



Consultant Work Flow - Shift Temp Desks

1. Enter Company AWR information. New vacancies will inherit this information.



2. These fields will appear when booking a first shift.

1. A form will appear asking if the Temp has worked for another agency for the same role.

AWR Other Agency Work for Mr Simon N... ✕

Ask if the Temp has Timesheeted work for this client, or client group, recently in this role through another Agency.

Type

From

to

Notes

2. If the inherited company AWR state is Not Known or blank a form will appear asking for this information.



AWR Role Status and Details

AWR Role Status: **Not Known**

Extra Holiday Entitlement: **0**

Qualified Override: **No** Override Starting:

Pay Rate Notes

Holiday Pay Notes

Benefits Notes

Bonus Notes

AWR Notes

Save **Cancel with Reminder** **Cancel**

3. An AWR Role record will be created in the Person form.

Expand	Placement	Enter AWR	Other Agency Work	Report	Show Weekly Details	
Linked	AWR Status	Client	Job Title	Weeks	Weeks Gap	Extra Holidays
▶	AWR Appli...	Bassenthwaite School	History Teacher	0	0	0

From:

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

Permanent link:

<https://iqxusers.co.uk/iqxhelp/doku.php?id=ug13-06-02&rev=1360772349>

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

