Shifts Tab

refers to:
temp desk form → Shifts tab
vacancy form → shifts tab

This tab enables a User to be able to manage any shift individually. Clicking the **Shifts** tab opens the **shifts** subform

The line that is selected has all the details available in the bottom section, where the white lines can be edited as required. Also Filled or Cancelled individually.

There are filters at the top to limit the shifts seen by Unfilled, Provisional, etc, also by Date Range and a more complex Filter is available to filter by Company, etc.

The order can be changed by clicking on the column heading for Temp Client, Vacancy, Date, Description, Their Ref (shift) The Process button can take the selection to the selector for Temps, Vacancies, Client or Contacts for Mail Merging and Texting in bulk.

From the **Vacancy form → shifts tab** Shifts viewed using the **Process** button will bring up this form with just the shifts from the Vacancy, for detailed viewing or working.

See also
9.11 What do the colours mean?

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Last update: **2017/11/16 21:59**