

1/2

Temp Desk - Vacancy Tab

refers to:

temp desk form \rightarrow vacancies tab

The Vacancy tab shows a summary of who is working on which day. If there are unfilled shifts the word Unfilled is shown in green. Right clicking shows the day in depth with what shifts are entered and who is booked.

Shifts can be added, filled and confirmed from the Temp Desk or Vacancy.

When moving forward a week the screen will be empty: the default view is to show Vacancies with shifts entered; to show all Vacancies select the radio button **Current State** to show all Vacancies whose state is Current. Third option is for **Unfilled**.

There are two ways of copying shifts forward using the Copy shifts button, click here for more information.

This table displays information on the positions, companies and the number of places and how many are still unfilled per vacancy, start and end dates and a visual indication of the state of the vacancy.

Add Temp vacancies here, and work through them finding candidates until they all have placements or require to be finished.

The cell colours indicate the state of the vacancy:

- Green indicates that there is still a post that is not filled for this vacancy on the selected date.
- Dark blue indicates that all placements to fill this position have been made.
- The main colour indicates the duration of the vacancy.
- The brighter colour days indicate the start and leave dates.
- White indicates days before start date
- Grey indicates days after the leave date.

Note that these colours are customisable and may change. Click on the **?** button for current colour scheme.

2.21.8+ Postcode Radius searching has been added to this view. Enter a valid postcide and the mileage radius from the specified postcode for matching records to be returned. If the vacancy has a site postcode address it will pick that up in place of the vacancy address. This will help identify close candidates quickly without the need to open the vacancy and un a search.

lemp Desi	•									
68. 90-2wmo 2	View nits v [resety Soft	Vear Views		top (Jarme)	PROSES A	DODE COM	and a second		-	
to parto p	nina 🗸 reeeriy anin	A 1000 (K. 10. (K. 10)	08.31/00	CONTRACT OF	PROJECT AND	Bose cess	1940 Consulter	< SHELLEY	*	
oancies Impa	Seent Doent Att	Bhaves 💭 Shifts in Nook 🛞 Carrent Balle 🔿 Un		Ant Shifts DI S	isita Gontee Shita Co	y Shifts Enlar Dream	e rac	Rodoode 1211 RL	9 0 nu	
-	Jan 70e	Company	1.00	Benéty 16/03/001	Turnity Notices	Nethesday 11000001	Thursday 18/03/0011	Triday 1M00/0001	Taturity 2013/2021	Т
rements.	HCA Band 2:1455	5Um	4.10	Inter, Simon	Martinez, Mylo	Hunter, Sheley	Sect. Kelle	Owerk, Kade	Beck, Kale	1
nifa Nfa	mCA Bant 2 Ovp	5Um	0.00							
1.72	mCA Band 2 Ovp	1Um	0.00							
~~	TCA Band 2 7037 19.03.28	Bonders General/Inspital	4.54							
an-ena	ICA Bard 3	Borders General-beatar	4.94							
00000	Viel Telev	Borders General-Deptar	4.94							
t Terrys cyfe	Dadrid Surbe	Hammonda	2.37							
A Designation	NCA Band 3	Sheley Crowk	1.00							

2024/05/20 20:21

See also What do the colours mean?

Back to Online Users Guide Back to Temp Desk

From: https://iqxusers.co.uk/iqxhelp/ - **iqx**

Permanent link: https://iqxusers.co.uk/iqxhelp/doku.php?id=ug6-4

Last update: 2022/06/03 09:14



