Temps Tab

refers to:
temp desk form → temps tab

This is where you manage your group of Temps that have this desk assigned to them.

It is possible to see where each Temp is every day rather than appearing to be working every day between the Placement Start and Leave dates, as in the Weekly Contract style.

The colour of the individual cell shows if the shift is Provisional (blue), Confirmed (burgundy) or Worked/Timesheeted (black)

Shift matching prioritises candidates who have Availability entered, and excludes those who are working, or have Holiday or Unavailable entered.

- View current placements
- Add types of availability
- View holiday pay
- Drag to add to vacancy shortlists
- Process to mailmerge
- Reports

See also
9.11 What do the colours mean?

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