Adding a specific Person to the Short List

Refers to:
Vacancy form → short list tab

- On **Short List** view click **Add** and the **Find Person** dialogue will appear. Type the first few letters of their keyname into the box and click **Find**.

People with keynames matching will appear in the table below on the Selection Tab. All Candidates except those with Client State will be brought up.

- Use the **Select** button to move a person from the Temps Desk Temps List or from Person Selector Form.

First open the **vacancy** on the short list view, by double-clicking the person line. To drag from a Temp Pool go to the **Temp Desk Temps list**, move the form so that the Vacancy can be seen to the left. **Drag and drop** the Temp onto the Vacancy – the cursor will change. To drag from the Person Selector create a list of people by **Find** or **Search**, move the form so that the Vacancy can be seen to the left. **Drag and drop** the Person onto the Vacancy

see also
3.8 short list

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