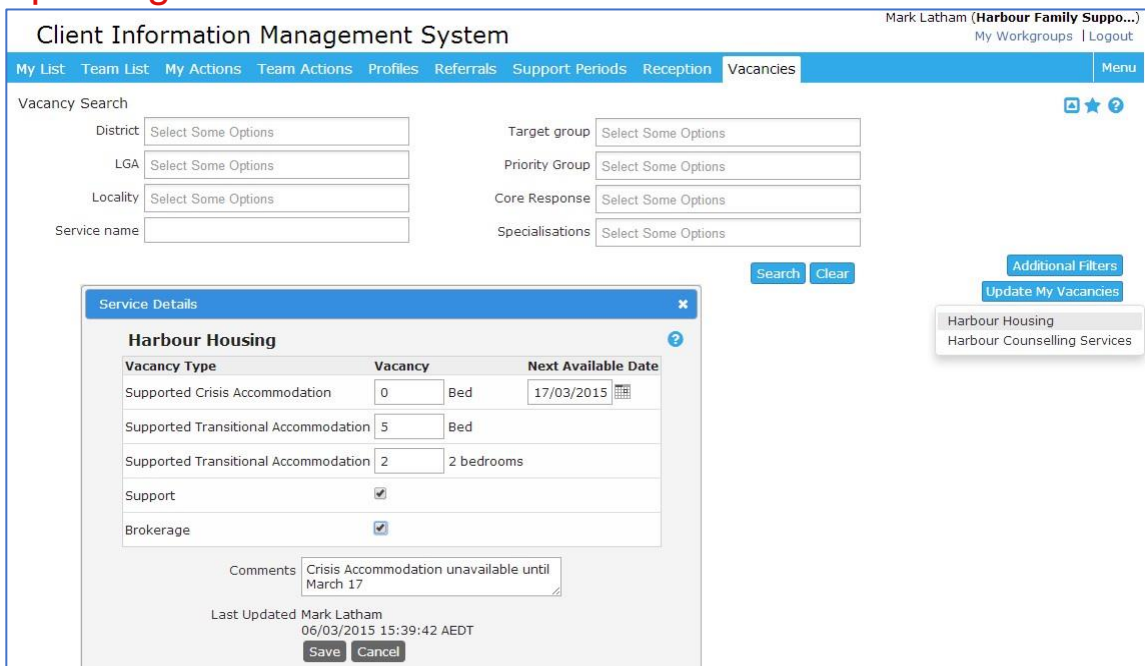# Vacancy Updates Quick Reference Guide

The Vacancy Management process involves the daily updating of vacancy availability in the CIMS Service Directory/Vacancy Management System and the reporting and tracking of vacancy updates.

This quick reference guide is for vacancy management in CIMS and includes:

1. Updating service vacancies
2. Tracking and reporting vacancy updates

1. Updating Service Vacancies

This screen is used to update current vacancies for all vacancy types provided by a service.

Note: *Before vacancy information can be updated, the CIMS workgroup Coordinator must set up the vacancy types. See the Edit Service Details Quick Reference Guide.*

Go to the `Home` page in CIMS and then select the Vacancies tab.

Click the `Update My Vacancies` button.

> If the workgroup delivers multiple services each service must be selected from the drop down list and updated separately.

The screen will display all Vacancy Types provided by a service. It is necessary to update vacancies for each type.

- If the vacancy type accepts quantities, enter a quantity in the 'Vacancy' column.
- If the vacancy type is traffic lights, select the appropriate status (Red, Amber or Green).
- if the vacancy type is a tick box either tick or untick the box to indicate if there is a vacancy available.
- If the quantity available is zero, or the traffic light is set to Red, or the availability check box is not ticked, set the 'Next Available Date', if known.

Enter free text comments in the Comments field.

Click the `Save` button to complete the update process.

Note: *Clicking the `Save` button implies all vacancy types have been updated for a service.*