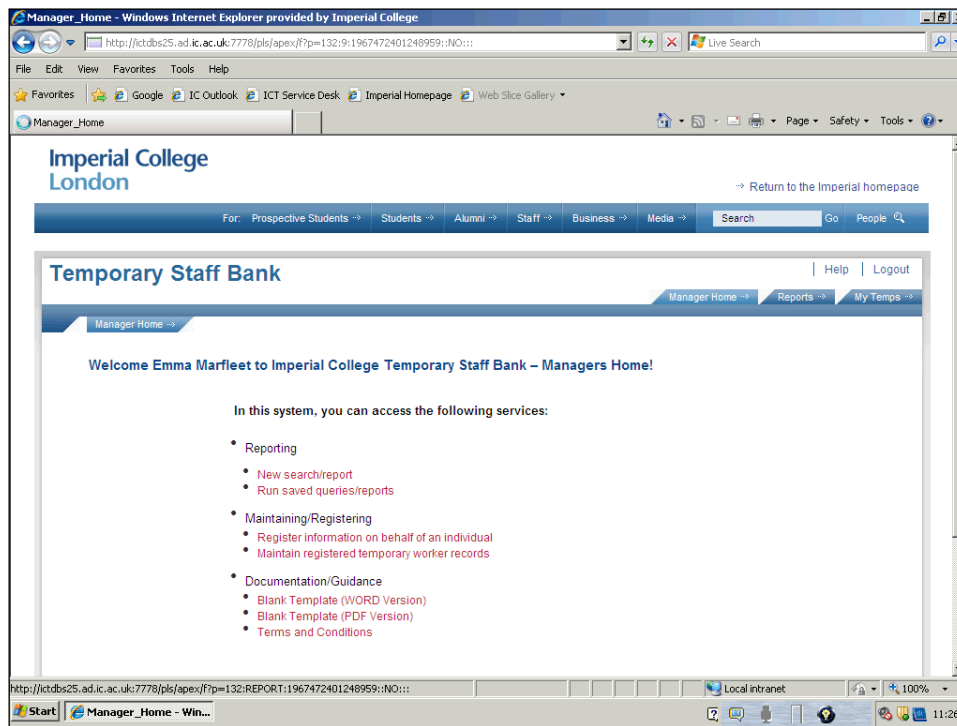


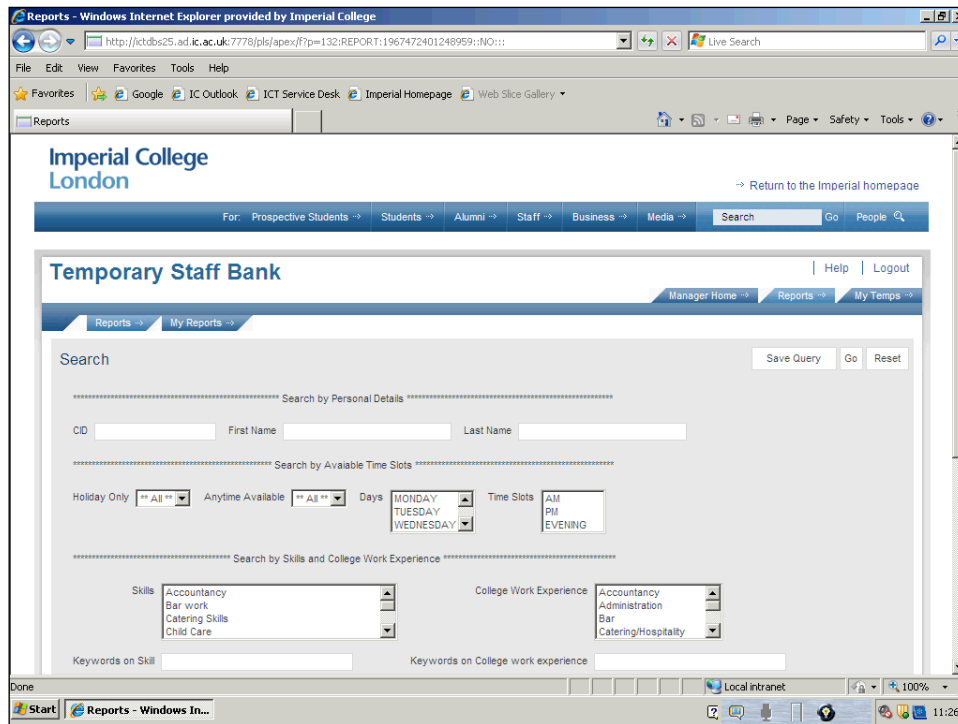
Guide for Manager's Running Reports to Search for Temps

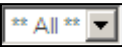
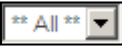

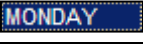

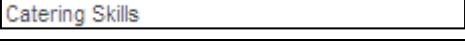
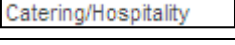
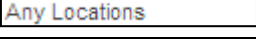

Procedure Note

Please find below the steps you need to follow when running reports to search for Temps in the Temporary Staff Bank.

