



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: Other Agency Work

From: 12/09/2011

to: 16/09/2011

Notes: Through Alternative Agency

Add This Cancel

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



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		

3. Extra fields will appear when booking a shift when no shift has been booked in this or the previous week although shifts already exist for the vacancy.

1. A message will appear saying there has been a gap since previously worked for this vacancy and to check for work against a vacancy which needs to be linked or Absences.
2. A form will appear asking if the Temp has worked for another Agency for the same Role.

4. Extra fields will appear when booking a shift when qualification is near.

1. A message will appear saying qualification is near and to check for Other Work, Absences and if Placements should be Linked.

5. If a Temp notifies you of

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