



vacateemployeefromforecastpositions

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This utility is used to remove an employee from all positions that the employee occupies without performing a change in position (CIP) to remove.

This utility is for forecast records only.

Vacate an employee from forecast positions:

Field	Description
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .

Other functions and features:

 Delete a row.	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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