



How to cancel multiple shifts

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)

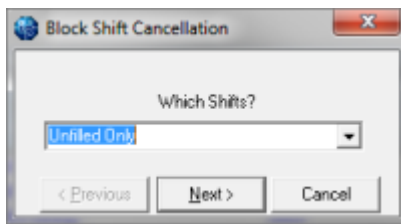
Count	Placement / Rates	Applicant	Add	Fill		
	Date	From	To	Break	Applicant	Descrip
	Fri 09/08/13	17:00	02:00	30	Folaranmi Yetunde Akin...	Full Evening
	Thu 08/08/13	17:00	02:00	30	Folaranmi Yetunde Akin...	Full Evening

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

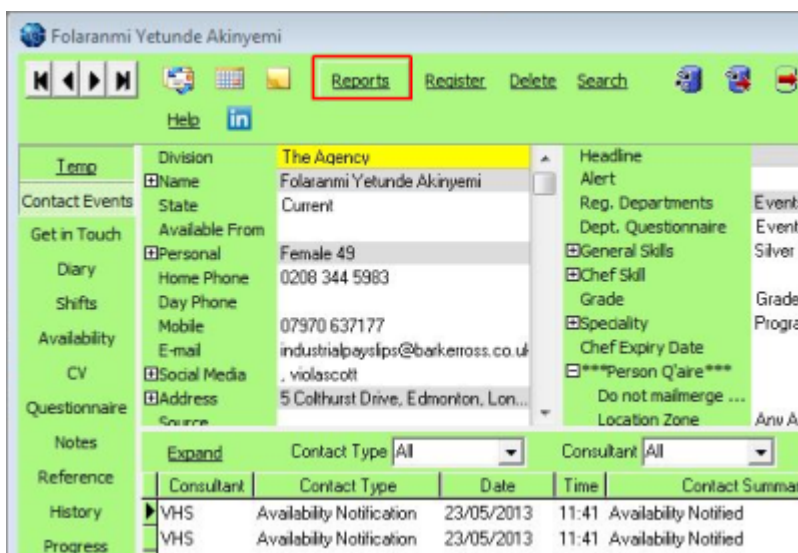


Then enter the Start and End Date of the range to be cancelled

Select the relevant cancellation reason and enter a note

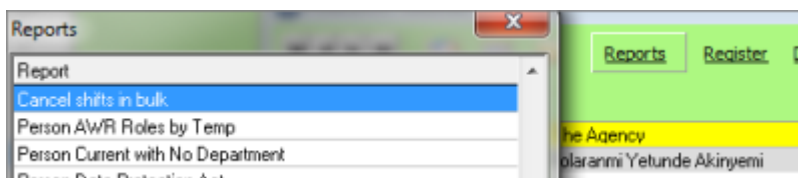
When you click **Run** **ALL** the shifts in the type and date range for **ALL** temps will be cancelled.

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

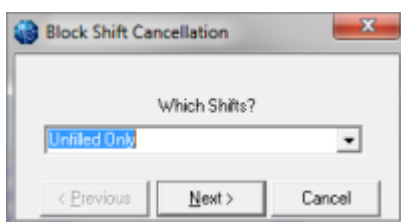


Use the reports button at the top

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 list of shifts with columns: Date, From, To, Break, Description, Company, Vacancy, and Our Ref. Several shifts are highlighted in blue. A red box highlights the 'Cancel' button in the top right corner of the shift list 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



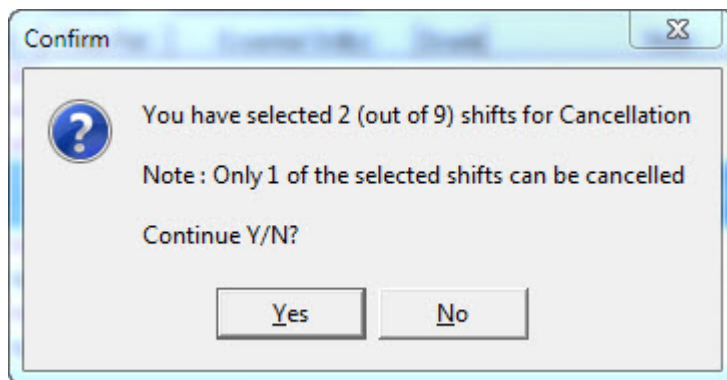
2026/09/22 06:03

4/6

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.

