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
6.20 Complete timesheets
12.2 On Line Timesheets

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Last update: **2017/12/01 16:35**