End a Placement

refers to:
Temp Desk form → Placement tab:

To end a Placement:

- Select the correct vacancy in the grid, **expand** it and confirm/enter the leave date.
- go to the **vacancy** and confirm/enter the end date (expand the **Dates** field) and check the status.
- **Save and Close** the vacancy form
- **Save and Close** the placement form

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