



Filling Shifts

From either the **Temp Desk> Vacancies** or **Vacancy> Diary or Shifts**

Clicking the **Fill Shifts** button to open the wizard.

- Select where to match from - Current in Temp Desk Pool, Vacancy Short List etc.
- Select the number of weeks to match shifts for.
- Tick Filter Temps if you wish to **use extra criteria** to filter the Temps (if not already ticked).
- If a specified Individual is selected the next form is a selector to find them. If they are Not qualified or Not available they will still be brought up but marked as such and you will not be able to book them into the shifts.
- If **Filter Temps** was ticked any requirements, over and above the shift skill, that have been set in the vacancy will be shown here for accepting or changing.
- If you want to update the vacancy with changes tick the check box for **Save Criteria on Finish**.
- During a Match there is a display of how many Candidates are being searched and the success rate.

The results appear with ordered Candidates on the left and the Vacancy shifts on the right.



Test GCL at 3I Group PLC

Expand Process SMS / Email ☐ Hide Duplicate and Filled Shifts Auto-fill This Temp Auto-fill All Auto-Short List This Temp

Previously used employees highlighted (Yellow for same Company, Green for same Vacancy)

Name	Alert	Known As	Ref.	Date	From	To	Description	Skill / Grade	Mins	Book	Status	Short
James Daniel Barton		James	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Ralph Black		Ralph	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
James Bolton		James	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Bronwen Jane Gra...		Jane	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
John Brannan		John	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Ben Bratby		Ben	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Allan Brownsword		Allan	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Candida Burns		Candi	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Filed by Saika Abbas	
Richard Christian ...	LC	Christian	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Raymond Callender		Raymond	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Jeffrey Carroll		Jeffrey	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Chris Coveney		Chris	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Alexandra Poppy ...		Lexa	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Barbara Kirkup		Barbara	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Faye Hooker		Faye	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Nilgun Kurtulmus		Nilgun	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Thomas Abraham		Thomas	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Jason Grant Heath		Jason	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Eleanor Ryman		Ellie	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Saika Abbas	GTEST	Saika	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Matthew Corby		Matthew	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
			11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
			11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
			11...	Thu 24/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
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			11...	Thu 24/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
			11...	Fri 25/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
			11...	Fri 25/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
			11...	Fri 25/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	

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- The matches found are displayed in order of best matching availability entered.
- Employees previously used by that company will be highlighted in yellow (green if they have worked previous shifts on that vacancy).
- **Highlight** the Candidate to be booked. The Availability of that Candidate is shown for each Shift on the right.

If you are filling shifts where there are a number of shifts per day, use the Hide Duplicate and Filled Shifts to make it easier to view.



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Expand Process SMS / Email ☒ Hide Duplicate and Filled Shifts Auto-fill This Temp Auto-fill All Auto-Short List This Temp

Previously used employees highlighted (Yellow for same Company, Green for same Vacancy)

Name	Alert	Known As	Ref.	Date	From	To	Description	Skill / Grade	Mins	Book	Status	Short
James Daniel Barton		James	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☒	Booked	
Ralph Black		Ralph	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Booked Already	
James Bolton		James	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Unavailable	
Bronwen Jane Gra...		Jane	11...	Thu 24/07/2014	08:00	18:00	Ad hoc			☐	Booked Already	
John Brannan		John	11...	Fri 25/07/2014	08:00	18:00	Ad hoc			☒	Booked	
Ben Bratby		Ben	11...	Mon 28/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Allan Brownsword		Allan	11...	Tue 29/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Candida Burns		Candi	11...	Wed 30/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Richard Christian ...	LC	Christian	11...	Thu 31/07/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Raymond Callender		Raymond	11...	Fri 01/08/2014	08:00	18:00	Ad hoc			☐	Possibly Available	
Jeffrey Carroll		Jeffrey										
Chris Coveney		Chris										
Alexandra Poppy ...		Lexa										
Barbara Kirkup		Barbara										
Faye Hooker		Faye										
Nilgun Kurtulmus		Nilgun										
Thomas Abraham		Thomas										
Jason Grant Heath		Jason										
Eleanor Byman		Ellie										
Saika Abbas	GTEST	Saika										
Matthew Corby		Matthew										

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- The list of shifts available for that temp will show and their availability status (available, possibly available (means they have no explicit availability or unavailability entered), booked already (already booked into a shift on that day and time)).
- Use **F2** or the **make contact event** button to make a Contact Event with the Candidate to ask if they can do the shifts.
- If they cannot or do not want to select the relevant Outcome and save the contact event.
- If they are available save the contact event and tick the **Book** check box to confirm.
- Book that temp into all shifts required then click on the next candidate from the list and work through the shifts for each Candidate.

Once you have worked through all candidates, (untick the Hide Duplicate and Filled Shifts button if this has been ticked) you will see the full list of shifts and who they are filled by.



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Expand Process SMS / Email ☐ Hide Duplicate and Filled Shifts Auto-fill This Temp Auto-fill All Auto-Short List This Temp

Previously used employees highlighted (Yellow for same Company, Green for same Vacancy)

Name	Alert	Know	Ref	Date	From	To	Description	Skill / Grade	Mins	Book	Status	Short List State	Click
James Daniel Barton		James	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☒	Booked		
Ralph Black		Ralph	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Filled by Ralph Black		
James Bolton		James	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Filled by James Bolton		
Bronwen Jane Gra...		Jane	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Filled by Bronwen Jane Gr...		
John Brannan		John	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Filled by John Brannan		
Ben Bratby		Ben	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Filled by Ben Bratby		
Allan Brownsword		Allan	11...	Mon 21/07/2014	08:00	18:00	Ad hoc			☐	Filled by Allan Brownsword		
Candida Burns		Cand	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☒	Booked		
Richard Christian ...	LC	Christ	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Filled by Ralph Black		
Raymond Callender		Raym	11368	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Filled by James Bolton		
Jeffrey Carroll		Jeffre	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Filled by Ben Bratby		
Chris Coveney		Chris	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Filled by John Brannan		
Alexandra Poppy ...		Lexa	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Filled by Candida Burns		
Barbara Kirkup		Barbe	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Filled by Bronwen Jane Gr...		
Faye Hooker		Faye	11...	Tue 22/07/2014	08:00	18:00	Ad hoc			☐	Filled by Allan Brownsword		
Nilgun Kurtulmus		Nilgu	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☒	Booked		
Thomas Abraham		Thorr	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Filled by Ralph Black		
Jason Grant Heath		Jasor	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Filled by James Bolton		
Eleanor Ryman		Ellie	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Filled by Bronwen Jane Gr...		
Saika Abbas	GTEST	Saika	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Filled by Ben Bratby		
Matthew Corby		Matth	11...	Wed 23/07/2014	08:00	18:00	Ad hoc			☐	Filled by Allan Brownsword		
			11...	Thu 24/07/2014	08:00	18:00	Ad hoc			☒	Booked		
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			11...	Fri 25/07/2014	08:00	18:00	Ad hoc			☒	Booked		
			11...	Fri 25/07/2014	08:00	18:00	Ad hoc			☐	Filled by Ralph Black		
			11...	Fri 25/07/2014	08:00	18:00	Ad hoc			☐	Filled by James Bolton		
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			11...	Fri 25/07/2014	08:00	18:00	Ad hoc			☐	Filled by John Brannan		

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- Finish will close the Form and the shifts will be shown as filled.

See also

1.1 When trying to fill a shift, it says temp not qualified. Why is this?.

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