



## Shifts Tab

### refers to:

temp desk form → Shifts tab

vacancy form → shifts tab

This tab enables a User to be able to manage any shift individually. Clicking the **Shifts** tab opens the **shifts** subform

The line that is selected has all the details available in the bottom section, where the white lines can be edited as required. Also Filled or Cancelled individually.

There are filters at the top to limit the shifts seen by Unfilled, Provisional, etc, also by Date Range and a more complex Filter is available to filter by Company, etc.

The order can be changed by clicking on the column heading for Temp Client, Vacancy, Date, Description, Their Ref (shift) The Process button can take the selection to the selector for Temps, Vacancies, Client or Contacts for Mail Merging and Texting in bulk.

From the **Vacancy form** → **shifts tab** Shifts viewed using the **Process** button will bring up this form with just the shifts from the Vacancy, for detailed viewing or working.

## Add shifts from a Temps view.

### (2.15.11+)

There is an 'Add Shifts' button in Temp Desk – Temp to provide an alternative route to adding shifts in addition to the 'Add Shifts' button in Temp Desk – Vacancies.

The screenshot shows the 'Temp Desk' interface. At the top, there's a header with 'Desk: Demo - Construction ABC', 'View: Weekly Shift', 'Year: 2015', 'Week: 32', and 'Ends: 08/11/2015 (Current)'. Below this are buttons for 'Process', 'Update', 'Close', and 'Help'. A 'Vacancies' section is visible with a search bar and a list of vacancies. The 'Add Shifts' button is highlighted with a red box. Below the vacancies, there's a table with columns for 'Temp', 'Known As', and dates from Monday to Sunday. The 'Add Shifts' button is located between the 'Vacancies' section and the table.

From Temp Desks select a candidate – Add Shift – Fill in Shift Details – Save and Fill and the form below will appear with the last person ticked visible. Continue to fill the shift.



Operator at 3I Group PLC

Match from

- ☐ Vacancy Short List
- ☐ Current in Temp Desk Pool
- ☐ Specified Individual
- ☐ Current in Department
- ☐ Entire Temp Desk Pool
- ☐ Secondary Agency Temps
- ☒ Checkley, Brenda

Match

1 Week(s)

Starting 02/11/2015

☐ Filter Temps

☐ Match Exact Grade Only

Previously worked only

- ☒ No
- ☐ Company
- ☐ Vacancy

Date from

Date to

You can drag a person HERE to match

Help < Back Next > Cancel

In addition, it is possible to drag a candidate to the 'Fill Shifts' window, from the Person Selector. Ensure the Person has their name checked and continue to fill the Shift.

## Allow ascending/descending sorting on shifts

Ascending and descending sorting has been provided in Temp Desk - Vacancy - Shifts for 'Our Ref' and 'When Entered' columns.

Shifts

Desk All

From 11/06/2008 to Today

State

- ☒ Unfilled
- ☒ Confirmed
- ☐ Worked
- ☒ Provisional
- ☐ Cancelled

Cascade

- ☒ Non-Cascadeable
- ☒ Cascadeable
- ☒ Cascaded

Count Process

Filter Shifts Add Shifts Bulk Cancel Unfilled

Temp	Company	Vacancy	Vac. Site	Date	From	To	Break	Description	Our Ref	Their Ref	When Entered
Brenda Checkley	Danka Business Sys...	Biscuit Cutter	RCPE	Mon 13/10	08:00	16:00	60	8 Hours	33		21/10/2008 12:40

## Added ability to manage Shortlisted Shifts

From 2.23.1+ Temp Desk Shifts View. A new Short List State option has been added and it is now possible to save your selection of shift types as a default so that it automatically opens on this view each time making it quicker and easier to find shifts with short lists.

Particularly useful for agencies that allow temps to add themselves to shift short lists.



The image shows a 'Set Shift Filters' dialog box with a blue header and a light green body. On the left, there are two radio buttons: 'Range' (selected) and 'Period'. The 'Range' section includes a 'Desk' dropdown set to 'Web Demo Shifts', a 'From' date of '16/01/2023', a 'To' date of '22/01/2023', and a 'Today' button. The 'Period' section includes a 'Weekly' dropdown, a 'Year' of '2022', a 'Week' of '43', and an 'Ends 22/01/2023' label. Below these is an 'Advanced Filtering' button. On the right, there are three groups of checkboxes: 'State' (Unfilled, Short List, Provisional), 'Confirmed' (Confirmed, Worked, Cancelled), and 'Cascade' (Non-Cascadeable, Cascadeable, Cascaded). The 'Short List' checkbox is checked and highlighted with a red box. Below the 'State' group is a 'Save as My Default Selection' button, also highlighted with a red box. At the bottom right are 'OK' and 'Cancel' buttons.

## Shift/Vacancy Confirmations and Auditing

Confirmations details are recorded for Shifts and Vacancies.

In Vacancies – Temporary Vacancy - Diary – Right click an Appointment – Edit - View the information at the bottom of window.



**Shift**

Consultants Entered by: IVAN 27/10/2015 10:58 Filled by: IVAN 27/10/2015 10:59

Our Ref. 9425

Date 02/11/2015

Time From 08:00

Time To 17:00

Minutes Required 0

Break (minutes) 60

Recovery (hours) 2

Moveable ☒

Client Must Confirm ☒

Temp Must Confirm ☐

Shift Type Standard Day

Analysis Code

Reference Required Not Required

Description Day

Essential Skill(s)

Grade Required

Note

Their Ref. IVAN

Ordered By IVAN

Client Note datha

Confirmed With Ivan

Who Temp Confirmed Ivan Baldwin

When Temp Confirmed 30/10/2015 12:32

Who Client Confirmed Ivan Baldwin

When Client Confirmed 30/10/2015 12:31

OK Cancel

In Temp Desk – Shifts – Details Tab – scroll to bottom of the window.



Details		Quick Fill	Short List	Cascade History	Audit Trail												
<a href="#">Fill</a>	<a href="#">Expand Vacancy</a>	<table><tr><td>Temp Confirmed</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Confirmed With</td><td>Ivan</td></tr><tr><td>Minutes Required</td><td>60</td></tr><tr><td>Recovery Hours</td><td>2</td></tr><tr><td>Moveable</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Secondary Agency</td><td></td></tr></table>				Temp Confirmed	<input checked="" type="checkbox"/>	Confirmed With	Ivan	Minutes Required	60	Recovery Hours	2	Moveable	<input checked="" type="checkbox"/>	Secondary Agency	
Temp Confirmed	<input checked="" type="checkbox"/>																
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Minutes Required	60																
Recovery Hours	2																
Moveable	<input checked="" type="checkbox"/>																
Secondary Agency																	
<a href="#">Cancel</a>	<a href="#">Expand Temp</a>																
<a href="#">Cascade Now</a>	<a href="#">Expand Timesheet</a>																
	<a href="#">Move Shift</a>																
		<table><tr><td>Who Temp Confirmed</td><td>Ivan Baldwin</td></tr><tr><td>When Temp Confirmed</td><td>30/10/2015 12:32:25</td></tr><tr><td>Who Client Confirmed</td><td>Ivan Baldwin</td></tr><tr><td>When Client Confirmed</td><td>30/10/2015 12:31:41</td></tr></table>				Who Temp Confirmed	Ivan Baldwin	When Temp Confirmed	30/10/2015 12:32:25	Who Client Confirmed	Ivan Baldwin	When Client Confirmed	30/10/2015 12:31:41				
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## audit Shifts/Vacancies

See also

[What do the colours mean?](#)

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