



# Expiry Dates

The Temp Desk has an Expiry View which shows all Date Criteria / Skills / Questions that have been set up with a number of 'Lead' days to Expiry. This should be used to initiate bulk communications with the Temps needing updating.

## The Expiry view features

If the date is in the future by more days than the Lead number the date is in **black**.

If the date is in the future by fewer days than the Lead number the date is in **blue** to show it is near to expiring.

If the date is in the past the date is in **red** to show that it is Expired.

|              |                             |        |                                               |                     |                                            |                                    |                     |
|--------------|-----------------------------|--------|-----------------------------------------------|---------------------|--------------------------------------------|------------------------------------|---------------------|
| Vacancies    | Search                      | Expand | <input checked="" type="radio"/> Current Pool | Temps to Show:      | <input checked="" type="radio"/> All       | <input type="radio"/> Expiring     | Clear Column Filter |
| Temps        |                             |        | <input type="radio"/> Entire Pool             |                     | <input type="radio"/> Expired and Expiring | <input type="radio"/> Expired Only |                     |
| Placements   | Name                        | Alert  | Days before Expiry                            | CSCS Expiry Lead 30 | CRB Expiry Lead 60                         | Visa Expiry Lead 60                |                     |
| Timesheets   | Judy Aldridge               |        | 353                                           | 30/05/2015          |                                            |                                    |                     |
| Transfer     | Parvinder Balou             |        | 37                                            | 18/07/2014          |                                            |                                    |                     |
| AWR Temps    | William Joseph Barnard      |        | 21                                            | 03/07/2014          | 02/07/2014                                 |                                    |                     |
| AWR Checking | Lorraine Beekmeyer          |        | -77                                           | 26/03/2014          |                                            |                                    |                     |
| Expiry Dates | Ralph Black                 |        | 20                                            | 01/07/2014          |                                            |                                    |                     |
| Reports      | Onieka Brown                |        | 19                                            | 30/06/2014          |                                            | 01/08/2015                         |                     |
|              | Richard Christian But... LC |        | 177                                           | 05/12/2014          |                                            |                                    |                     |
|              | Ozlem Demirci               |        | -1101                                         | 10/06/2014          |                                            | 06/06/2011                         |                     |
|              | Mr Martin Gunnarsson        |        | 18                                            | 29/06/2014          |                                            | 06/07/2014                         |                     |
|              |                             |        |                                               |                     |                                            |                                    |                     |

To see just the Candidates who have a date due to expire or already expired click one of the radio buttons for **Expired or/and Expiring**

|              |                        |        |                                               |                     |                                                       |                                           |                     |
|--------------|------------------------|--------|-----------------------------------------------|---------------------|-------------------------------------------------------|-------------------------------------------|---------------------|
| Vacancies    | Search                 | Expand | <input checked="" type="radio"/> Current Pool | Temps to Show:      | <input type="radio"/> All                             | <input checked="" type="radio"/> Expiring | Clear Column Filter |
| Temps        |                        |        | <input type="radio"/> Entire Pool             |                     | <input checked="" type="radio"/> Expired and Expiring | <input type="radio"/> Expired Only        |                     |
| Placements   | Name                   | Alert  | Days before Expiry                            | CSCS Expiry Lead 30 | CRB Expiry Lead 60                                    | Visa Expiry Lead 60                       |                     |
| Timesheets   | William Joseph Barnard |        | 21                                            | 03/07/2014          | 02/07/2014                                            |                                           |                     |
| Transfer     | Lorraine Beekmeyer     |        | -77                                           | 26/03/2014          |                                                       |                                           |                     |
| AWR Temps    | Ralph Black            |        | 20                                            | 01/07/2014          |                                                       |                                           |                     |
| AWR Checking | Onieka Brown           |        | 19                                            | 30/06/2014          |                                                       | 01/08/2015                                |                     |
| Expiry Dates | Ozlem Demirci          |        | -1101                                         | 10/06/2014          |                                                       | 06/06/2011                                |                     |
| Reports      | Mr Martin Gunnarsson   |        | 18                                            | 29/06/2014          |                                                       | 06/07/2014                                |                     |

To order by when next Expiring, click on the column Heading 'Days Before Expiry'.



