



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 a dropdown menu set to 'Industrial Drivers', a 'View' dropdown set to 'Weekly Shift', and a date range from '2022' to '14' ending on '16/07/2022'. There are buttons for 'Process', 'Update', 'Close', and 'Help'. A 'Consultant' dropdown is set to 'MEENA'. Below this is a search bar with 'Search', 'Expand', 'Add', and 'Show' buttons. There are radio buttons for 'Shifts in Week' and 'Current State', and a 'Unfilled in Week' option. A 'Filter' button is also present. The main table has columns for 'Position', 'PO Ref', 'Company', 'Miles', and days of the week from 'Monday 04/07/2022' to 'Sunday 10/07/2022'. The table contains several rows of data, 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', 'mGV' for 'ABC Contract Serv', 'Class 2' for 'Altonby Limited', 'Delivery' for 'Amec Services Ltd', 'Delivery' for 'Bordens', 'mGV' for 'Bordens', 'TEST' for 'Bordens', 'Delivery' for 'Eden Brown Ltd', 'Driver' for 'Eden Financial Ltd', and '7.5' for 'Habstead Group PLC'. There are also buttons for 'Add Shifts', 'Fill Shifts', 'Confirm Shifts', 'Copy Shifts', and 'Enter Timesheet'.

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								
mGV		ABC Contract Serv								
Class 2		Altonby Limited					3U	3U	3U	3U
Delivery		Amec Services Ltd								
Delivery		Bordens		1P	1P					
mGV		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 filter the Vacancies by those that have Shifts in the week, are in a Current

From:
<https://phpddemo.iqxusers.co.uk/iqxhelp/> - IQX

Permanent link:
https://phpddemo.iqxusers.co.uk/iqxhelp/doku.php?id=quick_guides_22&rev=1657104824

Last update: 2022/07/06 10:53



