

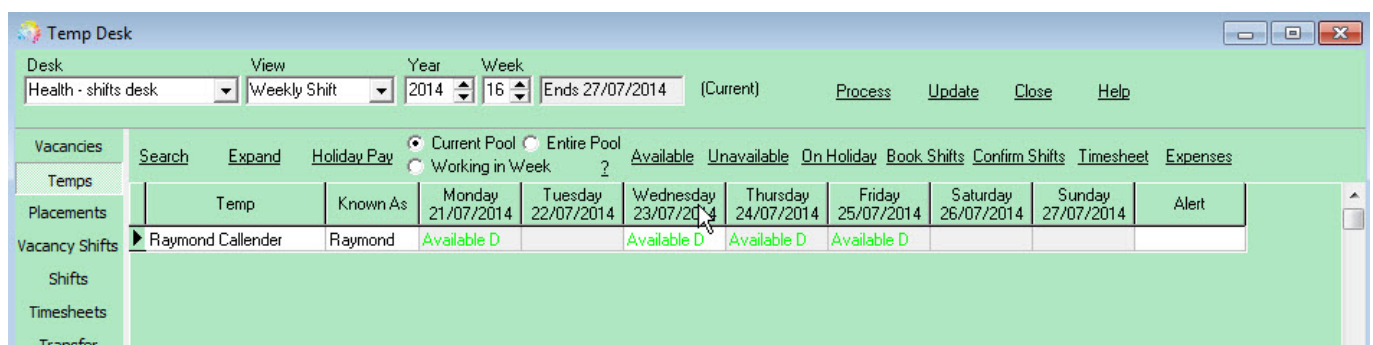


Filtering Temps on Temp Desk according to availability

Temp Desk > Temps

Available on day.

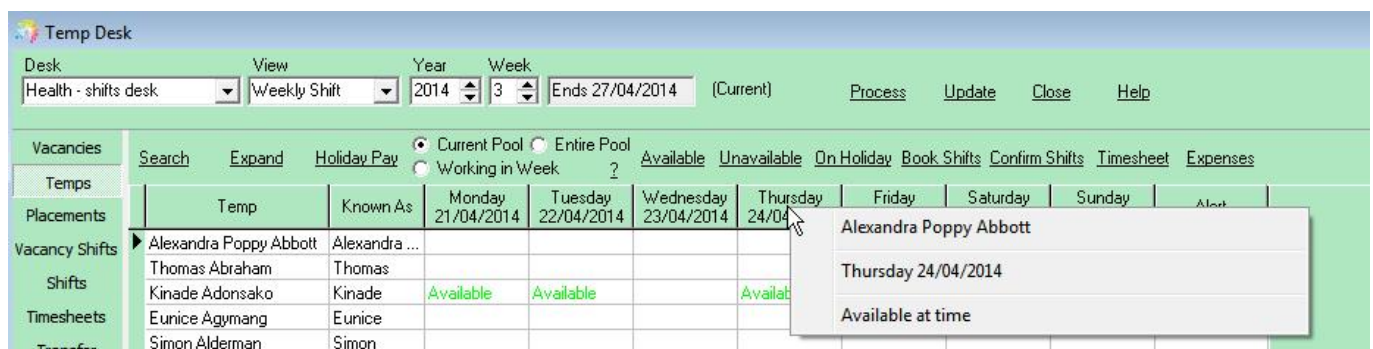
To see only temps with availability on a given day in the week, click on the day. This filter the list of temps to show only those with availability entered on that day.



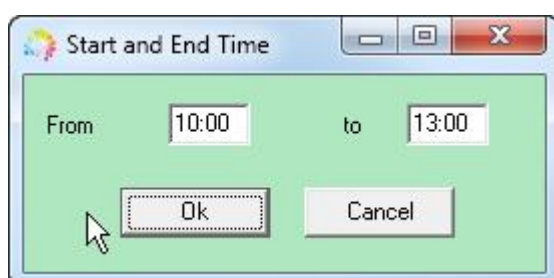
To remove the filter click on the day again.

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.

Temp Desk

Desk: Health - shifts desk View: Weekly Shift Year: 2014 Week: 3 Ends 27/04/2014

Go to Current Make Current Process Update Close Help

Vacancies Search Expand Holiday Pay Current Pool Entire Pool Working in Week ? Available Unavailable On Holiday Book Shifts Confirm Shifts Timesheet Expenses

Temp	Known As	Monday 21/04/2014	Tuesday 22/04/2014	Wednesday 23/04/2014	Thursday 24/04/2014 10:00 - 13:00	Friday 25/04/2014	Saturday 26/04/2014	Sunday 27/04/2014	Alert
Kinade Adonsako	Kinade	Available	Available		Available				

Kinade Adonsako
Thursday 24/04/2014
Available
Clear Available at time

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