



Temp Desk

If you are a Temp consultant, this view is where you will spend most of your time. Almost everything can be done from this view in relation to Temp vacancies.

The screenshot shows the 'Temp Desk' application window. At the top, there's a header bar with 'Desk: Industrial Drivers', 'View: Weekly Shift', 'Year: 2022', 'Week: 14', and 'Ends 16/07/2022 (Current)'. Below this are buttons for 'Process', 'Update', 'Close', and 'Help', along with a 'Consultant' dropdown set to 'MEENA'. A sidebar on the left lists various functions: Vacancies, Temps, Availability, Placements, Vacancies, Shifts, Timesheets, Cascades, A/R/R Temps, A/R/R, Checking, TS Query Log, Expiry Dates, Compliance, and Reports. The main area contains a table with columns for Position, PO Ref, Company, Miles, and days of the week from Monday to Sunday. The table lists several vacancies, including 'Class 1' for '10 Group PLC', 'Delivery' for 'A & M Stephens', 'Class 1' for 'ABC Contract Serv', 'Driver' for 'ABC Contract Serv', 'Driver' for 'ABC Contract Serv', 'HGV' for 'ABC Contract Serv', 'Class 2' for 'Altonby Limited', 'Delivery' for 'Amec Services Ltd', 'Delivery' for 'Bordens', 'HGV' for 'Bordens', 'TEST' for 'Bordens', 'Delivery' for 'Eden Brown Ltd', 'Driver' for 'Eden Financial Ltd', and '7.5' for 'Habstead Group PLC'. Some cells contain shift codes like '1P', '1U', '3U', and '3P'.

Position	PO Ref	Company	Miles	Monday 04/07/2022	Tuesday 05/07/2022	Wednesday 06/07/2022	Thursday 07/07/2022	Friday 08/07/2022	Saturday 09/07/2022	Sunday 10/07/2022
Class 1		10 Group PLC			1P	1P	1P	1P		
Delivery		A & M Stephens								
Class 1		ABC Contract Serv								
Driver		ABC Contract Serv		1U	1U	1U	1U	1U		
Driver		ABC Contract Serv								
HGV		ABC Contract Serv								
Class 2		Altonby Limited					3U	3U	3U	3U
Delivery		Amec Services Ltd								
Delivery		Bordens		1P	1P					
HGV		Bordens								
TEST		Bordens								
Delivery		Eden Brown Ltd								
Driver		Eden Financial Ltd								
7.5		Habstead Group PLC								

Vacancies

The Temp Desk will automatically open on the Consultants default Temp desk. You can select a different Temp desk from the drop down menu in the top left of the window. From this tab there are several things you can do:

- Expand the Vacancy
- Add a new Vacancy
- Search for a Vacancy by the Company/Client name
- Add shifts to existing Vacancy
- Fill shifts for vacancy
- Confirm shifts - this will also send out a notification if you have one set up.
- Copy shifts
- Access the Timesheet for a candidate

You can also filter the Vacancies by those that have Shifts in the week, are in a Current, or have unfilled shifts in the week.

Temps

In this tab you can view all the Temps for your selected desk, and see what vacancies they are booked into. If you right click on the cell a small window will popup showing you more details about



the booking. You can access the Person record and the Vacancy record from here by clicking on the option.

The screenshot shows the 'Temp Desk' interface. On the left is a sidebar with a tree view containing 'Vacancies', 'Temps', 'Availability', 'Placements', 'Vacancy', 'Shifts', 'Timesheets', 'Cascades', 'AWR Temps', 'AWR', 'Checking', and 'TS Query Log'. The main area has a top bar with 'Desk' (Industrial Drivers), 'View' (Weekly Shift), 'Year' (2022), 'Week' (14), and 'Ends 10/07/2022'. Below this are buttons for 'Search', 'Expand', 'Holiday Pay', 'Current Pool', and a 'Filter' dropdown. To the right are buttons for 'Available', 'Unavailable', 'On Holiday', and 'Add Shifts'. The main table has columns for 'Temp', 'Licences', 'Distance', and days of the week from Monday 04/07/2022 to Friday 08/07/2022. A red arrow points to the 'Expand' button, which has opened a dropdown menu for 'Bilal Aguilar' showing options: 'Monday 04/07/2022', 'Courgette Polinator, S J Berwin Llp', and 'Available at time'.

