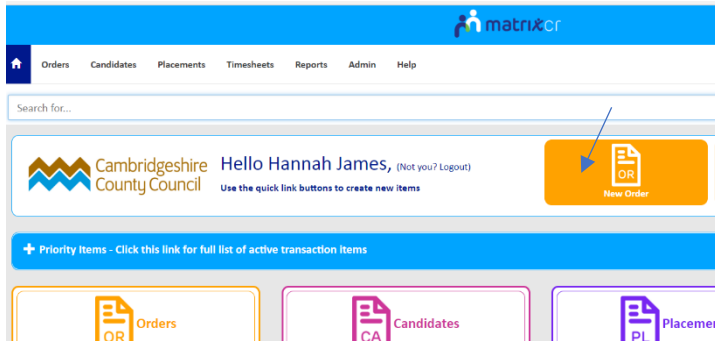




Creating an order (request for worker)

1. Go to your Matrix home page and click on 'new order'.



2. The system will generate a new order form. Click on the magnifying glass on each section to search for the relevant job title and location. Select a reason for the job in the justification section. Once finished, click on the 'next button'.

Category: Agency Workers
(Type of service)

Job Title: * Administrator (B&MSDC G3) [magnifying glass]
(Select a Job Title from the available list)

Client Location: * Suffolk County Council [magnifying glass]

Justification: * Additional Workload [magnifying glass]
(Select a reason why you are creating this Order)

Cancel Next >

3. Complete this section in as much detail as possible. The Client Manager will remain as you. Enter the job specification in the description box.

Client Manager: * Hannah James [magnifying glass]

Description: *
(Where necessary, provide a description)


IR35


IR35 Status: * Inside IR35
(Set the IR35 status for this role)

Comments: * Status will need to carry over into BMSDC instance of Matrix
(Specify why this IR35 status has been set for this role)



4. Enter the estimated start date and end date of the placement, along with the expected working hours. Then select the number of candidates required.

Start Date: * 

End Date: * 

Start Time: * :
(Estimated daily start time.)

End Time: * :
(Estimated daily end time.)

Hours Per Week: *
(What are the Hours Per Week?)

Candidates: *
(How many Orders are needed to be met ?)



Profile:
(Would you like to create a list of Profile statements that each Candidate placed can respond to ?)

Shifts:
(Will this Order require Shifts?)

Does this role require a DBS: *

Cost Codes: *

You must provide one or more Cost Codes

 
(Please enter your Cost Codes for your department)

5. If the role will involve shift work, select 'yes' from the drop down menu. If the role will require a DBS check, select 'yes' from the drop down menu.

Use the magnifying glass to search for the relevant cost code.



Profile:
(Would you like to create a list of Profile statements that each Candidate placed can respond to ?)

Shifts:
(Will this Order require Shifts?)

Does this role require a DBS: *

Cost Codes: *

You must provide one or more Cost Codes

 
(Please enter your Cost Codes for your department)



6. Select the skills level required for the role using the drop down menu. The options will be – Beginner, Intermediate or Advanced.

Attribute Type	Attribute	Value *
✗ Other	A very similar role, therefore have same skills	Beginner
✗ Other	Administration	Beginner

Find more items... Refresh List

7. Enter 'n/a' in the statement box and select '5' in the weighting box.

Statement * Weighting * Sort Order

✗ n/a 5 1

New... Refresh List

+ Documents

< Back Next >

8. A new screen will appear and provide distribution options. Select 'Automatically'. This will distribute the order to Opus. The recruitment team can then distribute the order to external agencies if necessary. Click on the 'next' button.

Distribute To The Supply Chain Based On Tiering, Or Select Suppliers Manually.

Automatically (Pre-Configured)
 Manually (Select Below)

Cancel Next >



9. The following screen will appear. Click on the 'next' button.

Max Number of Candidates: 200
(How many Candidates would you like to receive in your final shortlist ?)

Maximum Supplier Candidates: 100
(What is the maximum number of Candidates you would like to receive from any one supplier location ?)

The cumulative value of all of the weightings below must equal 1 - i.e. all parts make a whole...

Price Weight: 0.50
(How competitive is the Suppliers price ?)

Client Review Weight: 0.50
(How well you perceive the Candidate to match to your Order)

[Cancel](#) [< Back](#) [Next >](#)

10. Select 'confirm and submit order' and click on the 'submit' button.

Submit Order to be approved within your organisation by the pre-defined approvers before being distributed to the supply chain.

Confirm and Submit Order
 Return to Order to review and amend details

Comments:

[Go Back <](#) [Submit](#)

11. A preview of the order will appear. Check that all of the details are correct. The order is now complete and will need to be approved by a member of the recruitment team.

Order - # RQ310209 (Status: Pending Approval)

[Refresh](#) [Actions](#)

Current Status:
This order is currently **Pending Client Approval** from the users who are configured as approvers (approvers are listed under 'Approvers' in the 'Other Items' section on this page).

Next Steps:
The assigned approvers should use the green 'Actions' button at the top of the page and **Approve** to pass the approval onto the next stage or distribute the order to the select su
Reject to prevent this order from being distributed to the selected suppliers.

Order - # RQ310209 (Status: Pending Approval)

Order # : RQ310209
Category : Agency Workers
Job Title : Administrator (B&MSDC G3)
Client : Suffolk County Council
Client Location : Suffolk County Council

Links
Printable Detail

Other Items
Activity
Skills 2