



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 buttons for 'Search', 'Expand', 'Holiday Pay', 'Current Pool', 'Add Shifts', 'Book Shifts', 'Confirm Shifts', and 'Timesheet'. 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.



In addition, it is 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.

Allow ascending/descending sorting on shifts

Ascending and descending sorting has been provided in Temp Desk - Vacancy - Shifts for 'Our Ref' and 'When Entered' columns.

Temp	Company	Vacancy	Vac. Site	Date	From	To	Break	Description	Our Ref.	Their Ref.	When Entered
Brenda Checkley	Danka Business Sys...	Biscuit Cutter	RCPE	Mon 13/10	08:00	16:00	60	8 Hours	33		21/10/2008 12:40

Shift/Vacancy Confirmations and Auditing

Confirmations details are recorded for Shifts and Vacancies.

In Vacancies - Temporary Vacancy - Diary - Right click an Appointment - Edit - View the information at the bottom of window.



Shift

Consultants Entered by: IVAN 27/10/2015 10:58 Filled by: IVAN 27/10/2015 10:59

Our Ref. 9425

Date 02/11/2015

Time From 08:00

Time To 17:00

Minutes Required 0

Break (minutes) 60

Recovery (hours) 2

Moveable ☒

Client Must Confirm ☒

Temp Must Confirm ☐

Shift Type Standard Day

Analysis Code

Reference Required Not Required

Description Day

Essential Skill(s)

Grade Required

Note

Their Ref. IVAN

Ordered By IVAN

Client Note datha

Confirmed With Ivan

Who Temp Confirmed Ivan Baldwin

When Temp Confirmed 30/10/2015 12:32

Who Client Confirmed Ivan Baldwin

When Client Confirmed 30/10/2015 12:31

OK Cancel

In Temp Desk – Shifts – Details Tab – scroll to bottom of the window.



Details		Quick Fill	Short List	Cascade History	Audit Trail
Fill	Expand Vacancy	Temp Confirmed ☒			
Cancel	Expand Temp	Confirmed With Ivan			
Cascade Now	Expand Timesheet	Minutes Required 60			
		Recovery Hours 2			
		Moveable ☒			
		Secondary Agency			
		Who Temp Confirmed Ivan Baldwin			
		When Temp Confirmed 30/10/2015 12:32:25			
		Who Client Confirmed Ivan Baldwin			
		When Client Confirmed 30/10/2015 12:31:41			
		Move Shift			

audit Shifts/Vacancies

See also

[What do the colours mean?](#)

Back to [Online Users Guide](#)

Back to [Temp Desk](#)

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