



# How to cancel multiple shifts in bulk

Cancelling shifts is non reversible - use with caution and ensure accurate information is entered for cancel reason as actions are related to shift cancel reasons (for example if the shift still requires filling, whether the temp still requires paid for that shift/ client charged etc.)

There are different methods of cancelling shifts dependent on the version of IQX you are using, please note version information for each.

## 1 - Cancelling using the Cancel Shifts in Bulk job (Reports).

Requires job in reports folder

- **From a Vacancy Record** (will cancel for multiple temps)

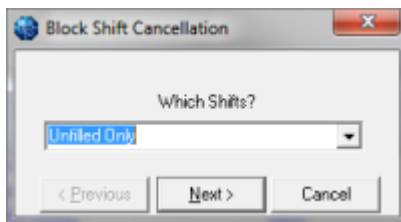
Count	Placement / Rates	Applicant	Add	Fill
Date	From	To	Break	Applicant
Fri 09/08/13	17:00	02:00	30 Folaranmi Yetunde Akin...	Full Evening
Thu 08/08/13	17:00	02:00	30 Folaranmi Yetunde Akin...	Full Evening

Use the reports button at the top

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

Report
Cancel Shifts in Bulk
Current Vacancy List with Old Expiry Dates
vac selector update vac tempdesk
Vac Selector update_vacancy_enddate

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

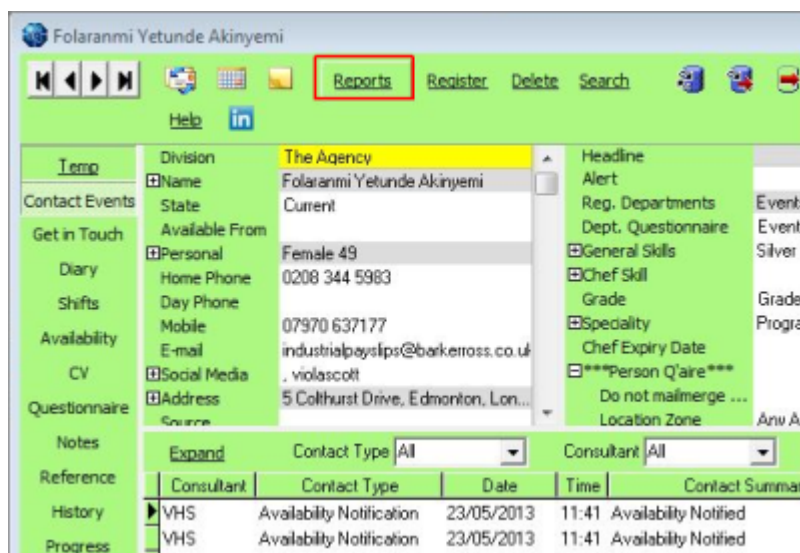


Then enter the Start and End Date of the range to be cancelled

Select the relevant cancellation reason and enter a note

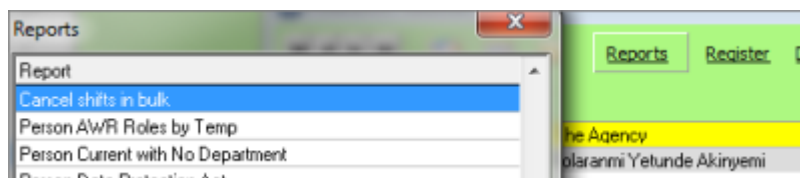
When you click **Run** **ALL** the shifts in the type and date range for **ALL** temps will be cancelled.

- **From the Person Record** (will cancel across multiple vacancies)

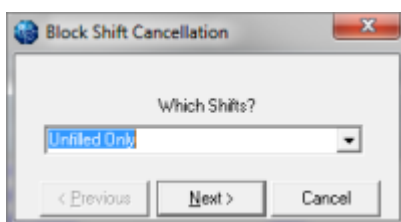


Use the reports button at the top

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



You will be asked which shifts you want to cancel - Unfiled, 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** vacancies will be cancelled.

## 2 - Cancelling using Cancel Button on Person Shifts or Vacancy Shifts views (version 2.2.10.14 onwards only)

This feature is only available in versions 2.2.10.14 onwards

Select the shifts you wish to cancel by holding down CTRL and click on each of the shifts to highlight them.

