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How to cancel shifts in bulk

Requires job in reports folder

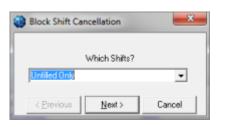
• From a Vacancy Record (will cancel for multiple temps)

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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



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)



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2024/06/05 20:20

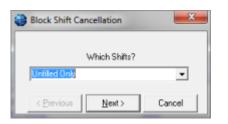
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