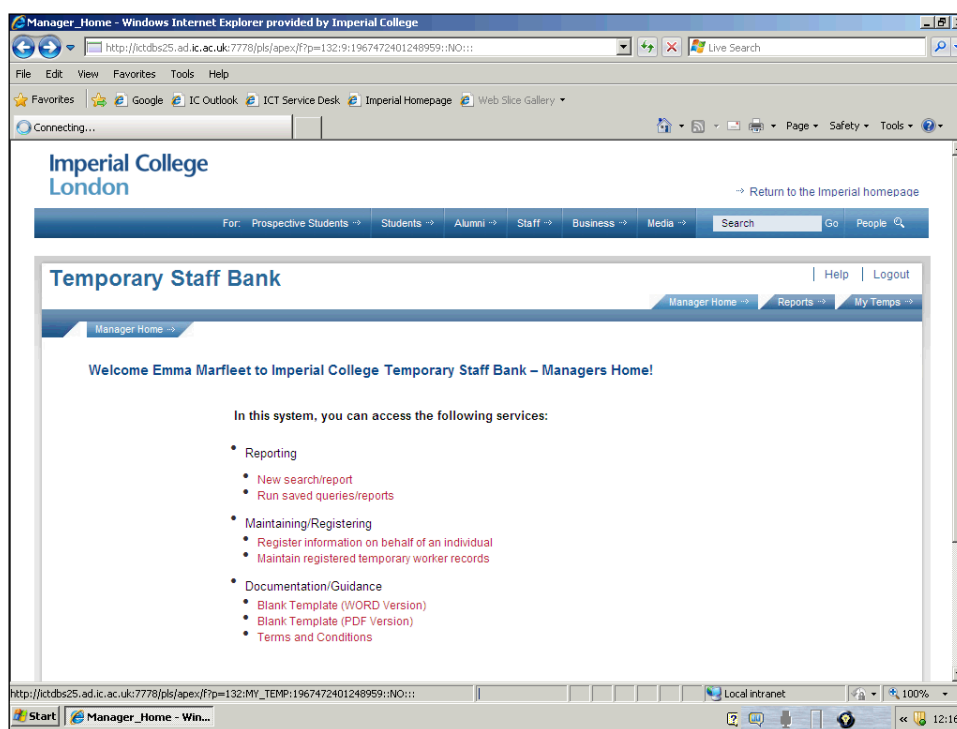


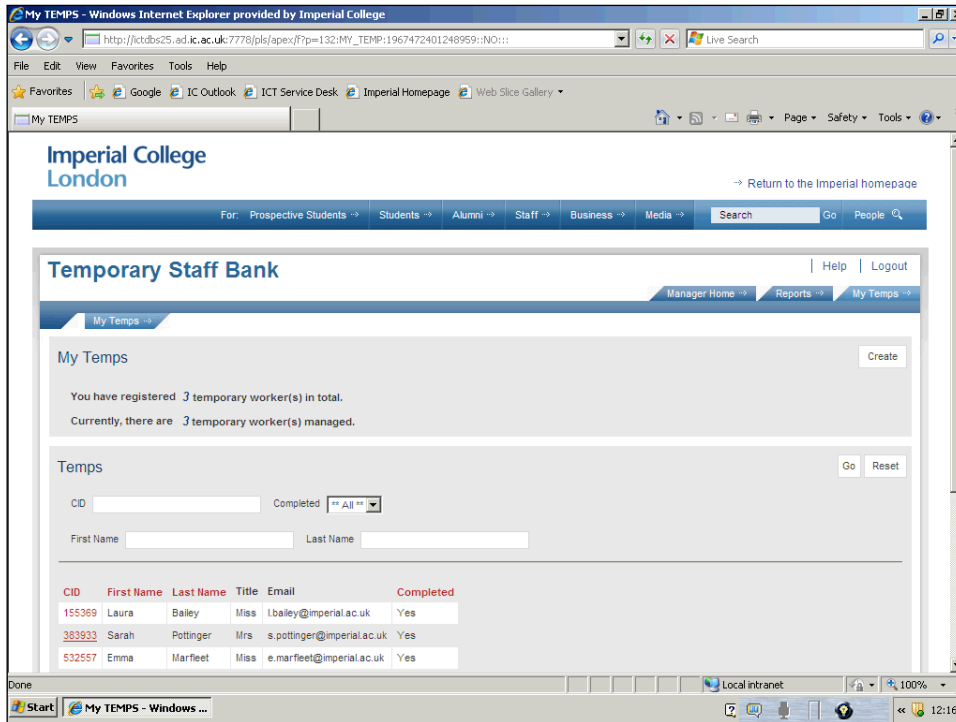
# Guide for Manager's Maintaining Records