|              |                        |                        |                                               |                     |                                            |                                    |                                     |
|--------------|------------------------|------------------------|-----------------------------------------------|---------------------|--------------------------------------------|------------------------------------|-------------------------------------|
| Vacancies    | <a href="#">Search</a> | <a href="#">Expand</a> | <input checked="" type="radio"/> Current Pool | Temps to Show:      | <input checked="" type="radio"/> All       | <input type="radio"/> Expiring     | <a href="#">Clear Column Filter</a> |
| Temps        |                        |                        | <input type="radio"/> Entire Pool             |                     | <input type="radio"/> Expired and Expiring | <input type="radio"/> Expired Only |                                     |
| Placements   | Name                   | Alert                  | Days before Expiry                            | CSCS Expiry Lead 30 | CRB Expiry Lead 60                         | Visa Expiry Lead 60                |                                     |
| Timesheets   |                        |                        |                                               |                     |                                            |                                    |                                     |
| Transfer     | ► Ozlem Demirci        |                        | -1101 10/06/2014                              |                     |                                            | 06/06/2011                         |                                     |
| AWR Temps    | Lorraine Beekmeyer     |                        | -77 26/03/2014                                |                     |                                            |                                    |                                     |
| AWR Checking | Mr Martin Gunnarsson   |                        | 18 29/06/2014                                 |                     |                                            | 06/07/2014                         |                                     |
|              | Onieka Brown           |                        | 19 30/06/2014                                 |                     |                                            | 01/08/2015                         |                                     |
| Expiry Dates | Ralph Black            |                        | 20 01/07/2014                                 |                     |                                            |                                    |                                     |
| Reports      | William Joseph Barnard |                        | 21 03/07/2014                                 | 02/07/2014          |                                            |                                    |                                     |
|              | Parvinder Balou        |                        | 37 18/07/2014                                 |                     |                                            |                                    |                                     |
|              | Ian Warnes             |                        | 51 01/08/2014                                 | 30/11/2014          |                                            |                                    |                                     |

To filter to just one type of Expiry Date - eg. Visa Expiry - click on the column Heading. Only Temps with a date in that column will show. All their other dates remain on view.

|              |                        |                        |                                               |                     |                                            |                                    |                                     |
|--------------|------------------------|------------------------|-----------------------------------------------|---------------------|--------------------------------------------|------------------------------------|-------------------------------------|
| Vacancies    | <a href="#">Search</a> | <a href="#">Expand</a> | <input checked="" type="radio"/> Current Pool | Temps to Show:      | <input checked="" type="radio"/> All       | <input type="radio"/> Expiring     | <a href="#">Clear Column Filter</a> |
| Temps        |                        |                        | <input type="radio"/> Entire Pool             |                     | <input type="radio"/> Expired and Expiring | <input type="radio"/> Expired Only |                                     |
| Placements   | Name                   | Alert                  | Days before Expiry                            | CSCS Expiry Lead 30 | CRB Expiry Lead 60                         | Visa Expiry Lead 60                |                                     |
| Timesheets   |                        |                        |                                               |                     |                                            |                                    |                                     |
| Transfer     | ► Ozlem Demirci        |                        | -1101 10/06/2014                              |                     |                                            | 06/06/2011                         |                                     |
| AWR Temps    | Mr Martin Gunnarsson   |                        | 18 29/06/2014                                 |                     |                                            | 06/07/2014                         |                                     |
| AWR Checking | Onieka Brown           |                        | 19 30/06/2014                                 |                     |                                            | 01/08/2015                         |                                     |
|              | John Long              |                        | 184 12/12/2014                                |                     |                                            | 12/12/2030                         |                                     |

To clear a filter use the button **Clear Column Filter**

To include non Current Temp Desk Temps such as pre-registered or not active select **Entire Pool**.

|            |                        |                        |                                              |                     |                                            |                                    |                                     |
|------------|------------------------|------------------------|----------------------------------------------|---------------------|--------------------------------------------|------------------------------------|-------------------------------------|
| Vacancies  | <a href="#">Search</a> | <a href="#">Expand</a> | <input type="radio"/> Current Pool           | Temps to Show:      | <input checked="" type="radio"/> All       | <input type="radio"/> Expiring     | <a href="#">Clear Column Filter</a> |
| Temps      |                        |                        | <input checked="" type="radio"/> Entire Pool |                     | <input type="radio"/> Expired and Expiring | <input type="radio"/> Expired Only |                                     |
| Placements | Name                   | Alert                  | Days before Expiry                           | CSCS Expiry Lead 30 | CRB Expiry Lead 60                         | Visa Expiry Lead 60                |                                     |
| Timesheets |                        |                        |                                              |                     |                                            |                                    |                                     |
| Transfer   | ► Ozlem Demirci        |                        | -1101 10/06/2014                             |                     |                                            | 06/06/2011                         |                                     |

To search for a Temp by name use the **Search** button and start to type the Temp's keyname.