From Person> Shifts

The screenshot shows the iqx software interface for Lora Jean Burke. The 'Shifts' tab is selected in the left sidebar. The main area displays a table of shifts with columns: Date, From, To, Break, Description, Company, Vacancy, and Our Ref. The 'Cancel' button is highlighted in the top right corner of the table area.

Date	From	To	Break	Description	Company	Vacancy	Our Ref.
Sun 02/04/17	08:00	16:00	60	Standard dat	City of Edinburgh Coun...	Support Worker	9094
Sat 01/04/17	08:00	16:00	60	Standard dat	City of Edinburgh Coun...	Support Worker	9093
Fri 31/03/17	08:00	16:00	60	Standard dat	City of Edinburgh Coun...	Support Worker	9092
Sat 02/04/16	08:00	16:00	60	Standard dat	City of Edinburgh Coun...	Support Worker	9086
Fri 01/04/16	08:00	16:00	60	Standard dat	City of Edinburgh Coun...	Support Worker	9085
Thu 31/03/16	08:00	16:00	60	Standard dat	City of Edinburgh Coun...	Support Worker	9084
Wed 30/03/16	08:00	16:00	60	Standard dat	City of Edinburgh Coun...	Support Worker	9082
Tue 29/03/16	08:00	16:00	60	Standard dat	City of Edinburgh Coun...	Support Worker	9081
Mon 28/03/16	08:00	16:00	60	Standard dat	City of Edinburgh Coun...	Support Worker	9080

or

From Vacancy> Shifts



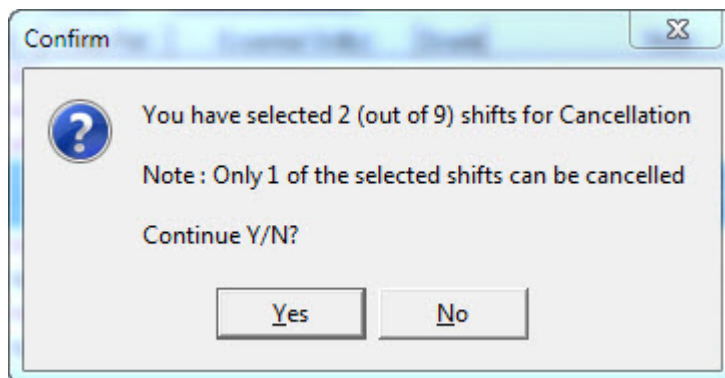
2024/06/06 02:26

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How to cancel multiple shifts

Shifts from		09/03/2014		to		Unfilled	Provisional	Confirmed	Worked	Cancelled	Legend
Count	Placement / Rates		Candidate		Add	Fill	Confirm	Cancel	Process	Process Candidates	
Date	From	To	Break	Candidate	Description - Client Note			Our Ref.	Their Ref.	Essential Skill(s)	
Sat 26/07/14	09:00	16:00	0	Saika Abbas	Ad hoc -			11249			
Thu 24/07/14	09:00	16:00	0	Saika Abbas	Ad hoc -			11247			
Tue 22/07/14	09:00	16:00	0	Saika Abbas	Ad hoc -			11245			
Sat 22/03/14	14:00	22:00	60	Kinade Adonsako	Late Day -			11193			
Sat 22/03/14	14:00	22:00	60	James Daniel Barton	Late Day -			11199			
Fri 21/03/14	14:00	22:00	60	Kinade Adonsako	Late Day -			11192			
Fri 21/03/14	14:00	22:00	60	James Daniel Barton	Late Day -			11198			
Thu 20/03/14	14:00	22:00	60	Kinade Adonsako	Late Day -			11191			
Thu 20/03/14	14:00	22:00	60	James Daniel Barton	Late Day -			11197			

Use the cancel button. It will show how many shifts have been selected for cancellation and ask you to confirm if you wish to continue.



You will not be able to cancel worked shifts. If a worked shift is selected in error, it will not be cancelled and the confirmation will advise that some of the selected shifts cannot be cancelled.

Go back to [Vacancy Records](#)

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

[https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy\\_job:ug3-26b&rev=1411988129](https://iqxusers.co.uk/iqxhelp/doku.php?id=vacancy_job:ug3-26b&rev=1411988129)

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