How to add shifts to a vacancy

refers to:
vacancy form → diary tab
temp desk → vacancy tab

Three Methods of Adding Shifts

There are several methods of adding shifts, depending on how the Temp Desk is set up and whether you are adding single or bulk shifts.

ADD Shifts in Vacancy

(from **Diary** view on **Vacancy**)

add button	drop down list	See note **a** below
Shift + **add** button	Grid Add Shifts	See note **b** below
Shift + Ctrl + **add** button	Simple Add Shifts	See note **c** below

- **a**) A single shift at a time. Select a shift from the drop-down box, the cursor will change, drop that shift onto the correct day, in the diary See **Diary View** below.
- **b**) Grid Add Shifts: For complex situations to have the ability to enter in a single list shifts of multiple types and occurrences.
- **c**) Simple Add Shifts: Having chosen a template you can specify multiple days, weeks and occurrences – for one shift type at a time, see **List view** below.

DIARY VIEW

- Depress the **Add** button (which will go yellow) to show the selection of shift templates, each of which can have a requirement for a skill defined.
- **Select** the type of shift to enter, select the precise skill (only if this has been set up in the template) and **click** on the diary on the correct days. If the shift is set for a specific time where ever you click the shift will go to it's expected start time. If the shift is for minutes required of time, it will start at the time where you have clicked.
- Until you click the **Add** button again any click on the diary will enter another shift! Click the Add button back to gray to stop this.
- If a variety of shifts are to be entered go through each type required in turn.

LIST VIEW

- **Add** button will open the Simple Add Shifts wizard. Select the type of shift, then click Next.
- Select the range of weeks. If required, add a start time and end time.
- Select the pattern required of days and number per day. Click **OK**

ADD Shifts from Temp Desk

- Go to the Temp Desk. Select and expand the vacancy and select a view from the menu on the left of the form.
- Go to the Temp desk. Select the vacancy, do not expand but use the **Add** Shifts button. This will bring up the **Simple Add Shifts** wizard.

see also
Make a temp booking

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