Setting up Temp Desks

Refers to:
Maintenance menu → Temp Setup item → Temp Desks tab
Temp desk form (top menu)

The Temp Desk system is a way to arrange work for the convenience of individual consultants. They use a Temp Desk to get at active Temp Vacancies for filling, processing and completing time sheets, in the timeframe of a week or a month. You can create as many Temp Desks as you require to fulfil your business requirements.

- Each Temp Desk is attached to a Department for skills matching.
- Each Temp Desk is attached to a Division for viewing access.
- Each Temp Vacancy is attached to a Temp Desk

Applicants can be attached to several Temp Desks to make groups of skills easy to search. Consultants can work with any Temp Desk but should have a primary attachment to one. Temp Desks can be seen in Monthly or Weekly views. For example, if you have 4 consultants all working in one department you could have:

- One Temp Desk that all consultants work in together, any consultant working on any job.
- A Temp Desk for each consultant, where they bring in their own vacancies and match their own candidates
- A combination of the above, depending on agency working methods.

For initial configuration consider how your consultants work – individually or in teams – and list the potential Temp Desks that will be needed. The IQX installer will also be able to advise.

To create a Temp Desk
Maintenance menu → Temp Setup item → Temp Desks tab

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

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Back to How to .....

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