



# Expiry Dates

The Temp Desk has an Expiry View which shows all Date Criteria / Skills / Questions that have been set up with a number of 'Lead' days to Expiry. This should be used to initiate bulk communications with the Temps needing updating.

## The Expiry view features

If the date is in the future by more days than the Lead number the date is in **black**.

If the date is in the future by fewer days than the Lead number the date is in **blue** to show it is near to expiring.

If the date is in the past the date is in **red** to show that it is Expired.

Vacancies	Search	Expand	<input checked="" type="radio"/> Current Pool	Temps to Show:	<input checked="" type="radio"/> All	<input type="radio"/> Expiring	Clear Column Filter
Temps			<input type="radio"/> Entire Pool		<input type="radio"/> Expired and Expiring	<input type="radio"/> Expired Only	
Placements	Name	Alert	Days before Expiry	CSCS Expiry Lead 30	CRB Expiry Lead 60	Visa Expiry Lead 60	
Timesheets	Judy Aldridge		353	30/05/2015			
Transfer	Parvinder Balou		37	18/07/2014			
AWR Temps	William Joseph Barnard		21	03/07/2014	02/07/2014		
AWR Checking	Lorraine Beekmeyer		-77	26/03/2014			
Expiry Dates	Ralph Black		20	01/07/2014			
Reports	Onieka Brown		19	30/06/2014		01/08/2015	
	Richard Christian But... LC		177	05/12/2014			
	Ozlem Demirci		-1101	10/06/2014		06/06/2011	
	Mr Martin Gunnarsson		18	29/06/2014		06/07/2014	

To see just the Candidates who have a date due to expire or already expired click one of the radio buttons for **Expired or/and Expiring**

Vacancies	Search	Expand	<input checked="" type="radio"/> Current Pool	Temps to Show:	<input type="radio"/> All	<input checked="" type="radio"/> Expiring	Clear Column Filter
Temps			<input type="radio"/> Entire Pool		<input checked="" type="radio"/> Expired and Expiring	<input type="radio"/> Expired Only	
Placements	Name	Alert	Days before Expiry	CSCS Expiry Lead 30	CRB Expiry Lead 60	Visa Expiry Lead 60	
Timesheets	William Joseph Barnard		21	03/07/2014	02/07/2014		
Transfer	Lorraine Beekmeyer		-77	26/03/2014			
AWR Temps	Ralph Black		20	01/07/2014			
AWR Checking	Onieka Brown		19	30/06/2014		01/08/2015	
Expiry Dates	Ozlem Demirci		-1101	10/06/2014		06/06/2011	
Reports	Mr Martin Gunnarsson		18	29/06/2014		06/07/2014	

To order by when next Expiring, click on the column Heading 'Days Before Expiry'.



Vacancies	<a href="#">Search</a>	<a href="#">Expand</a>	<input checked="" type="radio"/> Current Pool	Temps to Show:	<input checked="" type="radio"/> All	<input type="radio"/> Expiring	<a href="#">Clear Column Filter</a>
Temps			<input type="radio"/> Entire Pool		<input type="radio"/> Expired and Expiring	<input type="radio"/> Expired Only	
Placements	Name	Alert	Days before Expiry	CSCS Expiry Lead 30	CRB Expiry Lead 60	Visa Expiry Lead 60	
Timesheets							
Transfer	► Ozlem Demirci		-1101 10/06/2014			06/06/2011	
AWR Temps	Lorraine Beekmeyer		-77 26/03/2014				
AWR Checking	Mr Martin Gunnarsson		18 29/06/2014			06/07/2014	
	Onieka Brown		19 30/06/2014			01/08/2015	
Expiry Dates	Ralph Black		20 01/07/2014				
Reports	William Joseph Barnard		21 03/07/2014	02/07/2014			
	Parvinder Balou		37 18/07/2014				
	Ian Warnes		51 01/08/2014	30/11/2014			

To filter to just one type of Expiry Date - eg. Visa Expiry - click on the column Heading. Only Temps with a date in that column will show. All their other dates remain on view.

Vacancies	<a href="#">Search</a>	<a href="#">Expand</a>	<input checked="" type="radio"/> Current Pool	Temps to Show:	<input checked="" type="radio"/> All	<input type="radio"/> Expiring	<a href="#">Clear Column Filter</a>
Temps			<input type="radio"/> Entire Pool		<input type="radio"/> Expired and Expiring	<input type="radio"/> Expired Only	
Placements	Name	Alert	Days before Expiry	CSCS Expiry Lead 30	CRB Expiry Lead 60	Visa Expiry Lead 60	
Timesheets							
Transfer	► Ozlem Demirci		-1101 10/06/2014			06/06/2011	
AWR Temps	Mr Martin Gunnarsson		18 29/06/2014			06/07/2014	
AWR Checking	Onieka Brown		19 30/06/2014			01/08/2015	
	John Long		184 12/12/2014			12/12/2030	

To clear a filter use the button **Clear Column Filter**

To include non Current Temp Desk Temps such as pre-registered or not active select **Entire Pool**.

