



Temp Desk - Placements Tab

refers to:

temp desk form → placements tab

This is where you manage your group of placed candidates. All contacts can be made and recorded from this view.

In order to save entry time a Placement is not required until a first Timesheet is Completed - IQX takes care of it in the background. This means that looking at the Placement list does NOT show who is working in the week.

If a Placement is needed because a Temp is getting different rates to the Vacancy then from the Vacancy it is possible to early-create the Placement **from the shift view** by clicking the **Placement/Rates** button. **Do not** use the normal method of adding a Placement as it will not see the shift links.

Note Timesheets are generated from this list so it is important to only have current placements on this list.

See also

[What do the colours mean?](#)

Back to [Online Users Guide](#)

Back to [Temp Desk](#)

From:

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

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Last update: **2022/06/03 10:00**

