



## Make a temp booking

### Relates to:

Temp desk → vacancies tab

First you need to create a new vacancy using the **Temp Desk** button:

- Select the correct Temp Desk using the drop-down box in the left hand corner.
- Go to the **Vacancies** Tab.
- Click on the **Add** button and complete the required details.
- Select the **Rates** option, and select a **rates scheme**.

**Note:** Green items need action, blue items need confirming, black are finished.

see also

[How to fill shifts for a vacancy](#)

[IQXNet Requirements](#)

Back to [Online Users Guide](#)

Back to [Temp Desk](#)

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