How to cancel multiple shifts in bulk

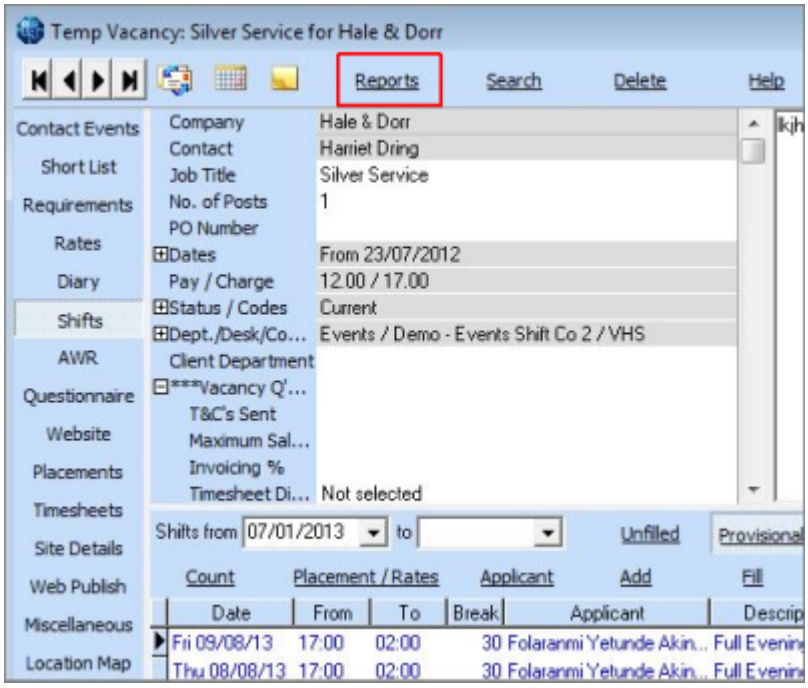
Cancelling shifts is non reversible - use with caution and ensure accurate information is entered for cancel reason as actions are related to shift cancel reasons (for example if the shift still requires filling, whether the temp still requires paid for that shift/ client charged etc.)

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).

