



Requirements (placements or vacancies)

Refers to

Temp desk form → Vacancies tab → Add button

Temp vacancy form → Shift templates tab

Maintenance menu → users → roles tab

Maintenance menu → IQXNet settings → Class rights

Clients can view and order **Requirements**, i.e. Vacancies and Shifts, depending on rights.

To make Requirements available for ordering by a client you need to set up templates under the client.

- For **contract vacancies**, create a new temp vacancy in a Contract temp desk (i.e. NON-shift). Give it a status of Template (status code='['). Add requirements and rates as needed.
- For **shifts**, under the relevant client shift vacancies (i.e. attached to a Shift temp desk), * go to Shift Templates (temp vacancy form → Shift templates tab), and tick the shift templates to be made available as **Allowed**. (You will need the 'Filter shift templates allowed by vacancy' User Role to do this. (Maintenance menu → users → roles tab))
- It should now be possible for the client to order these Requirements. Click the 'Criteria' button on the Requirements tab (temp vacancy form → requirements tab) to add criteria. The path that is followed depends on whether the user has the 'Authorise Jobs' right. (Maintenance menu → IQXNet settings → Class rights)
- Add requirement
- Does user have authorisation rights?
- If no then either confirm or cancel
- If not cancelled then Fill requirement

Note: Clients may only self-fill their requirements with candidates they have previously used.

see also

[6.12 Make a temp booking](#)

Back to [Online User Guides](#)

back to [IQXNet](#)

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

<https://iqxusers.co.uk/iqxhelp/doku.php?id=ug12-01&rev=1288348091>

Last update: **2017/11/16 21:58**