Temp Desk

Desk: Demo - Industrial 1 View: Weekly Contract Year: 2011 Week: 24 Ends 18/09/2011 (Current) Process Update Close Help

Vacancies Search Expand Current Pool Entire Pool Temps to Show: All Expiring Expired and Expiring Expired Only Clear Column Filter

Temp Desk Table:

| Name                   | Pool | Temp | Payroll No. | Invoice |
|------------------------|------|------|-------------|---------|
| William Joseph Barnard |      |      |             |         |
| Lorraine Beekmeyer     |      |      |             |         |
| Irene Bingham          |      |      |             |         |
| Ralph Black            |      |      |             |         |
| Johnny Bradley         |      |      |             |         |
| Onieka Brown           |      |      |             |         |
| Veronica Caldeira      |      |      |             |         |
| Lukas Cerny            |      |      |             |         |
| Leigh-Ann Cleall       |      |      |             |         |
| Ozlem Demirci          |      |      |             |         |
| Sandra Donnelly        |      |      |             |         |
| Kevin Drummond         |      |      |             |         |
| Paul Dudgeon           |      |      |             |         |
| Wilfred Edie           |      |      |             |         |
| Maxwell Ejikeme        |      |      |             |         |
| Lee Evans              |      |      |             |         |
| Sandra Faraday         |      |      |             |         |

Search for Temp

Search Characters: jam

Search Results Table:

| Surname           | Forenames | Payroll No. | Invoice |
|-------------------|-----------|-------------|---------|
| Faraday           | Sandra    | 0000M1      |         |
| Folorynsho-Hakeem | Kehinde   |             |         |
| Gangar            | Sandeep   | 0000LK      |         |
| Gilsenan          | Norman    |             |         |
| Gunnarsson        | Martin    | NEW         |         |
| Hodo              | Krenar    | 0000IW      |         |
| Humphries         | Stuart    | 0000KY      |         |
| Imbert            | Lynsey    |             |         |
| Jalloh            | Mohamed   |             |         |
| Jamieson          | Claire    |             |         |
| Janicki           | Radowid   |             |         |

OK Cancel

When the matching surname appears highlighted OK or the Enter key will close the Search and the Temp will be Selected.

|                   |    |                 |
|-------------------|----|-----------------|
| Lynsey Imbert     |    | 728 17/06/2016  |
| Mohamed Jalloh    |    | 737 26/06/2016  |
| ► Claire Jamieson | LC | -633 25/09/2012 |
| Radowid Janicki   |    | 742 01/07/2016  |

To make an individual contact event to send and email or write a letter. Click on the line once to select - then use the Make Contact Event button or F2 to start a Contact Event.



If Text has been set for your Agency use the Insert Text button and select the appropriate one.

## To send emails or print letters in bulk - Mail Merge

Use the **Process** button to take all the visible records to the Person Selector, or select by holding CTRL and click on the required records to process only the selected records to the selector.

From the person selector use the mail merge view to write the email / letter to the temps.



| Selection | Name                   | State   | Alert | Address             | Town                            |
|-----------|------------------------|---------|-------|---------------------|---------------------------------|
| ▶         | Parvinder Balou        | Current |       | 156 Hovelands Close | Henley Green Coventry           |
|           | William Joseph Barnard | Current |       | 716 Bonington House | Ayley Croft Enfield             |
|           | Ralph Black            | Current |       | 3 Kinmond Court     | Kenilworth Street Leamington Sp |

## Tempdesk, Expiry Dates. New filters added.

(2.15.11+)

To improve the ease of searching within Temp Desk - Expiry Dates, new filters have been added - 'Working this week' and 'Person state'.

Temp Desk - Expiry Dates - Working this week filter (click button) - Person State filter click buttons.

| Name           | Alert | Days before Expiry | CRB Expiry Lead 60 | Visa Expiry Lead 60 |
|----------------|-------|--------------------|--------------------|---------------------|
| ▶ Abraham Ford |       | 281                | 31/12/2016         | 13/08/2016          |

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