3 - Cancelling using the Cancel Unfilled button on Temp Desk> Shifts (will be available from version 2.2.10.18)



This feature is only available in versions 2.2.10.18 onwards

From this screen, you can only cancel unfilled shifts.

If you have a large amount of shifts showing, you can filter the shifts to assist with viewing and then selecting the shifts you wish to cancel.



The screenshot displays the 'Shifts' application window. At the top, there's a 'Desk' dropdown set to 'Health - shifts desk' and a 'From' date of '06/10/2014'. A 'State' section is highlighted with a red box, containing checkboxes for 'Unfilled', 'Confirmed', 'Provisional', 'Worked', and 'Cancelled'. To the right, a 'Cascade' section has checkboxes for 'Non-Cascadeable', 'Cascadeable', and 'Cascaded'. A 'Filter Shifts' button is also highlighted with a red box. Below these, a table lists shifts with columns: Temp, Company, Vacancy, Date, From, To, Break, Description, Our Ref., Their Ref., Essential Skill(s), and Grade. The table shows multiple entries for 'The Stationary Shop' with various dates and times.

Overlaid on the main window is a 'Filter Shifts' dialog box. It has a 'Fields' list on the left with 'Date' selected and highlighted with a red box. On the right, there are 'Starting Range' and 'Ending Range' date pickers, both set to '06/10/2014' and '31/10/2014' respectively. An 'Apply' button with a green checkmark is highlighted with a red box, and a 'Clear' button with a red X is also visible.

Below the 'Filter Shifts' dialog is a 'Show Search Summary' dialog box. It contains a table with the following data:

Field	Search Type	Value
Company	Exact Match	The Stationary Shop
Date	By Range	>=06/10/2014, <=31/10/2014

An 'OK' button with a green checkmark is at the bottom of the 'Show Search Summary' dialog.

Select the shifts you want to cancel by holding down CTRL and click on each shift to select them.

Use the Cancel Unfilled button.

You will then be asked to confirm what you are cancelling. If you have selected any filled or worked shifts by mistake, it will confirm how many you have selected and how many of these are unfilled and can therefore be cancelled.



The screenshot shows the 'Shifts' window in the iqx system. The 'Desk' is set to 'Health - shifts desk'. The 'From' date is '06/10/2014'. The 'State' filter is set to 'Unfilled'. The 'Cascade' filter is set to 'Non-Cascadeable', 'Cascadeable', and 'Cascaded'. The 'Process' button is visible. A red box highlights the 'Cancel Unfilled' button. A list of shifts is displayed, including 'The Stationary Shop' and 'Another test for vision'. A 'Confirm' dialog box is open, asking 'There are 4 unfilled shifts out of the 4 shifts that have been selected. Only the unfilled shifts will be cancelled. Continue Y/N?'. The 'Yes' button is highlighted.

Temp	Company	Vacancy	Date	From	To	Break	Description	Our Ref.	Their Ref.	Essential Skill(s)	Grade
	The Stationary Shop	Another test for vision	Tue 07/10	08:00	20:00	40	Critical Long Day	11475			
	The Stationary Shop	Another test for vision	Mon 13/10	08:00	20:00	40	Critical Long Day	11486			
	The Stationary Shop	Another test for vision	Tue 14/10	08:00	20:00	40	Critical Long Day	11488			
	The Stationary Shop	Another test for vision	Wed 15/10	08:00	20:00	40	Critical Long Day	11489			
	The Stationary Shop	Another test for vision	Thu 16/10	08:00	20:00	40	Critical Long Day	11491			
	The Stationary Shop	Another test for vision	Fri 17/10	08:00	20:00	40	Critical Long Day	11493			
	The Stationary Shop	Another test for vision	Sat 18/10	08:00	20:00	40	Critical Long Day	11495			
	The Stationary Shop	Another test for vision	Sun 19/10	08:00	20:00	40	Critical Long Day	11497			

Enter a Cancel Reason and any notes. The shifts are now cancelled. To view cancelled shifts, check the Cancelled box on the filter view.

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=1413974499

Last update: 2017/11/16 22:11

