Create provisional timesheets from placements

refers to:
temp desk form → timesheets

On the **temp desk** form:

Once you have made the placements for the week click on the **Timesheets** tab and click on the **Add** button and complete the timesheet details.

- Move to the next week on the Temp Desk. Select Create Provisional Timesheets on the Timesheets tab - use **Create** Timesheets button.
- From the **Reports** tab run **Multiple timesheet** or **Single Timesheet**.
- The reports are based on the Provisional timesheets. Step through the reports using the video buttons to see each page.
- Options from Printer button: Print All, Current Page or Range of Pages.

Note You can print timesheets, either multiple or single, that are pre-filled with the Candidate and Company information for the next week as follows: To print a multiple timesheet, you must first set up the following: In the **Booking** option, on the Questionnaire tab, The Timesheet Type question defaults to **Single**: select **Multiple**.

see also
Complete timesheets
Online Timesheets

Back to Online Users Guide
Back to Temp Desk

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=ug6-19

Last update: **2018/01/18 10:48**