



Manager User Guide

Updated September 2025

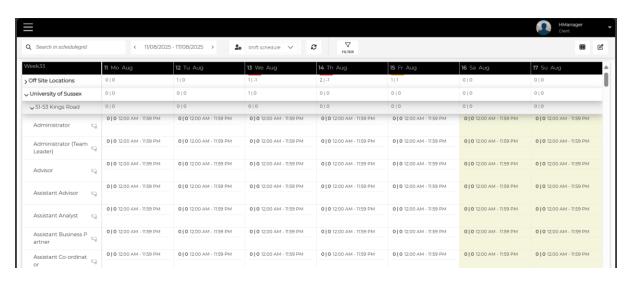
For any additional support on items referenced within this guide, please contact your Adecco representatives.

Setting and Adjusting Demand

1. To access the demand option, click on the menu icon in the top left corner of the Homepage and select 'Schedules'.



2. In this section by clicking onto the arrows as illustrated below you can expand the view to display the departments and shifts. You can also change the week which you are viewing by pressing on the backwards or forwards arrows next to the date.



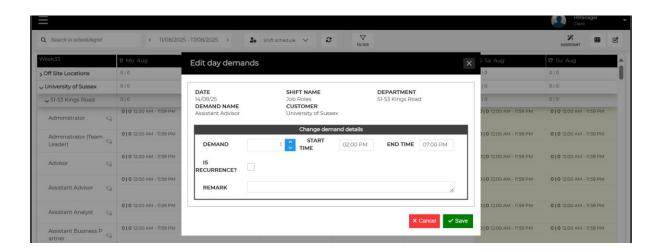




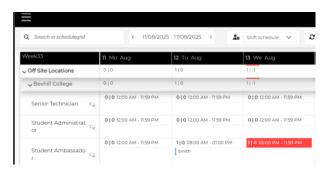
3. Identify the shift and date which you require the demand to be set against. To open the demand menu, press on the left number 0 for the corresponding shift and day.



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



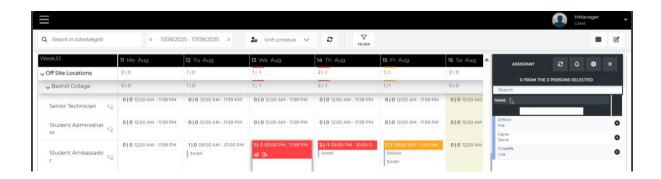
1. Once the demand has been requested it will be displayed in the schedule as illustrated below in red. This is because the demand has been set at 1 and has not yet been fulfilled.

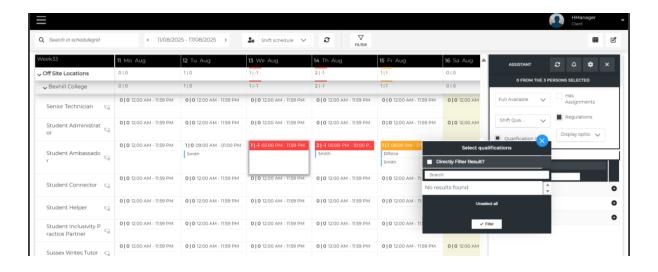






2. To assign a worker to a shift, use the 'Assistant' button in the top navigation bar (identifiable as a magic wand icon) and select from available workers. You can search for tags/qualifications in this view by using the 'cog' icon to open more filters.

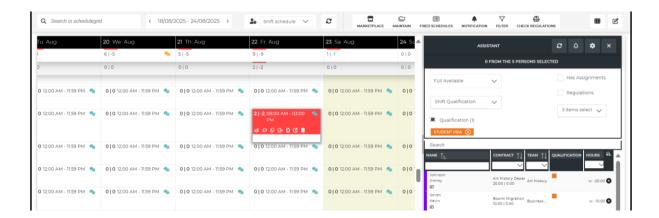






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- 3. Note that in this same 'Assistant' section, you can also search workers by cost code and department to ensure the correct cost is allocated to the correct department
- 4. Note that in this same 'Assistant' section, you will also be able to filter '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



5. 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

