Finding a vacancy

Refers to:
vacancy form (top menu)

To find an existing vacancy (temporary or permanent):

- Click on the **Vacancy** icon.
- Type in the name of the company or the vacancy reference number and click on the **Find** button.
- To find past and current vacancies, clear the Current Vacancies only box.
- Once you have found the vacancy that you want, **double click** on it or highlight the vacancy and click on the **Expand** button to open the record.
- You can view and enter different information by clicking on an option on the left side of the vacancy details screen.

Button	Use
Reports	Run appropriate reports.
Search	Search for candidates who may be able to fill the vacancy.
Delete	Delete a record if there are no links such as Contact Events or Progress.
Help	Open the help page with guidance on the fields on this screen.

see also
9.9 Keyname look-up

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Back to Vacancy Records

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