



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	<p>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  to perform a search in the Employees directory.</p> <p>Type data in one or more of the search fields.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select an employee name from the list.</p> <p>Otherwise, click Cancel.</p>

Click **Retrieve**.

Other functions and features:

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