



Client Portal – Viewing Orders and Placements

When you enter the portal you will start in the Temp Jobs Tab in list view. Each days orders for the month are listed and if someone is schedule a person icon or their picture will show in the Scheduled column.

The screenshot shows the 'TEMP JOBS' section of the client portal. At the top left, the 'Temp Jobs' tab is highlighted with a red circle. The main content area is divided into a filter sidebar on the left and a job list on the right. The job list is for October 2023 and is currently in 'List' view. A red box highlights the 'Scheduled' column, which contains person icons for scheduled jobs and question marks for unscheduled ones.

ID	Position	Location	Dates	Time	Days	Filled	Scheduled	Status
#652dc0fb...	Dental Assistant	Test Dental - Bellevue Office	Oct 19th - 19th	8a-5p	F	0/1	?	PUBLISHED
#652dc0e...	Dental Assistant	Test Dental - Bellevue Office	Oct 18th - 18th	8a-5p	TH	1/1		PUBLISHED
#65283f6d...	Dental Assistant	Test Dental - Bellevue Office	Oct 17th - 17th	8a-5p	W	1/1		PUBLISHED
#65283f59...	Dental Assistant	Test Dental - Bellevue Office	Oct 16th - 16th	8a-5p	T	0/1	?	PUBLISHED
#65283f1a...	Dental Assistant	Test Dental - Bellevue Office	Oct 15th - 15th	8a-5p	M	1/1		PUBLISHED
#65283f03...	Dental Assistant	Test Dental - Bellevue Office	Oct 12th - 12th	8a-5p	F	0/1	?	PUBLISHED
#65283ee...	Dental Assistant	Test Dental - Bellevue Office	Oct 11th - 11th	8a-5p	TH	1/1		PUBLISHED
#651c80c4...	Dental Hygienist	Test Dental - Bellevue Office	Oct 2nd - 2nd	3p-5p	T	1/1		CREATED



If you manage multiple locations you can change locations using the location filter

TEMP JOBS

+ Submit New Temp Job

Filter Temp Jobs

Search Temp Job

Status

Location

Test Dental - Bellevue Office

Position

Select Position

Dates

Select date range

Clear Filter

Apply Filter

< Today >

October 2023

List Schedule

ID	Position	Location	Dates	Time	Days	Filled	Scheduled	Status
#652dc0fb...	Dental Assistant	Test Dental - Bellevue Office	Oct 19th - 19th	8a-5p	F	0/1	?	PUBLISHED
#652dc0e...	Dental Assistant	Test Dental - Bellevue Office	Oct 18th - 18th	8a-5p	TH	1/1		PUBLISHED
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#651c80c4...	Dental Hygienist	Test Dental - Bellevue Office	Oct 2nd - 2nd	3p-5p	T	1/1		CREATED



If you change to the Schedule view in the upper left you can see a day by day breakdown for the week. Filled orders will be green with the employee's name. Unfilled order will be shown in grey.

TEMP JOBS

[+ Submit New Temp Job](#)

Filter Temp Jobs

Status

Location

Test Dental - Bellevue Office

Position

Select Position

Dates

Select date range

[Clear Filter](#) [Apply Filter](#)

Navigation: < Today > October 15th - 21st

View: **List** Schedule

Date	Day	Order Status	Employee
October 15th, 2023	Sunday	No Currently Open Temp Jobs	
October 16th, 2023	Monday	8:00 AM - 5:00 PM	Dental Assistant (Test Dental - Bellevue Office) Staffup Test
October 17th, 2023	Tuesday	8:00 AM - 5:00 PM	Dental Assistant (Test Dental - Bellevue Office) Unassigned
October 18th, 2023	Wednesday	8:00 AM - 5:00 PM	Dental Assistant (Test Dental - Bellevue Office) Staffup Test
October 19th, 2023	Thursday	8:00 AM - 5:00 PM	Dental Assistant (Test Dental - Bellevue Office) Courtney Campbell-TEST
October 20th, 2023	Friday	8:00 AM - 5:00 PM	Dental Assistant (Test Dental - Bellevue Office) Unassigned
October 21st, 2023	Saturday	No Currently Open Temp Jobs	



DENTAL PROFESSIONALS
EMPLOYMENT SERVICES

By clicking on any of the shifts a window will pop up on the left with more details.