Temp	Licences	Distance	Monday 04/07/2022	Tuesday 05/07/2022	Wednesday 06/07/2022	Thursday 07/07/2022	Friday 08/07/2022
Angel Acevedo							
Bilal Aguilar			S J Berwin Llp	S J Berwin Llp	S J Berwin Llp	S J Berwin Llp	S J Berwin Llp
Dexter Ball							
Jasper Bean							
Calvin Bonilla							
Meena Brock							
Grayson Brown							
Megan Browning							
Ismaeel Bryan			Beale & Co.	Beale & Co.	Beale & Co.	Beale & Co.	Beale & Co.

Other actions you can perform from this tab are -

- Enter Availability or Unavailability
- Enter Holidays
- Add shifts
- Book Shifts
- Confirm Shifts
- Access the Timesheet

If enabled by your Agency, you can also set the distance in miles from the postcode (vacancy)

Availability

This view shows you the Candidates Availability, Unavailability and Holidays on your chosen desk. You can view the next month or the previous month. You can also change the candidates status, filter by has availability and NOT working this week. You can also expand the Candidates record from this tab.



The screenshot shows the 'Temp Desk' interface. At the top, there are filters for 'Desk' (Healthcare), 'View' (Weekly Shift), 'Year' (2019), and 'Week' (45). A date range 'Ends 09/02/2020' is also shown. Below these are buttons for 'Go to Current', 'Make Current', 'Process', and 'Upd'. A sidebar on the left contains various tabs: Vacancies, Temps, Availability, Placements, Vacancy Shifts, Timesheets, Cascades, AWR Temps, AWR Checking, TS Query Log, Expiry Dates, Compliance, and Reports. The main area displays a table with columns for Name, Miles, and days of the month (Feb 1-26). A context menu is open over the cell for Ezekiel Ali on Feb 6th, showing options like 'Add Day Availability', 'Add Day Holiday', 'Add Day Unavailability', 'Book Shift', 'Confirm Shift', and 'Enter Timesheet'.

Name	Miles	Feb 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Angel Acevedo																											
Malik Aguirre																											
Simon Alderman																											
Ezekiel Ali				A	A	A	A	A																			
Woody Allen																											
Ela Alvarez				U	U	U	U																				
Philippa Alvarez																											
Lana Andrade																											
Rose Baird				A	A	A	A																				
Macie Baker																											
Lawson Ballard																											
Henri Barker				A	A	A	A																				
Mollie Barrera																											
Isabelle Barrett				A	A	A	A																				

By right clicking on any populated cell, a new window will pop up giving you more details. From this window you can also add Availability, Unavailability and Holidays. Book shifts, confirm shifts and access the timesheet.

Placements

refers to:

temp desk form → placements tab

This is where you manage your group of placed candidates. All contacts can be made and recorded from this view.

In order to save entry time a Placement is not required until a first Timesheet is Completed - IQX takes care of it in the background. This means that looking at the Placement list does NOT show who is working in the week.

If a Placement is needed because a Temp is getting different rates to the Vacancy then from the Vacancy it is possible to early-create the Placement **from the shift view** by clicking the **Placement/Rates** button. **Do not** use the normal method of adding a Placement as it will not see the shift links.

2.22.2+ If set up by your system administrator unavailability entered for a contract temp the reason is now visible on the Placements, Timesheets and Availability views.



