



Temps Tab

refers to:

temp desk form → temps tab

This is where you manage your group of Temps that have this desk assigned to them.

You can see at a glance where each temp is working on any particular day or whether they are unavailable. From 2.22.2+ if viewing a contract desk the candidate's work pattern is reflected on this view, so if they only work Monday, Tuesday Wednesday this will show and the rest of the days will be empty (previously it would show as working all week regardless of the work pattern).

The colour of the individual cell shows if the shift is Provisional (blue), Confirmed (burgundy) or Worked/Timesheeted (black)

Shift matching prioritises candidates who have Availability entered, and excludes those who are working, or have Holiday or Unavailable entered.

To quickly identify a particular temp within the temp desk pool, rather than scrolling through the list, click on the Search button to open the search window. The search works on whichever column is first, it defaults to Surname but if you need to search on any other column simply click on the column header and drag it to the left. If you have custom columns enabled on the Temps view these can also be searched on. Note the Search finds the first person that matches the result and is ideal for identifying individual temps.

The screenshot displays the 'Temp Desk' application interface. At the top, there's a header bar with 'Temp Desk' and a navigation menu on the left. The main area shows a table of temps with columns for Temp, Skill, Known As, and days of the week (Monday to Sunday). A search window is open, titled 'Search for Temp', with a search bar and a list of results. The search results table has columns for Inname, Forenames, Payroll No., and Skill. The first result is 'Bevi Forenames' with Payroll No. 30064 and Skill HCA. Other results include Haynes, Hinton, Hunt, Hunter, Jones, McCarty, Molina, Odonnell, Perkins, Richard, Singh, Smith, Smyth, and Vega.

Temp	Skill	Known As	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Alert
Bevin, Clark	HCA	Clark								Reg: 23/01/2017 Was ill most of last winter
Haynes, Leila	RGN	Leila								Reg: 11/02/2016
Hinton, Annalise	Domiciliary	Annalise	Babcock Int...	Babcock Int...	Babcock Int...	Babcock Int...				Reg: 27/07/2015
Hunt, Amber	HCA									3/02/2017
Hunter, Alfie	RGN									3/01/2017 public transport
Hunter, Jess	HCA									3/01/2017
Hunter, Shelley	RGN									3/01/2017
Jones, Jo	Domiciliary									3/10/2017
McCarty, Kayden	RGN									Unreliable
Molina, Marcel	RGN									Rowan ward LOVE him
Odonnell, Scott (Esme ...)	RGN									2/06/2015
Perkins, Mikolaj	RGN									3/07/2015
Richard, Inaaya	Domiciliary									3/09/2008 DNS x 3
Singh, Billy	RGN									2/05/2011
Smith, Thomas	RGN									3/01/2017
Smyth, George	RGN									3/01/2017
Smyth, Imogen	HCA									3/01/2017
Vega, Leyla (Esme Elec...										3/07/2015

Other features include:



- Add types of availability
- View holiday pay
- Drag temps to add to vacancy shortlists or fill shifts
- Enter timesheets
- Process temps to send a mailmerge
- Run reports

See also

[What do the colours mean?](#)

[Filtering Temps on Temp Desk according to availability](#)

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