Quick guide

Refers to:
IQXNet webpage
vacancy temp desk → demo - contract → add
Temp desk → demo - shift

Contract:

- create new vacancy temp desk → demo - contract → **add**
- change **status** to template
- add requirements
- add rates - ensure rate scheme
- **save**

go to IQXnet

- Current requirements tab
- **Add new contract requirement button**
- choose **Requirement** from dropdown. This will populate **position** box
- enter **from date**, **to date**, **reference** and **description**
- click **save**. this will also create pop-up appointment in IQX.
- position is now ready to be filled, with **fill** button, on the far right.

Fill a requirement:

- Use **fill** button to open list of candidates
- select candidate from list. This will raise pop-up appointment in IQX
- Vacancy may now be viewed in temp vacancy form in IQX

shift:

- Create new vacancy Temp desk → demo - shift
- change **status** to template
- add requirements
- add **rates** - ensure rate scheme is valid
- **save**

go to IQXNet

- Current Requirements tab
- Click **add new shift requirements**
- Select job from requirement list
- select **dates** and **times**, **reference** and **reason**.
- Click **save**. this will also create pop-up appointment in IQX.
- shifts are now ready to be filled, with **fill** button, one per shift requiring filled, far right - see below

Fill a requirement:

- Use **fill** button to open list of candidates
- **select** candidate from list. This will raise pop-up appointment in IQX
- shifts may now be viewed in temp desk form in IQX

see also
12.3.1 The Client Gateway
12.3.3 The Candidate Gateway

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back to IQXNet
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