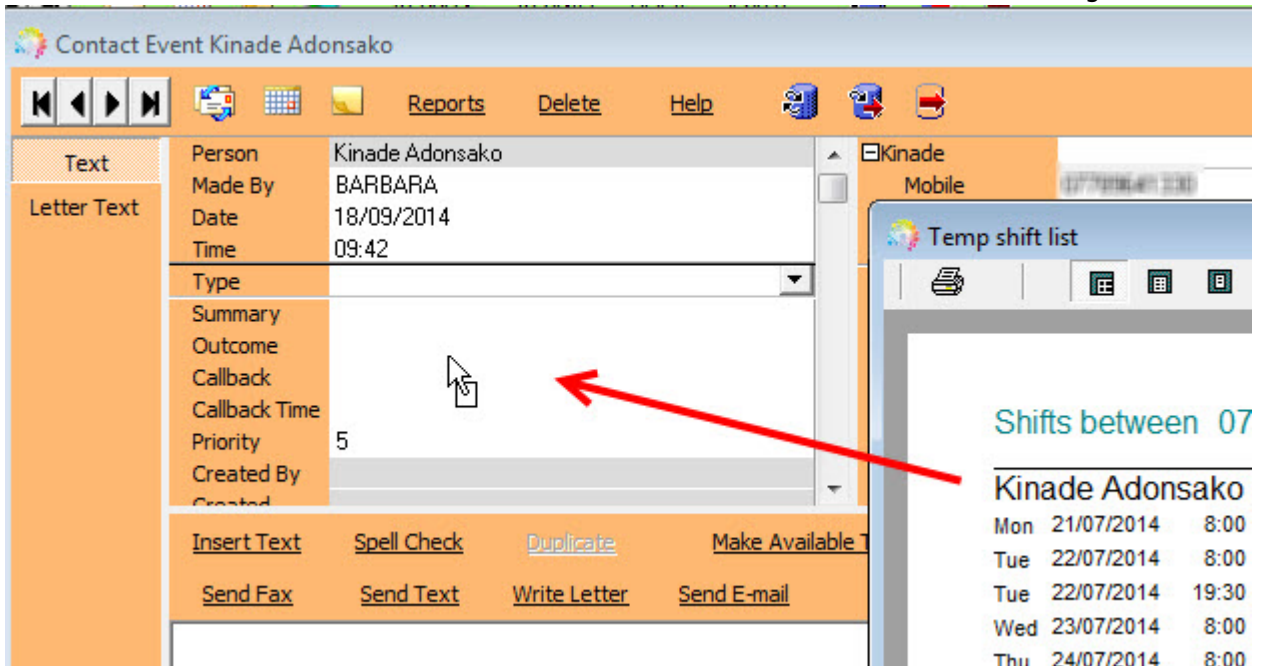


## My temp worker has asked me to provide a print out of the shifts they are booked in for. Can I do this?

- Open the **person** record for that temp, click on the **Reports** button at the top.
- There will be a list of reports that can be run, there will be one called something like Temp Shifts or Timesheet Details etc.
- If you cannot see a report that looks relevant, please speak to your system administrator for assistance.
- You will be asked to enter the start and end dates that you wish to report on.
- You may then be asked to specify which part of the database to run the report against – if applicable, make appropriate selection.
- The report will be generated, this can then be emailed directly to the temp or you can export it to Excel to edit and send.
- To email it directly to your temp: keep the report open, open a contact event against the temp record, drag and drop the report onto the Contact Event by clicking on the report and dragging it onto the contact event details, release the mouse when the mouse cursor changes.



The screenshot shows the iqx software interface. The main window is titled 'Contact Event Kinade Adonsako'. It has a menu bar with 'Reports', 'Delete', and 'Help'. Below the menu bar, there are several fields for the contact event, including 'Person', 'Made By', 'Date', 'Time', 'Type', 'Summary', 'Outcome', 'Callback', 'Callback Time', 'Priority', 'Created By', and 'Created'. A red arrow points from the 'Temp shift list' report window to the 'Contact Event' window, indicating that the report can be dragged and dropped onto the contact event details.

The 'Temp shift list' report window shows a list of shifts for Kinade Adonsako, titled 'Shifts between 07'. The list includes the following data:

Kinade Adonsako		
Mon	21/07/2014	8:00
Tue	22/07/2014	8:00
Tue	22/07/2014	19:30
Wed	23/07/2014	8:00
Thu	24/07/2014	8:00

- Write your email as usual and send.
- On clicking Send E-mail you will see the file listed under the Files and Documents section.



The screenshot displays the iqx system interface. On the left, a candidate profile for Kinade Adonsako is visible, including details like 'Made By: BARBARA', 'Date: 18/09/2014', and 'Type: Candidate Update'. Overlaid on this is an 'E-Mail' composition window. The 'Address' field contains 'barbara@iqx.co.uk'. The 'Subject' is 'shift details'. The 'Message Text' area contains HTML code for a signature block, including a meta tag for content-type and a style tag for font-family (Calibri, Tahoma) and font-size (10pt). The 'Attachments' section shows a file named 'CV(s)' with a checkbox. Below the attachments, there are buttons for 'File', 'Document', and 'Remove'. At the bottom of the email window, a file explorer path is visible: 'C:\Users\Barbara\AppData\Local\Temp\IQDB2014091809225'.

See also

[Run a report.](#)

Back to [Online Users Guide](#)

Back to [Person/Candidate](#)

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