



Updated September 2025

Setting and Adjusting Demand

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- [illegible]



3. Identify the shift and date which you require the demand to be set against. To open the demand menu, press on the left number 0 for the corresponding shift and day.

Assistant Advisor	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM
Assistant Analyst	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM

4. The demand can be adjusted from 0 to your required number then press request.

Edit day demands

DATE: 14/08/25
SHIFT NAME: Job Roles
DEPARTMENT: 51-53 Kings Road
DEMAND NAME: Assistant Advisor
CUSTOMER: University of Sussex

Change demand details

DEMAND: 1 | START TIME: 02:00 PM | END TIME: 07:00 PM

IS RECURRENT? ☐

REMARK:

1. Once the demand has been requested it will be displayed in the schedule as illustrated below in red. This is because the demand has been set at 1 and has not yet been fulfilled.

Week33	11 Mo Aug	12 Tu Aug	13 We Aug
Off Site Locations	0 0	1 0	1 -1
Bexhill College	0 0	1 0	1 -1
Senior Technician	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM
Student Administrator	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM	0 0 12:00 AM - 11:59 PM
Student Ambassador	0 0 12:00 AM - 11:59 PM	1 0 09:00 AM - 01:00 PM Smith	1 -1 03:00 PM - 11:59 PM



2. To assign a worker to a shift, use the 'Assistant' button in the top navigation bar (identifiable as a magic wand icon) and select from available workers. You can search for tags/qualifications in this view by using the 'cog' icon to open more filters.

The screenshot displays the Adecco scheduling interface. At the top, there's a search bar and navigation controls. The main area is a shift grid for Week 33, spanning from Monday to Saturday. The grid shows shifts for various roles: Senior Technician, Student Administrator, and Student Ambassador. The Assistant panel on the right is open, showing a search bar and a list of available workers: Difolco, Mia; Geyer, David; and O'Keefe, Lisa. The panel also indicates '0 FROM THE 3 PERSONS SELECTED'.

This screenshot shows the same Adecco scheduling interface, but with a filter overlay open. The filter overlay is titled 'Select qualifications' and includes a search bar, a 'Directly Filter Result?' checkbox, and a 'Filter' button. The Assistant panel on the right is still visible, showing the same list of available workers. The shift grid remains the same, with the same roles and shifts displayed.



- Note that in this same 'Assistant' section, you can also search workers by cost code and department to ensure the correct cost is allocated to the correct department
- Note that in this same 'Assistant' section, you will also be able to filter 'hours worked this week' and see whether workers with a Visa qualification tag are nearing their weekly hour limit. This will help you to schedule accordingly whilst remaining compliant

The screenshot displays the Adecco scheduling interface. On the left, a shift grid shows dates from Tuesday, August 19th to Saturday, August 24th. The grid includes time slots (e.g., 12:00 AM - 11:59 PM) and shift status indicators (e.g., 0|0). A red box highlights a shift on Friday, August 22nd, from 08:00 AM to 03:00 PM. On the right, the 'ASSISTANT' panel is open, showing search filters for 'Full Available', 'Shift Qualification', and 'Qualification (1)'. Below the filters, a table lists workers with columns for NAME, CONTRACT, TEAM, QUALIFICATION, and HOURS. The table shows two workers: Johnson, Jimmy (Art History Depart, 20:00 | 0:00) and Smith, Kevin (Business Migration, 10:00 | 0:00).

- When a worker has been assigned to the shift the workers surname will be shown. The shift will no longer be red as the demand has been fulfilled. If the demand is for multiple workers, the shift demand will remain red until all demand has been fulfilled

The screenshot displays the Adecco scheduling interface. On the left, a list of workers is shown with columns for NAME, CONTRACT, TEAM, QUALIFICATION, and HOURS. The list includes two workers: Johnson, Jimmy (Art History Depart, 20:00 | 0:00) and Smith, Kevin (Business Migration, 10:00 | 0:00). On the right, a shift grid shows dates from Monday, August 11th to Tuesday, August 12th. The grid includes time slots (e.g., 12:00 AM - 11:59 PM) and shift status indicators (e.g., 0|0). A red box highlights a shift on Tuesday, August 12th, from 09:00 AM to 01:00 PM, with the worker's surname 'Smith' displayed next to it.