Make a temp booking

Relates to:
Temp desk → vacancies tab

First you need to create a new vacancy using the **Temp Desk** button:

- Select the correct Temp Desk using the drop-down box in the left hand corner.
- Go to the **Vacancies** Tab.
- Click on the **Add** button and complete the required details.
- Select the **Rates** option, and select a **rates scheme**.

Note: Green items need action, blue items need confirming, black are finished.

see also
3.23 how to fill shifts for a vacancy
12.1 IQXNet Requirements

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