

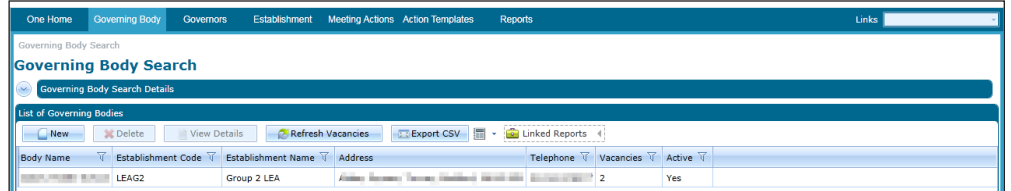


Governors

Ending an Appointment

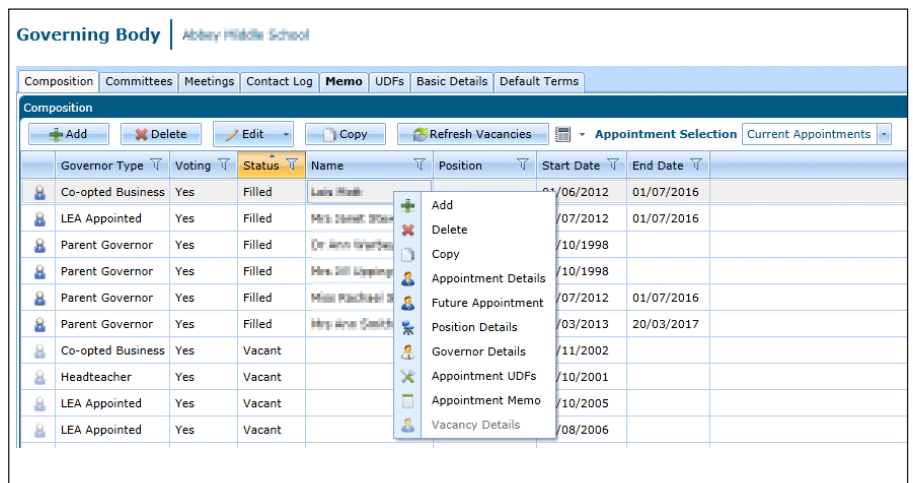
Ending an Appointment

1. On the **Governing Body Search** page, search for the required governing body.
2. Double-click the required governing body to display the **Governing Body** page.



The **Composition** tab displays the posts for this governing body.

3. To end an appointment for a post with a **Status** of **Filled**, double-click the required post to display the **Appointment Details** dialog.



4. Enter an **End Date** for the appointment or click the adjacent calendar button to select an **End Date**.
5. Select an **End Reason** from the drop-down (*Table id 0260*).

If the **End Reason** is **Disqualified**, the **Disqualified Date** is automatically updated with the current system date and the **Disqualified** check box is automatically selected.

6. Click the **Save** button. The status of the post is updated to **Vacant** when the **End Date** is reached.

Note: If the post was created for this governing body and is not part of the establishment, the post is automatically removed from the **Composition** tab when the **End Date** is reached.

