

1/2

How to cancel shifts in bulk

Requires job in reports folder

• From a Vacancy Record (will cancel for multiple temps)

🎲 Temp Vaca	ncy: Silver Service f	or Hale & Dor			
HAPH	🤤 📰 🐷	Reports	Search	Delete	Help
Contact Events	Company Contact	Hale & Dorr Harriet Dring			k
Short List Requirements	Job Title No. of Posts	Silver Service 1			
Rates	PO Number EDates	From 23/07/20	12		
Diary Shifts	Pay / Charge EStatus / Codes EDept./Desk/Co	Current	- Evente Shift Co	2 //45	
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Location Map	Thu 08/08/13 17	7:00 02:00	30 Folarann	ni Yetunde Akin.	Full Eveni

Use the reports button at the top

It opens the list of reports and jobs. Select 'Cancel Shifts in Bulk'

×

You will be asked which shifts you want to cancel - Unfilled, Filled or Both

Block Shift Cancellation	X
Which Shifts?	
< Previous <u>N</u> ext >	Cancel

Then enter the Start and End Date of the range to be cancelled

Select the relevant cancellation reason and enter a note

When you click Run **ALL** the shifts in the type and date range for **ALL** temps will be cancelled.

• From the Person Record (will cancel across multiple vacancies)



2024/06/05 15:09

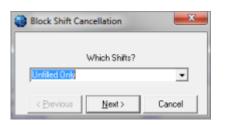
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