



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:

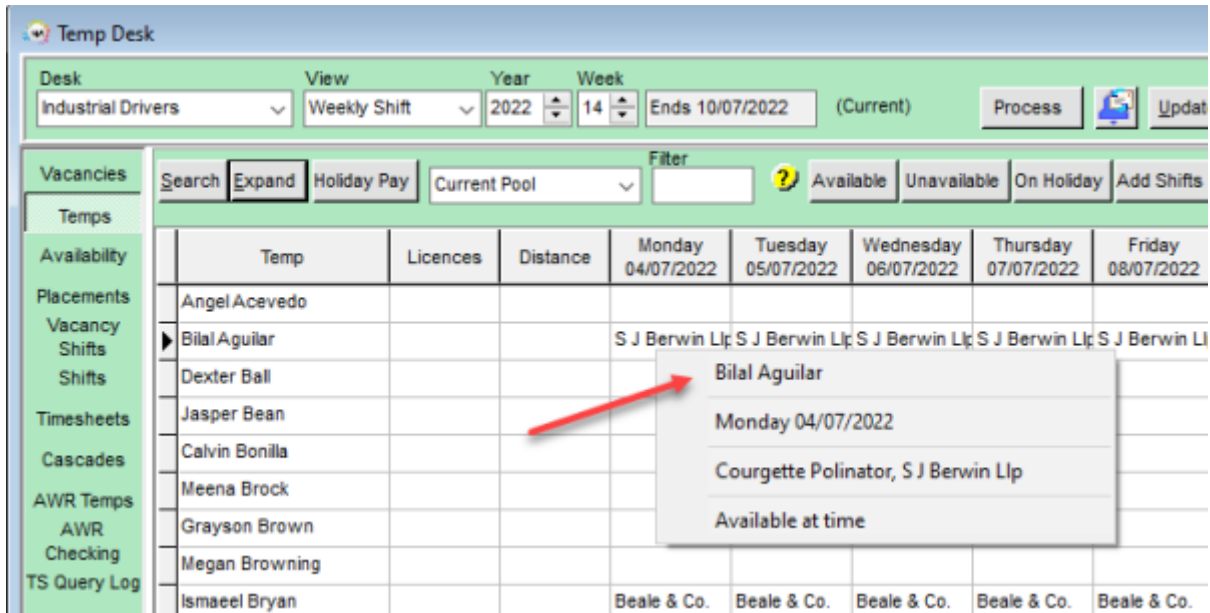
- Expand the Vacancy
- Add a new Vacancy
- Search for a Vacancy by the Company/Client name
- Add shifts to existing Vacancy
- Fill shifts for vacancy
- Confirm shifts - this will also send out a notification if you have one set up.
- Copy shifts
- Access the Timesheet for a candidate

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. The top navigation bar includes 'Desk' (Industrial Drivers), 'View' (Weekly Shift), 'Year' (2022), 'Week' (14), and 'Ends 10/07/2022'. Below this, there are buttons for 'Search', 'Expand', 'Holiday Pay', 'Current Pool', and a 'Filter' dropdown. 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' on Monday 04/07/2022, showing options like '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' interface. At the top, there are filters for 'Desk' (Healthcare), 'View' (Weekly Shift), 'Year' (2019), and 'Week' (45). It also shows 'Ends 09/02/2020' and buttons for 'Go to Current', 'Make Current', 'Process', and 'Upd'. Below these are search and filter options, including 'Search', 'Expand', 'NOT Working this week', 'Has Availability', 'Count', 'Candidate Status' (All), 'Filter', and 'Departments' (Health). The main table lists candidates with columns for Name, Miles, and days of the month (Feb 1-26). A context menu is open over the cell for Ezekiel Ali on Feb 4th, showing options: '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', 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.