## Procedure Note

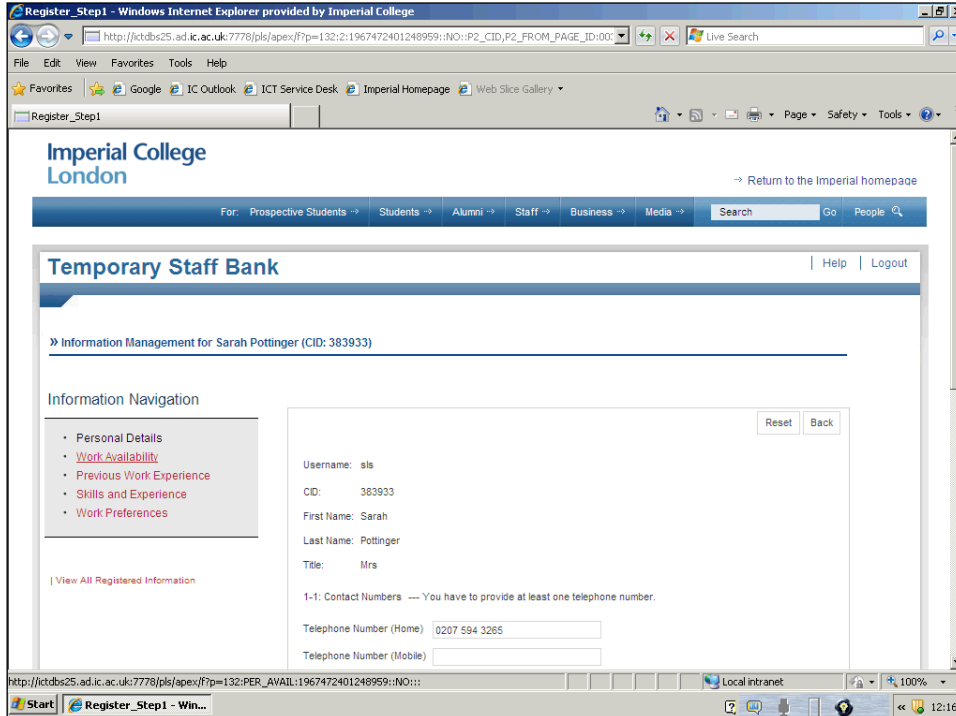
Please find below the steps you need to follow when maintaining a Temp's details in the Temporary Staff Bank.



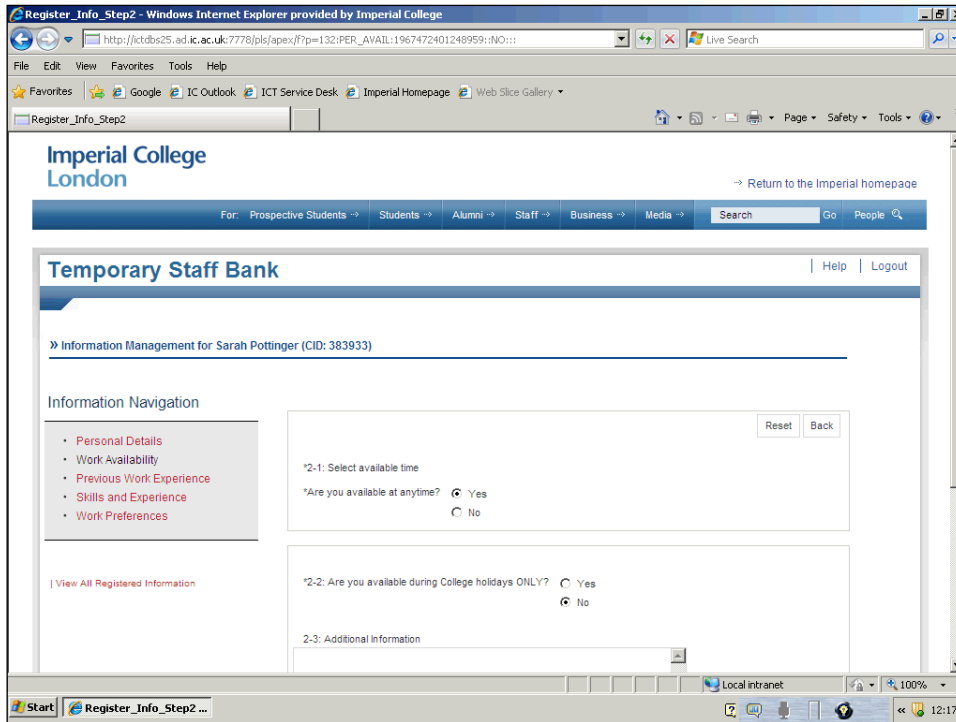
| Step | Action   |
|------|--|
| 1.   | <p>Click here to maintain an existing record.</p> <p>You can also access the records via the <b>My Temps</b> tab at the top right hand side of the screen.</p> <p><a href="#">Maintain registered temporary worker records</a></p> |