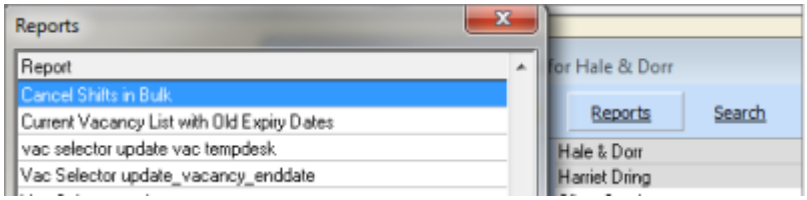
Requires job in reports folder

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

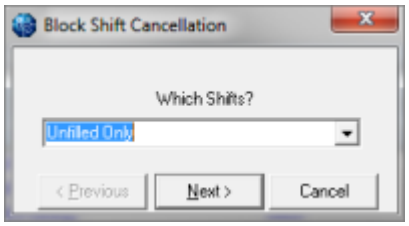


Use the reports button at the top

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

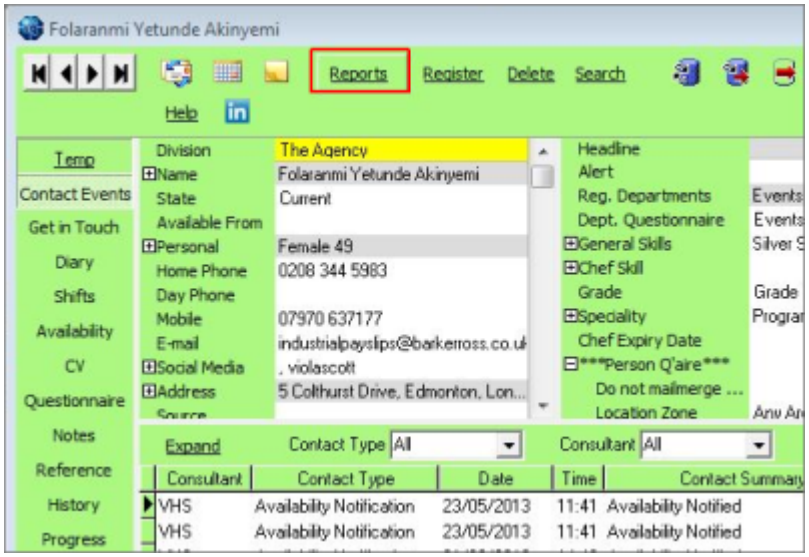


Then enter the Start and End Date of the range to be cancelled

Select the relevant cancellation reason and enter a note

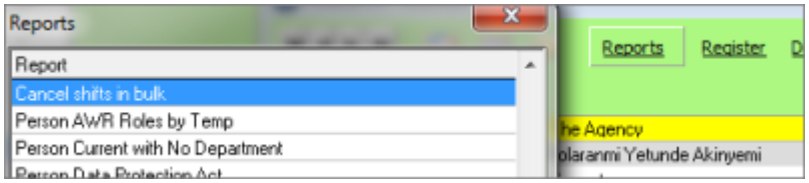
When you click Run **ALL** the shifts in the type and date range for **ALL** temps will be cancelled.

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

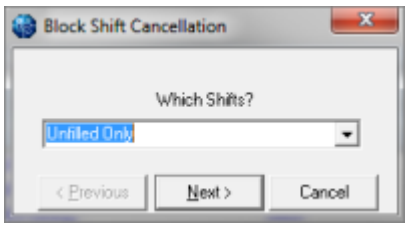


Use the reports button at the top

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

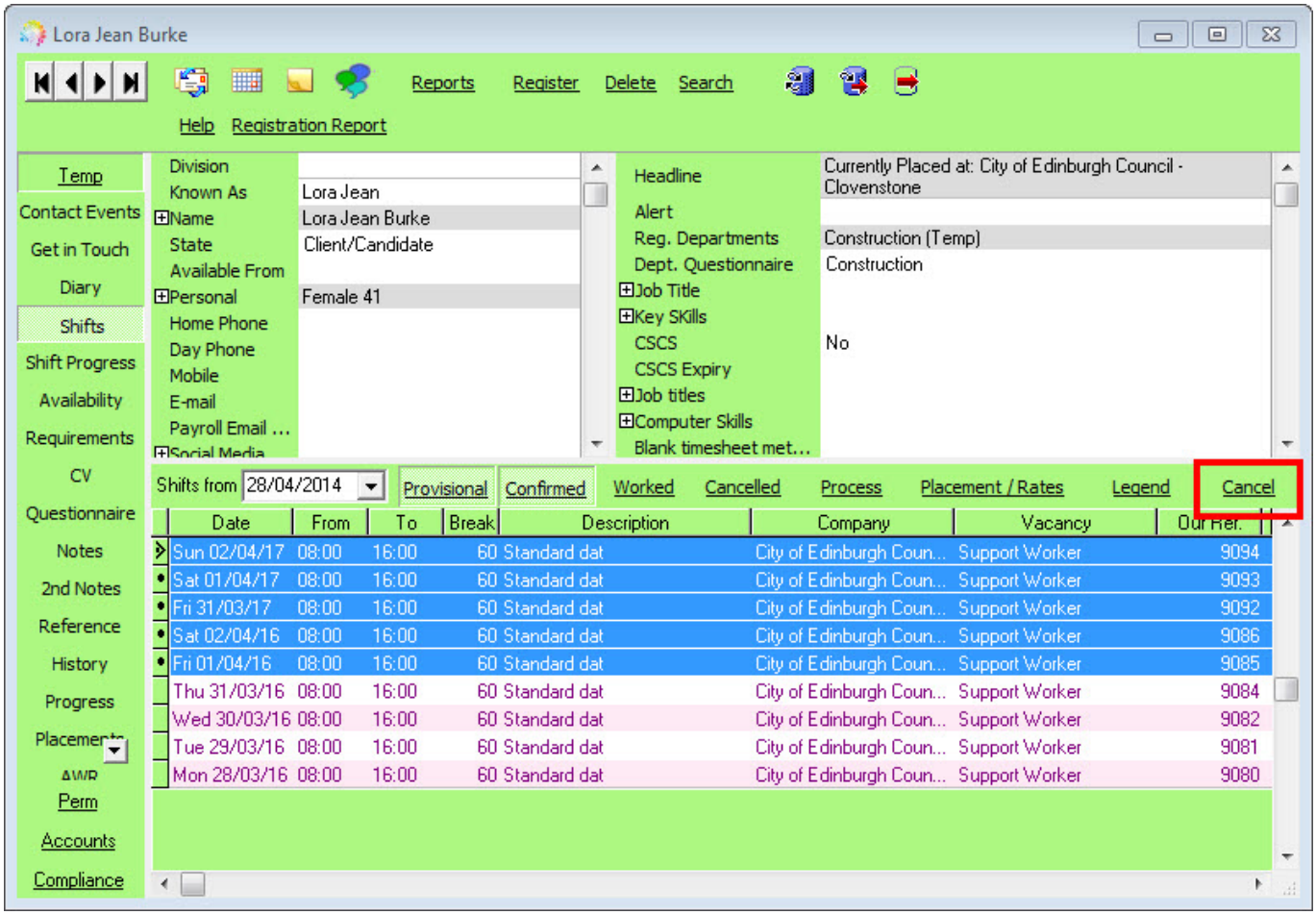
When you click Run **ALL** the shifts in the type and date range for **ALL** vacancies will be cancelled.

