Person Record - Editing Shifts

refers to:
person form → diary tab

In Diary View

- Change the **start time** by dragging the top line or right click and edit.
- Change the **duration time** by dragging the bottom line or right click and edit.
- Unfilled shifts are bordered in green and shown as Unfilled on the Temp Desk view.
- **Right click** to see a menu of what can be done. **Edit** will show the shift details for some editing. **Delete** will delete the shift.
- When filled there are options to **Confirm** or **Un-confirm** with client and candidate. Also the Candidate's record can be opened.

Once filled a shift cannot be deleted, only cancelled **In List View**

- Change the times, etc by editing in the grid or using the buttons.

See also
How to cancel a filled shift.

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