Assigned to Temp Job ✕

Dental Assistant
Test Dental - Bellevue Office

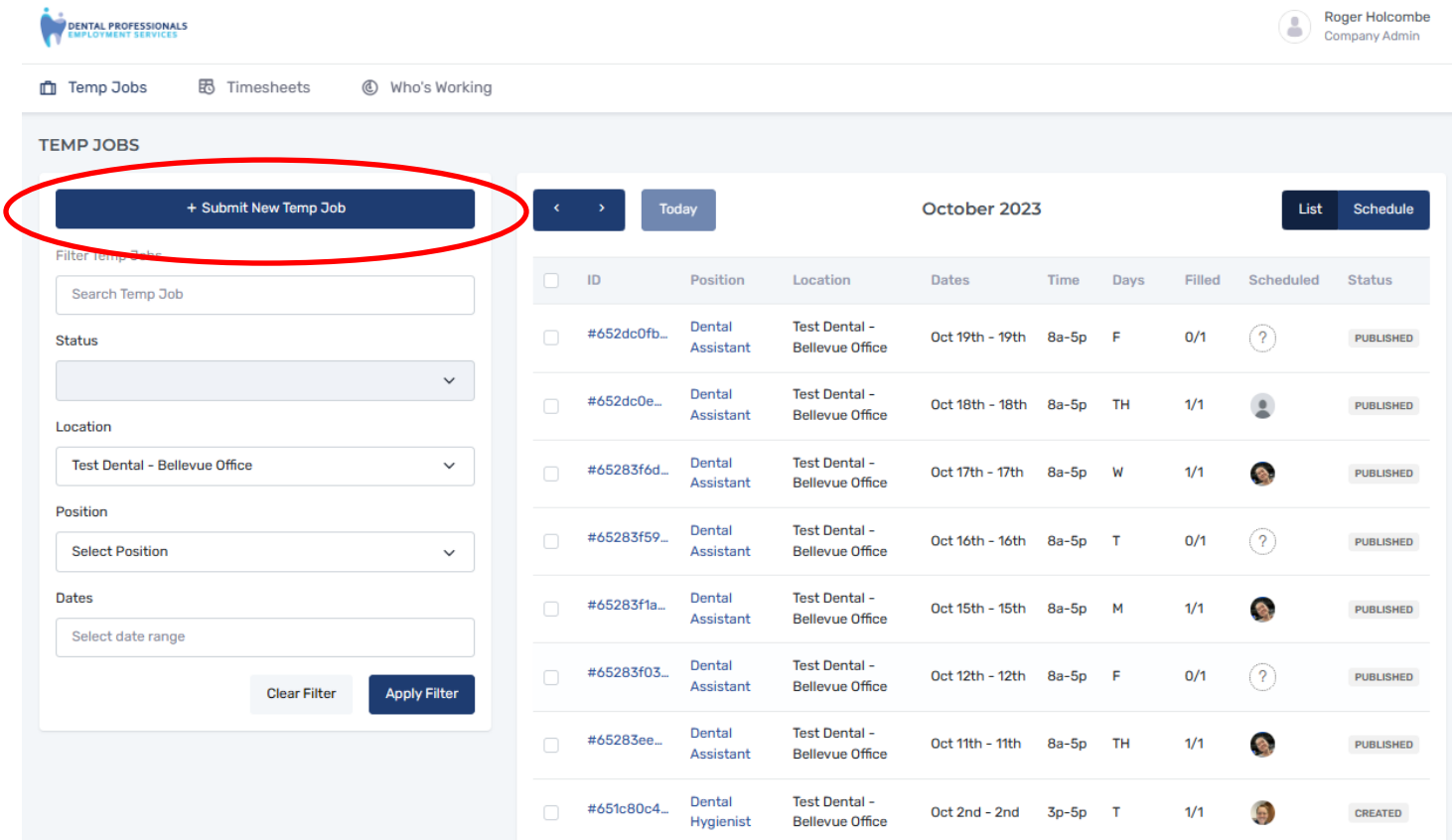
1 / 1
Openings Filled

October 18th - 18th 8am - 5pm
 TH # 1 openings

October 19th, 2023 **Thursday**

8:00 AM - 5:00 PM **Courtney Campbell- TEST**

A feature will be **coming soon** that allows you to submit orders directly in the client portal.



Filter Temp Jobs

Search Temp Job

Status

Location

Test Dental - Bellevue Office

Position

Select Position

Dates

Select date range

Clear Filter Apply Filter

+ Submit New Temp Job

Today

October 2023

List Schedule

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Roger Holcombe
Company Admin