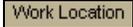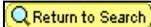## Vacant Budgeted Positions Inquire Page

1.	Click the **Develop Workforce** link.
2.	Click the **Manage Positions (USF)** link.
3.	Click the **Inquire** link.
4.	Click the **Vacant Budgeted Positions** link.
5.	Click the **Search By** list.
6.	Select the desired entry.
7.	Enter the desired information into the **Company** field. Enter a valid value, e.g. "**HE**".
8.	Click the **Search** button.
9.	Click the desired entry in the **Search Results** table to view the Position Information page.
10.	Click the **Jobcode Information** tab.
11.	Click the **Work Location** tab to view the Work Location page.
12.	Click the **Return to Search** button to search for additional information. You can also save the search for future reference by clicking the **Save** button..
13.	Continue to search as desired. **End of Procedure.**