How to confirm shifts

refers to:
temp desk form → temps tab
vacancies form → diary tab

For a group of shifts - On either the **Temp Desk** or the **Vacancies** Diary view – click the **Confirmation** button.

- The **Temp Confirmed** column could already be ticked, depending on the Template setup.
- Use **F2** or click the **make contact event** button on the top menu bar to start a contact event and select the client as recipient, confirm the candidate with the client.
- Tick the **Client Confirmed** boxes. Move to the next week, if appropriate, and complete.
- **Save and Close**. The shifts will now be bordered in black to show completely confirmed.
- To **confirm an individual shif**t from the vacancy Diary view - RIGHT click on the shift and select Client confirm.

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