

1/2

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.

HAPH	E	Reports	<u>Delete</u>	<u>Help</u>	8	2	8				
Text	Person	Kinade Adonsako)		-	EKir			(and the second	-	-
Letter Text	Made By Date Time	BARBARA 18/09/2014 09:42				(Mobile	p shift	: list	#1 33	ŧ
	Туре				-		5			=	•
	Summary							1.1	1		
	Outcome	N									
	Callback	৸জ									
	Callback Callback Time	1.54 C	K					Shi	fts betv	VPPI	n ()
	1 CONTRACTOR OF STREET	لاً) 5	*	-				Shi	fts betv	vee	n 0
	Callback Time Priority Created By		*	<u> </u>	-						
	Callback Time Priority Created By	5	K			+	_	Kin	fts betw ade Ac	lons	
	Callback Time Priority Created By		Duolicate	Make A	Available	1	_	Kin ^{Mon}	ade Ac	lons	ak(8:0
	Callback Time Priority Created By Created Insert Text	5 Spell Check			Vailable		_	Kin ^{Mon} Tue	ade Ac	14 14	8:0 8:0
	Callback Time Priority Created By	5	Duolicate Write Letter	Make A Send E-ma	Vailable		_	Kin Mon Tue Tue	ade Ac 21/07/20 22/07/20	dons 14 14	ako

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



2024/05/19 15:13

/19 15:13					2/2			
Person Made By Date Time Type	Kinade Adonsako BARBARA 18/09/2014 09:42 Candidate Update	E-Mail	ŕ	Ekînade Mobile E-mail Linkedîn	barbara@ipx.co.uk http://uk.linkedin.com/pub/barbara-kirkup/1			
Summary Outcome	shilt details		arbara@iq	к.co.uk	-			
Calback Calback Time Priority Created By	5 BARBARA 19/09/2014 09:45	CC BCC Subject	hiit details					
Insert Text Send Fax	Spell Check Duplica Send Text Write Le	(htm)	ext					
Please find attac	ched details as requested.		y: Calibri; T 10pt:	age, p. signature ahoma;				
				[m				
		CV(s) i		Files and Documents C:\Users\Barbara\AppData\Local\Temp\IQDB2014091809225				
		<u>File</u> Doc						
Accounts								

See also 8.3 Run a report.

Back to Online Users Guide Back to Person/Candidate

From: https://iqxusers.co.uk/iqxhelp/ - iqx

Permanent link: https://iqxusers.co.uk/iqxhelp/doku.php?id=faq1-04&rev=1512146147



Last update: 2017/12/01 16:35

faq1-04