Expand	Show: ☒ Active in Period ☐ Awaiting Timesheet for Period	Vacancy	Applicant	Enter Timesheet	Count		Filter				
Position	Company	Temp	Start Date	Leave Date	Mon 14/02	Tue 15/02	Wed 16/02	Thu 17/02	Fri 18/02	Sat 19/02	Sun 20/02
▶ Staff Ward 2	Habstead Group PLC	Kubasiewicz, Laura	25/01/2021		7.5	7.5	7.5	7.5	7.5		
Staff Ward 2	Habstead Group PLC	Langan, Michelle	25/01/2021		7.5	7.5	7.5	7.5	7.5		
Staff Ward 2	Habstead Group PLC	Neale, Amanda	29/03/2021		7.5	7.5	7.5				
Administrator	Vinson & Elkins	Bemowska, Kamila	22/01/2021		HOL	HOL	7.5	ABST	7.5		

The Unavailability reasons will also show on the timesheet in place of the hours, if Show Hours is ticked.

Search	Expand	Add	Variance	Applicant	Create	Comment	Query	2	Count	Filter	Document	☒ Show Hours	
Number	Payroll No.	Temp	Account Code	Company	Position	Comment	Mon	Tue	Wed	Thu	Fri	Sat	Su
V3780 NEW		Bemowska, Kamila	V123	Vinson & Elkins	Administrator		HOL	HOL	7.5	ABST	7.5		
V3781 NEW		Gomes, Maria	X0HA09	Habstead Group PLC	Staff Ward 2		7.5	7.5	7.5	7.5	7.5		
V3782 NEW		Kubasiewicz, Laura	X0HA09	Habstead Group PLC	Staff Ward 2		7.5	7.5	7.5	7.5	7.5		

Note Timesheets are generated from this list so it is important to only have current placements on this list.

See also

[What do the colours mean?](#)

Vacancy Shifts

Here you will see all the filled shifts in the week for each vacancy on your chosen desk. It also shows you the name of the temp that is booked into the shift and the shift description and times. This information can be viewed full by rolling your mouse over the cell.

Temp Desk											
Desk: Industrial Drivers		View: Weekly Shift		Year: 2022		Week: 35		Ends 04/12/2022 (Current)		Process Update Close Help	
Vacancies		Search		Expand		Add		Company		Position	
Temp		Availability		Placements		Vacancy		Shifts		Shifts	
Position	PO Ref	Company	Monday 28/11/2022	Tuesday 29/11/2022	Wednesday 30/11/2022	Thursday 01/12/2022	Friday 02/12/2022	Saturday 03/12/2022	Sunday 04/12/2022		
Class 1	3322	10 Group PLC	Charlie Byrd (Da		Charlie Byrd (Night, 18:00-06:00)						
HGV		10 Group PLC					Grayson Brov				
HGV		10 Group PLC						Chris Cross (f			

From this tab you can perform a count of the vacancies, confirm shifts, copy shifts, and enter timesheets.



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 software interface. At the top, there are tabs for 'Vacancies', 'Temps', 'Availability', 'Placements', 'Timesheets', 'Cascades', 'AWR Temps', and 'AWR'. The 'Temps' tab is selected. Below the tabs, there is a search bar and several buttons: 'Expand', 'Add', 'Vacancy', 'Candidate', 'Create', 'Comment', 'Query', 'Count', 'Filter', 'Document', and 'Show Hours'. The main table displays a list of 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 software interface with the 'AWR Temps' view selected. The top bar shows 'Desk: AWR Contract New', 'View: Weekly Contract', 'Year: 2011', 'Week: 34', and 'Ends: 27/11/2011 (Current)'. Below the top bar, there are buttons: 'Process', 'Update', 'Close', and 'Help'. The main table displays a list of AWR Temps with columns: Applicant, AWR Status, Linked, Company, Job Title, Weeks, Gap, Grade, Speciality, and Rates. The table contains several rows of data, including assignments 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

DeskIndustrial ShiftsViewWeekly ShiftYear2021Week40Ends 06/03/2022(Current)ProcessUpdateCloseHelp