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

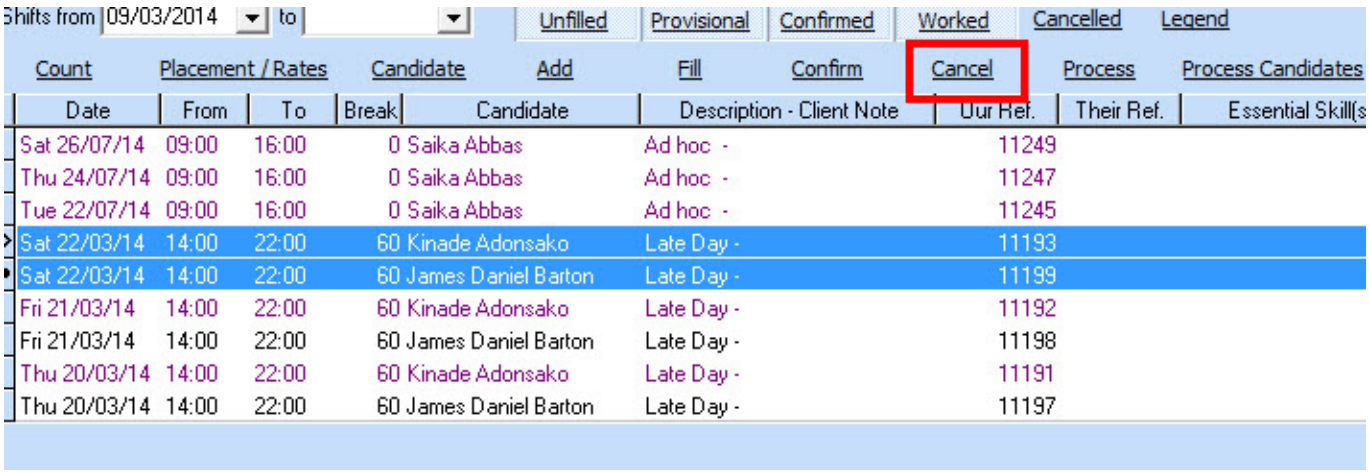
Select the shifts you wish to cancel by holding down CTRL and click on each of the shifts to highlight them.

From Person> Shifts

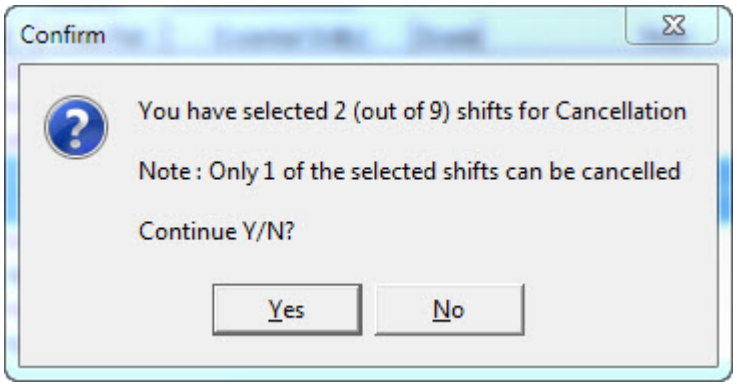


or

From Vacancy> Shifts



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

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