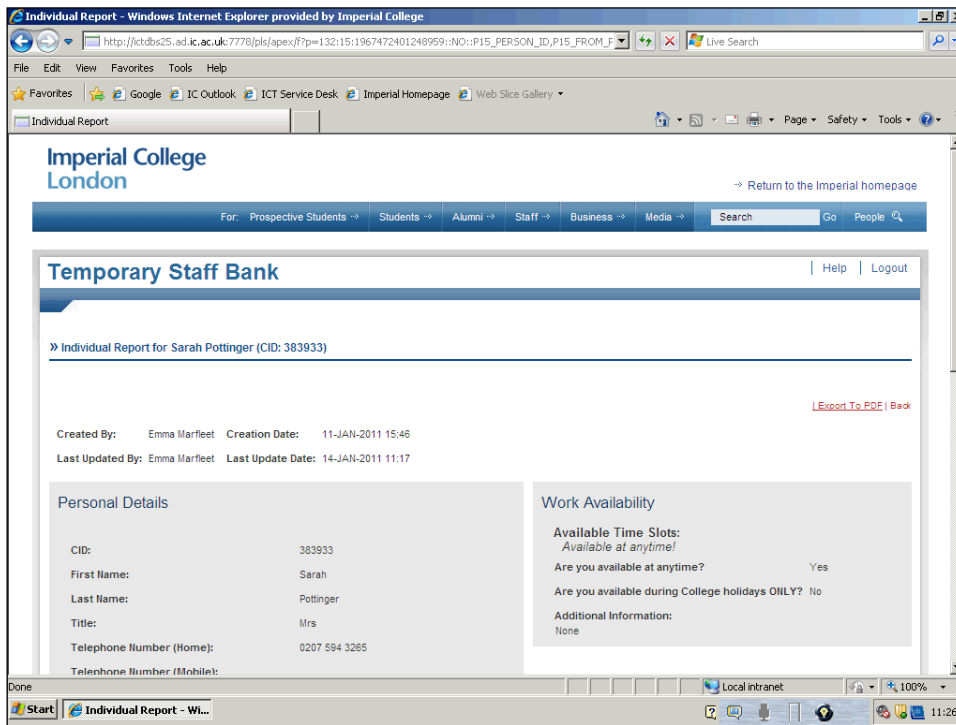


Step	Action
1.	Click New search/report . New search/report

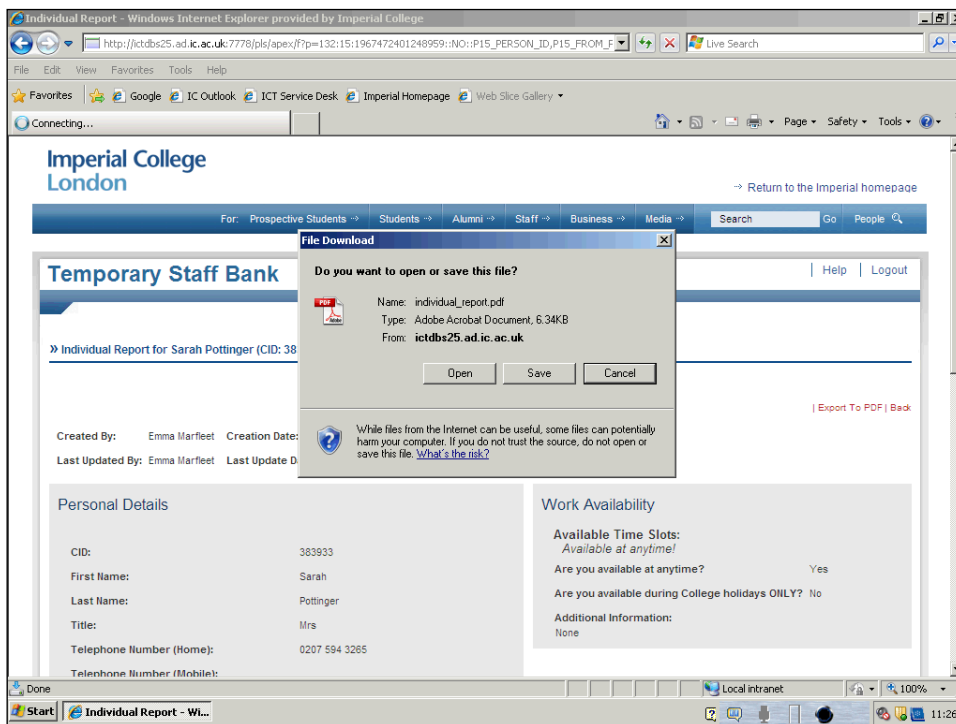



Step	Action
2.	You can broaden your search to find temps with the required skills and availability. 
3.	Click the Anytime Available list. 
4.	Select the appropriate option. 
5.	Select the Days you wish the temp to be available. To select more than one Day hold down the 'shift' key and select. 
6.	Select the Time Slots you wish the temp to be available. To select more than one Time Slot hold down the 'shift' key and select. 
7.	Select the appropriate Skills from the drop down menu. To select more than one Skill hold down the 'shift' key and select. 
8.	Select the appropriate College Work Experience from the drop down menu. To select more than one area hold down the 'shift' key and select. 
9.	Select the Preferred Location/s . To select more than one location hold down the 'shift' key and select. 
10.	Click the Go button to run the report. If you need to regularly run this report you can save it by clicking 'Save Query'. 

Step	Action
11.	Click the temp's CID number to view the full details. 383933



Step	Action
12.	If you wish to export the details to PDF format click here. Export To PDF



Step	Action
13.	Click the Open button to view your Temporary Staff Report. 
14.	End of Procedure.