



Cross reference with vacancy form

refers to:

temp desk form
vacancies form

Many of the shift functions are also available on the vacancies form- see the list below for further information.

See also

[How to add shifts to a vacancy](#)
[How to Edit shifts](#)
[How to fill shifts for a vacancy](#)
[How to confirm shifts](#)
[How to delete an empty shift](#)
[How to cancel a filled shift](#)
[How to complete/finish a vacancy](#)
[What do the colours mean?](#)

Back to [Online Users Guide](#)

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