



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

[Keyname look-up](#)

Back to [Online Users Guide](#)

Back to [Vacancy Records](#)

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy_job:ug3-01

Last update: **2018/01/18 10:32**

