



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.

Add shifts from a Temps view.

(2.15.11+)

there is an 'Add Shifts' button in Temp Desk - Temp to provide an alternative route to adding shifts in addition to the 'Add Shifts' button in Temp Desk - Vacancies.

The screenshot shows the 'Temp Desk' interface. At the top, there are tabs for 'Desk', 'View', 'Year', 'Week', and 'Ends'. Below these, there are buttons for 'Process', 'Update', 'Close', and 'Help'. In the middle section, there are tabs for 'Vacancies', 'Search', 'Expand', 'Holiday Pay', 'Current Pool', and 'Add Shifts'. The 'Add Shifts' button is highlighted with a red box. Below this, there is a table with columns for 'Temp', 'Known As', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', 'Sunday', and 'Alert'.

From Temp Desks select a candidate - Add Shift - Fill in Shift Details - Save and Fill and the form below will appear with the last person ticked visible. Continue to fill the shift.



Operator at 3I Group PLC

Match from

- ☐ Vacancy Short List
- ☐ Current in Temp Desk Pool
- ☐ Specified Individual
- ☐ Current in Department
- ☐ Entire Temp Desk Pool
- ☐ Secondary Agency Temps
- ☒ Checkley, Brenda

Match

1 Week(s)

Starting 02/11/2015

☐ Filter Temps

☐ Match Exact Grade Only

Previously worked only

☒ No

☐ Company

☐ Vacancy

Date from

Date to

You can drag a person HERE to match

Help < Back Next > Cancel

In addition, it is now possible to drag a candidate to the 'Fill Shifts' window, from the Person Selector. Ensure the Person has their name checked and continue to fill the Shift.

See also

[9.11 What do the colours mean?](#)

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From:

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

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