



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

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

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Last update: **2017/11/16 21:59**

