



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](#)

Back to [Online Users Guide](#)

Back to [Temp Desk](#)

From:

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

Permanent link:

<https://iqxusers.co.uk/iqxhelp/doku.php?id=ug6-12&rev=1512146147>

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

