Current Vacancies

Refers to:
Desktop form → Current Vacancies tab

Current Vacancies table shows the current Vacancies for whoever is selected in the Drop Down list box. **Expand** opens the Vacancy.

The **Contact Event** button (top menu) will open a new Contact Event to the Company Person.

The **Make Appointment** button (top menu) will go to the Diary tab

- Select the required day and time and right click
- Select Make Appointment: Person/Company
- the Appointment Form appears prefilled with the link, waiting for the completion.

The **Make Reminder** button (top menu) will bring up an Appointment/Reminder form to be filled in, also with links if used where a Person is selected. An Appointment can be made as well as a Reminder.

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