Entering main information

Refers to:
vacancies form

Once a vacancy has been created, the first information to be added is to the top section. Then use the **Search** button to find suitable candidates.

Field Name	**Note**
Position	Enter the Position or Job Title
No. of Posts	Enter the no of posts needed for this vacancy.
Their Ref	The Ref or Purchase Order from the client. Will also control how timesheets are grouped on invoices. If this is entered after a Placement has been made, the Placement must also be updated, as it will have picked up a blank.
Dates	Expand and enter the Start date and, as appropriate, a Finish date and Expiry date. These can be edited any time
Salary	For Perm vacancies - add the base salary rate. For a range use the Questionnaire Item below for max salary
Pay/Charge	For Temp vacancies - this will be filled from the Rates tab
Status/Codes	This field shows the state of the vacancy, the internal ref and a field for a Contract Ref. Expand to change/edit.
Dept/ Consul	This field shows the Dept, Consultant and Temp Desk the vacancy is connected to.
Notes	Use the notes field on the top right to enter the main information about the vacancy, so it is instantly visible.

Documents can be added to a new tab. If you link a document as an MS Office file then it can be updated. If you link it as a File it will not be editable. Documents cannot currently be attached to emails

See also
1.21 Documents.
2.8 Adding a vacancy

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