23 1TZ	-310	0				01/02/2022					
Abigail Poesan	Construction AND Industrial	DA10 0LN	136	0				23/04/2023					
Daisy Schroeder		TS26 8SD	-895	0				26/06/2020					

To see just the Candidates who have a date due to expire or already expired click on the 'Temps to Show' and select **Expired and Expiring** from the dropdown.

Temp Desk

Desk: Industrial Shifts View: Weekly Shift Year: 2021 Week: 40 Ends: 06/03/2022 (Current) Process Update Close Help

Vacancies: Temp Search Expand Current Pool Online Pool Count: Temps to Show: **Expired and Expiring** Clear Column Filter Candidate states: All Working this week Filter Departments: Industrial Show Dept. Questions

Name	Alert	Custom Column	Days before Expiry	Shifts after Expiry	Licence Expiry Lead 30	Mandatory Training Lead 30	Right to Work Expiry Lead 45	Visa Expiry Lead 60	Annual Appraisal Expiry Lead 30	CV Expiry Date Lead 30	Ref 1 Expiry Date Lead 30	Ref 2 Expiry Date Lead 30	Compliance outside Expiry Lead 30
Sophie Anderson		PA77 BXB	-434	0	30/09/2021		31/03/2022				31/12/2021		
Dever Ball		E5 8FU	-465	26	30/08/2021								
Lolly Cherry		SW12 QYF	2520	0			01/01/2023				01/11/2025		
Dever Choi	Check expiry dates	KT23 4DH	-1108	0	26/11/2019		07/11/2019						
Hari Greene		PH31 4AH	-3082	12	01/07/2014			15/03/2025					
Lola-Rose Mayer		M33 5H5	-1997	52	20/06/2017			21/03/2023					
Janie Montes		BD23 1TZ	-310	0				01/02/2022					
Daisy Schroeder		TS26 8SD	-895	0				26/06/2020					

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