



# Adding a New Vacancy

Temp Vacancies can be added from Temp Desk, Company record or from a Contact Event to a Contact.

Perm Vacancies can be added from the Company record or from a Contact Event made to a Company Contact.

## From a Temp Desk

Open the Temp Desk the vacancy is to be managed from. On the default view use the Add button – a quick wizard will open.

The screenshot shows the 'Temp Desk' interface. At the top, there are dropdowns for 'Desk' (set to 'Demo - Locums'), 'View' (set to 'Weekly Contract'), 'Year' (set to '2010'), and 'Week' (set to '10'). To the right, it shows 'Ends 13/06/2010' and '(Current)', with 'Process' and 'Update' links. Below this is a navigation pane on the left with 'Vacancies' selected. The main area has buttons for 'Search', 'Expand', and 'Add' (which is circled in red). To the right of these buttons are radio buttons for 'Show: Dates Span Period' (selected) and 'Current State'. Further right are radio buttons for 'Check: Placements' (selected) and 'Timesheets', a checkbox for 'Unfilled Only', and a 'Make Placemen' link. Below these is a table with columns: 'Job Title', 'Vac. Site.', 'Company', 'Posts', 'Place', 'Start Date', 'End Date', and a row of days 'Mon', 'Tue', 'Wed', 'Th'. A 'New Temp Vacancy' dialog box is open in the foreground, showing 'Job Title' and 'Source' (set to 'Existing Client') dropdowns, a 'Keyname' field, a 'Find' button, radio buttons for 'By Company' (selected) and 'By Contact', a 'Select' button, and a table with columns 'Contact', 'Company', 'Address', 'Town', and 'Country'.

Enter the job title and change the source if the default is not accurate.

Select the client from the default list showing (will show if you have a stored selection of contacts that is called 'Temp Regulars' see [Adding a New Vacancy](#) or enter the keyname of the client or contact and search for them.

## From a Contact Event

A Contact Event made with a Company Contact has a button to the top right of the screen 'New Vacancy'. This will open a new vacancy form



Contact Event Dalcam PLC, Barbara Vernon re. Para Legal

Text  
Attached CVs  
Letter Text

Company: Dalcam PLC, Barbara Vernon  
Vacancy: Para Legal  
Made By: VHS  
Date: 09/11/2010  
Time: 16:14  
Type: Client re Vac  
Summary:  
Outcome:  
Callback:  
Callback Time:  
Priority: 5  
Created By:

Reports Delete Help

New Vacancy

Department: Legal  
Source: Existing Client  
Job Title:  
Permanent Vacancy Temporary Vacancy  
Temp Desk: Demo - Locums

OK Cancel

22  
hotmail.co.uk

Insert Text Spell Check  
Send Text Write Letter Send Email

From:  
<https://phpddemo.iqxusers.co.uk/iqxhelp/> - IQX

Permanent link:  
[https://phpddemo.iqxusers.co.uk/iqxhelp/doku.php?id=quick\\_guides\\_5&rev=1365517109](https://phpddemo.iqxusers.co.uk/iqxhelp/doku.php?id=quick_guides_5&rev=1365517109)

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