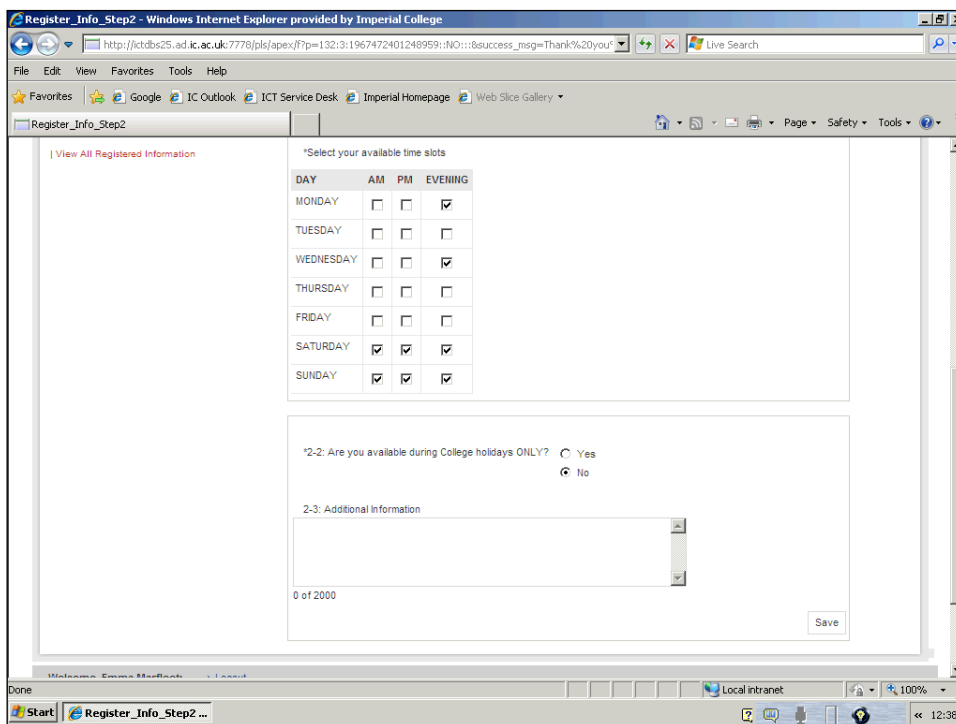
| Step | Action   |
|------|--|
| 2.   | Click on the temp's CID number to access their details.<br><b>383933</b> |



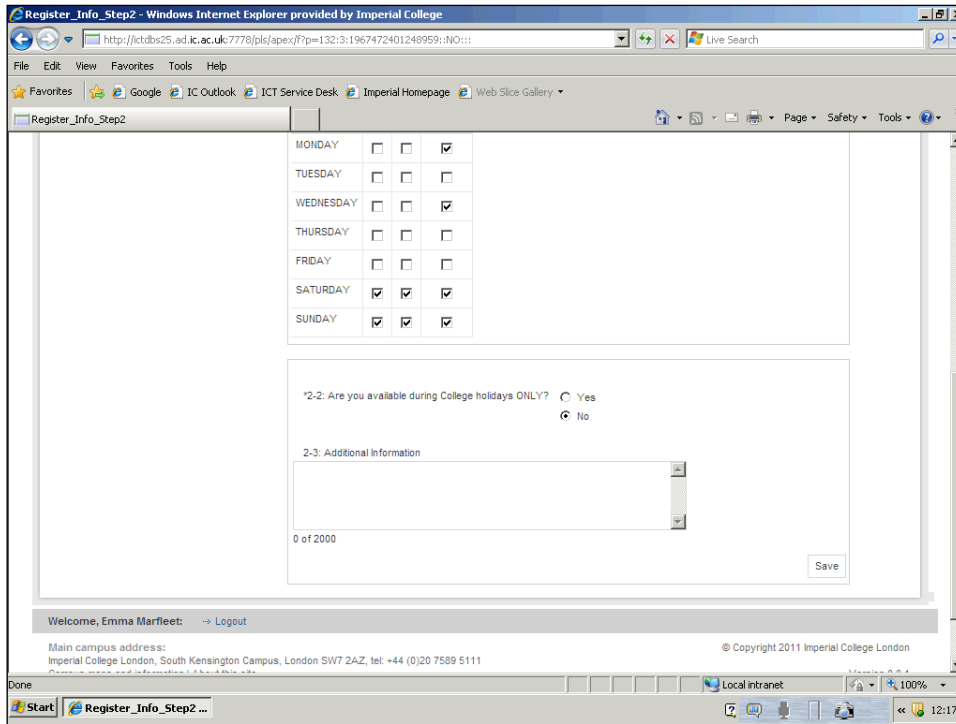
| Step | Action   |
|------|--|
| 3.   | Select the area that you need to add to/amend. This can be undertaken for any area(s).<br><b>Work Availability</b> |



| Step | Action   |
|------|--|
| 4.   | Amend as appropriate.  |
| 5.   | Amend as appropriate.<br> |



| Step | Action   |
|------|--|
| 6.   | Complete all the fields as necessary and then save the record. |



| Step | Action   |
|------|--|
| 7.   | Click the <b>Save</b> button.<br><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Save</div> |
| 8.   | A confirmation email will be sent to the temp informing them that changes have been made to their record.                  |
| 9.   | <b>End of Procedure.</b>   |