Finding a vacancy

To find a current vacancy (temporary or permanent):

DeskTop > Current Vacancies tab.

- Use the drop down box at the top left of the screen to select which vacancies you are viewing. You can view by consultant, department, branch or ALL.
- Use the Perm Temp Either buttons to filter as required.

To find an existing vacancy (temporary or permanent):

Vacancy Selector Form

- 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.

see also
9.9 Keyname look-up

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