Vacancies
Temps
Availability
Placements
Vacancy Shifts
Shifts
Timesheets
Cascades
AWR Temps
AWR
Checking
TS Query Log
Expiry Dates
Compliance
Reports

SearchExpandCurrent PoolEntire PoolCountTimes to ShowAllClear Column FilterCandidate statesAllWorking this weekFilterDepartmentsIndustrialShow 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 B/B	-434	0	30/09/2021		31/03/2022				31/12/2021		
Dexter Ball		E5 8FU	-465	26	30/08/2021								
Lolly Cherry		SW12 Q/Y	2520	0			01/01/2023				01/11/2025		
Dexter Choi	Check expiry dates	KT23 4DH	-1100	0	26/11/2019		07/11/2019						
Sam Code		MHT 1MH	345	0	18/11/2023								
Rex Conway		LL48 6PL	367	0				10/12/2023					
Chari 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		
Hans 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 Roman	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

DeskIndustrial ShiftsViewWeekly ShiftYear2021Week48Ends 06/03/2022(Current)ProcessUpdateCloseHelp

SearchExpandCurrent PoolEntire PoolCountTimes to ShowExpired and ExpiryCustom Column FilterCandidate statesAllWorking this weekFilterDepartmentsIndustrialShow 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 B/B	-434	0	30/09/2021		31/03/2022				31/12/2021		
Dexter Ball		E5 8FU	-465	26	30/08/2021								
Lolly Cherry		SW12 Q/Y	2520	0			01/01/2023				01/11/2025		
Dexter Choi	Check expiry dates	KT23 4DH	-1100	0	26/11/2019		07/11/2019						
Hans 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					
Abigail Roman	Construction AND Industrial	DA10 0LN	136	0				23/04/2023					
Daisy Schroeder		TS26 8SD	-895	0				26/06/2020					

To filter to just one type of Expiry Date - e.g. Visa Expiry - click on the column header. Only Temps with a date in that column will now show. All their other dates also remain in view.

Temp Desk

DeskIndustrial ShiftsViewWeekly ShiftYear2021Week40Ends 06/03/2022(Current)ProcessUpdateCloseHelp

VacanciesTemp

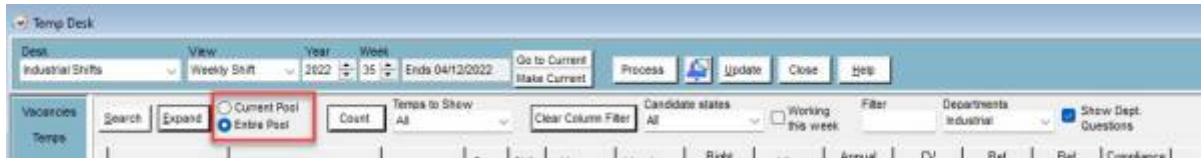
SearchExpandCurrent PostEntire PostCountTimes to ShowAllClear Column FilterCandidate statesAllWorking this weekFilterDepartmentsIndustrialShow Dept. Questions

Availability	Name	Alert	Custom Column	Days before Expiry	Shifts after Expiry	Licence Expiry Lead 90	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 overdue Expiry Lead 30
Recent Vacancies	Rex Conway		LL48 6PL	367	0				10/12/2023					
Vacancy Shifts	Hans Greene		PH31 4AH	-3082	12	01/07/2014			15/03/2025					
Shifts	Lola-Rose Mayer		M33 5H5	-1997	52	20/06/2017			21/03/2023					
Timesheets	Janie Montes		BD23 1TZ	-310	0				01/02/2022					
Cascades	Abigail Roman	Construction AND Industrial	DA10 0LN	136	0				23/04/2023					
AWR Temps	Daisy Schroeder		TS26 8SD	-895	0				26/06/2020					



To clear this selection click on the **Clear Column Filter** button.

To include non-current Temps such as pre-registered or not active select the radio button for **Entire Pool**.



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