



Adding a New Vacancy

Temp Vacancies can be added from Temp Desk, Company record or from a Contact Event to a Contact.

Perm Vacancies can be added from the Company record or from a Contact Event made to a Company Contact.

From a Temp Desk

Open the Temp Desk the vacancy is to be managed from. On the default view use the Add button – a quick wizard will open.

The screenshot shows the 'Temp Desk' interface. At the top, there are filters for 'Desk' (Demo - Locums), 'View' (Weekly Contract), 'Year' (2010), 'Week' (10), and 'Ends 13/06/2010'. Below these are buttons for 'Process' and 'Update'. A sidebar on the left lists 'Vacancies', 'Temps', 'Placements', 'Timesheets', and 'Reports'. The main area has a table with columns: Job Title, Vac. Site, Company, Posts, Place, Start Date, End Date, and a weekly calendar. The 'Add' button is circled in red. A 'New Temp Vacancy' dialog box is open, showing fields for 'Job Title', 'Source' (Existing Client), 'Keyname', and 'Find' button. There are also radio buttons for 'By Company' and 'By Contact', and a 'Select' button.

Enter the job title and change the source if the default is not accurate.

Select the client from the default list showing (will show if you have a stored selection of contacts that is called 'Temp Regulars' see [Adding a New Vacancy](#) or enter the keyname of the client or contact and search for them.

From a Contact Event

A Contact Event made with a Company Contact has a button to the top right of the screen 'New Vacancy'. This will open a new vacancy form



Contact Event Dalcam PLC, Barbara Vernon re. Para Legal

Reports Delete Help New Vacancy

Text
Attached CVs
Letter Text

Company	Dalcam PLC, Barbara Vernon
Vacancy	Para Legal
Made By	VHS
Date	09/11/2010
Time	16:14
Type	Client re Vac
Summary	
Outcome	
Callback	
Callback Time	
Priority	5
Created By	

Insert Text Spell Check
Send Text Write Letter Send Email

New Vacancy

Department: Legal
Source: Existing Client
Job Title:
☐ Permanent Vacancy ☒ Temporary Vacancy
Temp Desk: Demo - Locums
OK Cancel

From:
<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=quick_guides_5&rev=1365517109

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