Vacancies	<a href="#">Search</a>	<a href="#">Expand</a>	<input type="radio"/> Current Pool	Temps to Show:	<input checked="" type="radio"/> All	<input type="radio"/> Expiring	<a href="#">Clear Column Filter</a>
Temps			<input checked="" type="radio"/> Entire Pool		<input type="radio"/> Expired and Expiring	<input type="radio"/> Expired Only	
Placements	Name	Alert	Days before Expiry	CSCS Expiry Lead 30	CRB Expiry Lead 60	Visa Expiry Lead 60	
Timesheets							
Transfer	► Ozlem Demirci		-1101 10/06/2014			06/06/2011	

To search for a Temp by name use the **Search** button and start to type the Temp's keyname.



Temp Desk

Desk: Demo - Industrial 1 View: Weekly Contract Year: 2011 Week: 24 Ends 18/09/2011 (Current) Process Update Close Help

Vacancies Search Expand Current Pool Entire Pool Temps to Show: All Expired and Expiring Expiring Expired Only Clear Column Filter

Temp Desk Table:

Name	Pool	Temp	Payroll No.	Invoice
William Joseph Barnard				
Lorraine Beekmeyer				
Irene Bingham				
Ralph Black				
Johnny Bradley				
Onieka Brown				
Veronica Caldeira				
Lukas Cerny				
Leigh-Ann Cleall				
Ozlem Demirci				
Sandra Donnelly				
Kevin Drummond				
Paul Dudgeon				
Wilfred Edie				
Maxwell Ejikeme				
Lee Evans				
Sandra Faraday				

Search for Temp

Search Characters: jam

Search Results Table:

Surname	Forenames	Payroll No.	Invoice
Faraday	Sandra	0000M1	
Folorynsho-Hakeem	Kehinde		
Gangar	Sandeep	0000LK	
Gilsenan	Norman		
Gunnarsson	Martin	NEW	
Hodo	Krenar	0000IW	
Humphries	Stuart	0000KY	
Imbert	Lynsey		
Jalloh	Mohamed		
Jamieson	Claire		
Janicki	Radowid		

OK Cancel

When the matching surname appears highlighted OK or the Enter key will close the Search and the Temp will be Selected.

Lynsey Imbert		728 17/06/2016	
Mohamed Jalloh		737 26/06/2016	
► Claire Jamieson	LC	-633 25/09/2012	
Radowid Janicki		742 01/07/2016	

To make an individual contact event to send and email or write a letter. Click on the line once to select - then use the Make Contact Event button or F2 to start a Contact Event.



If Text has been set for your Agency use the Insert Text button and select the appropriate one.

## To send emails or print letters in bulk - Mail Merge

Use the **Process** button to take all the visible records to the Person Selector, or select by holding CTRL and click on the required records to process only the selected records to the selector.

From the person selector use the mail merge view to write the email / letter to the temps.



Selection	Name	State	Alert	Address	Town
▶	Parvinder Balou	Current		156 Hovelands Close	Henley Green Coventry
	William Joseph Barnard	Current		716 Bonington House	Ayley Croft Enfield
	Ralph Black	Current		3 Kinmond Court	Kenilworth Street Leamington Sp

## Tempdesk, Expiry Dates. New filters added.

### (2.15.11+)

To improve the ease of searching within Temp Desk - Expiry Dates, new filters have been added - 'Working this week' and 'Person state'.

Temp Desk - Expiry Dates - Working this week filter (click button) - Person State filter click buttons.

Name	Alert	Days before Expiry	CRB Expiry Lead 60	Visa Expiry Lead 60
▶ Abraham Ford		281	31/12/2016	13/08/2016

### (2.20.4+)

Where Consultants share a Temp Desk yet very much have 'their OWN candidates' the Consultant can be set individually to having a User drop-down on the Temp Desk which will filter to their records on Temps, Placements and Expiry Dates views.

Name	Alert	Days before Expiry	CRB Expiry Lead 60	Visa Expiry Lead 60
▶ Abraham Ford		281	31/12/2016	13/08/2016

This does not affect the other views - several Consultants are likely to enter all Vacancies and Timesheets can be completed by a wide range of Users.

If the Agency has turned on the Setting to have a different member of staff allocated for Compliance functions then on the Expiry Dates view there are radio buttons for filtering to records linked to the Compliance or Booking Consultant, with the default selection being that of the Compliance.

A screenshot of a web application window titled 'Expiry Dates'. The window has a light blue header bar with standard window controls (minimize, maximize, close). Below the header, there is a green background section. On the left, the word 'Consultant' is followed by a dropdown menu showing 'HENRY'. Below this, there is a checkbox labeled 'Working this week' and a text input field labeled 'Filter'. To the right of the 'Filter' field, there are two radio buttons: 'Compliance Consultant' (which is selected) and 'Person Consultant'.

2.22.9+ expiry dates can be linked to candidate states, each state can either be Included or Excluded from the expiry dates. Where they have been excluded they still show in the list but are greyed out so the user can see they are not relevant.

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