Expand	Show:	<input checked="" type="radio"/> Active in Period	<input type="radio"/> Awaiting Timesheet for Period	Vacancy	Applicant	Enter Timesheet	Count				
Position	Company	Temp	Start Date	Leave Date	Mon 14/02	Tue 15/02	Wed 16/02	Thu 17/02	Fri 18/02	Sat 19/02	Sun 20/02
Staff Ward 2	Habstead Group PLC	Kubasiewicz, Laura	25/01/2021		7.5	7.5	7.5	7.5	7.5		
Staff Ward 2	Habstead Group PLC	Langan, Michelle	25/01/2021		7.5	7.5	7.5	7.5	7.5		
Staff Ward 2	Habstead Group PLC	Neale, Amanda	29/03/2021		7.5	7.5	7.5				
Administrator	Vinson & Elkins	Bemowska, Kamila	22/01/2021		HOL	HOL	7.5	ABST	7.5		

The Unavailability reasons will also show on the timesheet in place of the hours, if Show Hours is ticked.

Search	Expand	Add	Variance	Applicant	Create	Comment	Query	2	Count	Filter	Document	<input checked="" type="checkbox"/> Show Hours	
Number	Payroll No.	Temp	Account Code	Company	Position	Comment	Mon	Tue	Wed	Thu	Fri	Sat	Su
V3780 NEW		Bemowska, Kamila	V123	Vinson & Elkins	Administrator		HOL	HOL	7.5	ABST	7.5		
V3781 NEW		Gomes, Maria	X0HA09	Habstead Group PLC	Staff Ward 2		7.5	7.5	7.5	7.5	7.5		
V3782 NEW		Kubasiewicz, Laura	X0HA09	Habstead Group PLC	Staff Ward 2		7.5	7.5	7.5	7.5	7.5		

Note Timesheets are generated from this list so it is important to only have current placements on this list.

See also

[What do the colours mean?](#)

Vacancy Shifts

Here you will see all the filled shifts in the week for each vacancy on your chosen desk. It also shows you the name of the temp that is booked into the shift and the shift description and times. This information can be viewed full by rolling your mouse over the cell.

Temp Desk											
Desk: Industrial Drivers		View: Weekly Shift		Year: 2022		Week: 35		Ends 04/12/2022 (Current)		Process Update Close Help	
Vacancies		Search		Expand		Add		Company		Position	
Temps		Find		Add Shifts		Count		Confirm Shifts		Copy Shifts	
Availability											
Placements											
Vacancy Shifts											
Shifts											
Timesheets											
		Position		PO Ref		Company		Monday 28/11/2022		Tuesday 29/11/2022	
		Class 1		3322		10 Group PLC		Charlie Byrd (Da		Charlie Byrd (Night, 18:00-06:00)	
		HGV				10 Group PLC				Grayson Brov	
		HGV				10 Group PLC				Chris Cross (f	

From this tab you can perform a count of the vacancies, confirm shifts, copy shifts, and enter timesheets.



Shifts

When you click on this tab a new window will open detailing all the shifts for the week on your selected desk. From here you can view each shift in more detail > move the arrow to the shift and all the details will be in the bottom section of the window. You will see several buttons to the left of this section detailing all the tasks you can carry out from this view. This includes, filling shifts, expanding the vacancy, cancelling shifts, expanding the Temp record, cascade, expanding the timesheet, confirm, move shift.

Temp	Company	Vacancy	Cancel Shift details	Date	From	To	Break	Description	Our Ref	Their Ref
Charlie Byrd	10 Group PLC	Class 1		Mon 28/11	06:00	17:30	60	Day	26521	
Charlie Byrd	10 Group PLC	Class 1		Wed 30/11	18:00	06:00	60	Night	26522	
Grayson Brown	10 Group PLC	HGV		Fri 02/12	18:00	06:00	60	Night	26537	
Chris Cross	10 Group PLC	HGV		Sat 03/12	18:00	06:00	60	Night	26536	

Details		Quick Fill		Short List		Cascade History		Audit Trail		Questionnaire	
Fill	Expand Vacancy										
Cancel	Expand Temp										
Cascade Now	Expand Timesheet										
Confirmation	Move Shift										

On the main window you can filter the shifts to narrow down what you are looking for. Add shifts and bulk cancel any unfilled shifts

Timesheets

This is where you can view your timesheets, create timesheets or add new ones. You can also directly access the Vacancy Record and Person's Record by clicking the corresponding buttons in the top bar menu. By expanding up the timesheet you can process it to be complete

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