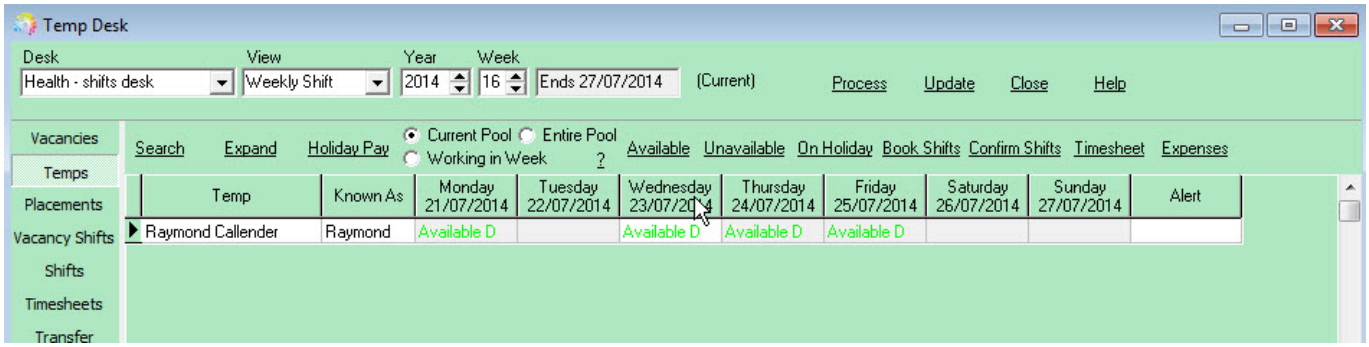
Filtering Temps on Temp Desk according to availability

Temp Desk> Temps

Available on day.

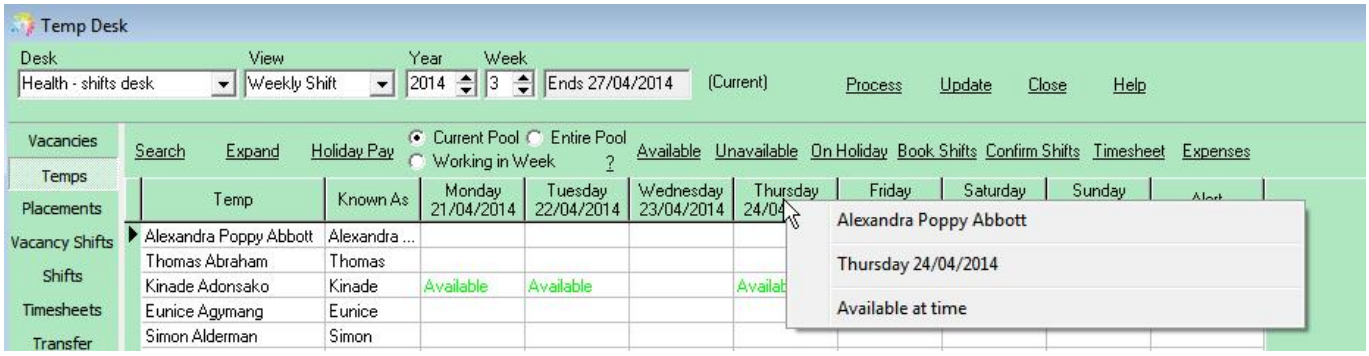
To see only temps with availability on a given day in the week, click on the day. This filter the list of temps to show only those with availability entered on that day.



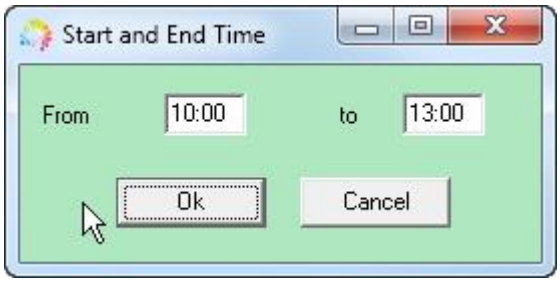
To remove the filter click on the day again.

Available at time

To filter temps to see only those available at a specified time on a day, **right click** on the day and select Available at Time.



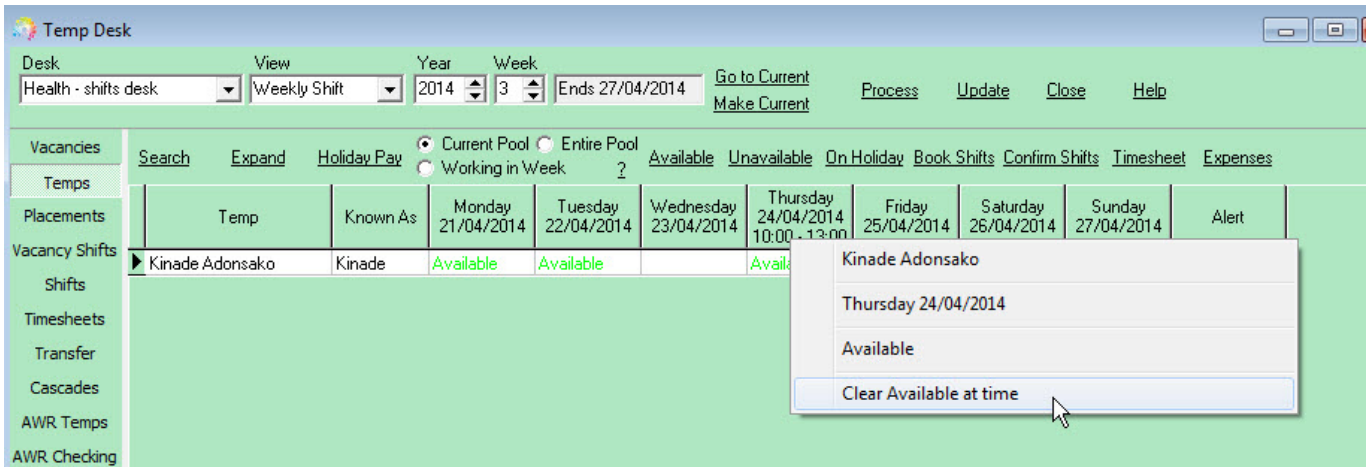
Enter the start and end times of the required availability.



Click OK and the list will only show the temps who are available on that day for those specific times.

You can add filter for each day in the same way.

To clear the filter, right click again on the day(s) that the filter has been added for and click Clear Available at time.



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