# Add a New Temp Desk

Maintenance> Temps Setup> Temp Desks> NEW

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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