Add a new temp desk

For each Temp Desk you need to add the following:

- **Name** - Enter an appropriate name for the grouping
- **Default View** - Select the view from Monthly Contract which displays by vacancy a month at a time
- **Weekly Contract** - which displays by vacancy a week at a time
- **Weekly Shift** - which displays by shift states a week at a time
- **Department** - Selects the department
- **Division** - Selects the division
- **Current Year** - Enter the code for the current Temp Year. This should correspond with a year in the Temp Years table
- **Current Week/Month** - Enter the year and month number. This will set the first 'Current Date' setting
- **Default Payroll Company** - Enter as appropriate for your back office. For LSM Back Office enter A
- **Default Analysis Code** - Available if required for extra report functionality
- **Timesheet Period** - Weekly or monthly
- **Default check timesheets** - Alters the behaviour of the Vacancies tab: colours reflect whether placements or timesheets are completed for the vacancy
- **Extra Codes** - Available if required for extra report functionality

See also:
PI V2 Configuration guide - Section 2 - Temp setup

Back to 'How To' guides for IQX system administrators

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Last update: **2017/11/16 21:57**