A vacancy that I had on my temp desk has disappeared

Relates to:
vacancy form

The most likely cause is that you have set the vacancy to filled. When placing someone IQX asks them whether there are any more locums required to fill the vacancy. They should always hit **yes**, otherwise it sets the vacancy to **filled**.

- Open the **vacancy** search (the big blue empty chair)
- Go to the **search** tab
- Select the correct department
- Hit **find**, and all the vacancies will appear
- You are looking for one against the specified client that has a state of **filled**
- Open the vacancy and change the state to current

If you still can’t find the vacancy, think of another candidate you think you’ve placed at the client. Open the placement, and then click on the vacancy link. You can now change the state.

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Last update: **2017/12/01 16:35**