

How to cancel multiple shifts

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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)

🚯 Temp Vaca	ancy: Silver Service f	or Hale & Dorr	r		
HAPH	😋 🖿 🐷	Reports	Search	Delete	Help
Contact Events	Company	Hale & Dorr			kih
Chartlist	Contact	Harriet Dring			
ShortList	Job Title	Silver Service			
Requirements	No. of Posts	1			
Pater	PO Number				
Notes	⊞Dates	From 23/07/20	12		
Diary	Pay / Charge	12.00 / 17.00			
Shifts	⊞Status / Codes	Current			
	EDept./Desk/Co	Events / Demo	- Events Shift Co	2/VHS	
AWR	Client Department				
Questionnaire	E***Vacancy Q'				
Wahaita	T&C's Sent				
website	Maximum Sal				
Placements	Invoicing %				
Timesheets	Timesheet Di	Not selected			· ·
	Shifts from 07/01/2	013 🕶 to	-	Unfiled	Provisional
Site Details					
Web Publish	Count Pla	acement / Rates	Applicant	Add	Ell
Miccellaneous	Date	From To	Break A	Applicant	Descrip
Piscendrieous	Fri 09/08/13 17	7:00 02:00	30 Folaranm	i Yetunde Akin	Full Evening
Location Map	Thu 08/08/13 17	7:00 02:00	30 Folaranm	i Yetunde Akin	Full Evenin

Use the reports button at the top

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

Reports	
Report	▲ for Hale & Dorr
Cancel Shifts in Bulk	
Current Vacancy List with Old Expiry Dates	Reports Search
vac selector update vac tempdesk.	Hale & Dorr
Vac Selector update_vacancy_enddate	Harriet Dring

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



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Block Shift Cancellation	×										
Which Shifts?											
Unfiled Only	•										
< Previous Next >	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)

📦 Folaranmi Yetunde Akinyemi												
HAPH	1 🥶 🔳 1	Reports	Register Del	ete	Search	8						
	Help in											
Terro	Division	The Agency		*	Headline							
Tong	EName	Folaranmi Yetunde /	Akinyemi		Alert							
Contact Events	State	Current			Reg. Dep	artments	Events					
Get in Touch	Available From				Dept. Qu	estionnaire	Events					
	EPersonal	Female 49			EGeneral S	kills	Silver S					
Diary	Home Phone	0208 344 5983			EChef Skill							
Shifts	Day Phone				Grade	Grade						
	Mobile	07970 637177			Especiality		Program					
Availability	E-mail	industrialpayslips@b	arkerross.co.ul		Chef Exp	ry Date						
CV	ElSocial Media	, violascott			E***Perso	n Q'aire***						
Questiannaire	EAddress	5 Colthurst Drive, Ed	Imonton, Lon		Do not	mailmerge						
Quesuorinare	Source			*	Locatio	n Zone	Anv An					
Notes	Expand	Contact Type Al	•		Consultant	All	•					
Reference	I Constant	Control Turo	L Data	- 1	Time	Contract						
	Lonsultant	Contact Type	Date		Time	Contact	summary					
History	VHS A	vallability Notification	23/05/2013		11:41 Avail	ability Notified						
Progress	VHS A	vailability Notification	23/05/2013	1	11:41 Avail	ability Notified						

Use the reports button at the top

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

Reports	-	×			
Report		*	Reports	Register	2
Cancel shifts in bulk					
Person AWR Roles by Tem	p		be Agency		-
Person Current with No Dep	artment		olaranmi Yetund	e Akinvemi	
Person Data Protection Act				a	_

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

Block Shift Cancellation									
Which Shifts?									
C Previous	-								

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



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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.

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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

🎝 Lora Jean B	Burke												, •	83
HAPH	l 😳 💷 🛛	. 🧳	Re	ports	Register	<u>Delete</u> <u>S</u>	<u>earch</u>	8	😫 😑					
	<u>Help</u> <u>Registra</u>	ation Rep	ort											
<u>Temp</u> Contact Events Get in Touch Diary Shifts Shift Progress Availability Requirements	Division Known As EName State Available From EPersonal Home Phone Day Phone Mobile E-mail Payroll Email	Lora Je. Lora Je. Client/C Female	an an Burke Candidate 41			Headlin Alert Reg. Di Dept. (Dob Titl EXey SKi CSCS CSCS E Dob titl Compu- Black ti	epartments Questionnairo le ills Expiry es ter Skills imesheet me	e .t	Currently Plan Clovenstone Construction Construction No	(Temp)	City of Edinb	ourgh Counc		
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CV Questionnaire	Shifts from 28/04	/2014 From	Prov	visional Break	<u>Confirmed</u> De	Worked scription	Cancelled	E	<u>Process</u> (Company	<u>Placeme</u>	<u>nt / Rates</u> Vacan	Legend cy	L <u>Ca</u> Our Her.	incel
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or

From Vacancy> Shifts



-	2024/04/29 16:	58			4/6				How to	cancel multiple shifts
	Shifts from 09/03	3/2014	▼ to		Unfilled	Provisional	Confirmed	Worked	Cancelled	Legend
	Count	Placemer	nt / Rates	Candidat	<u>e Add</u>	Fill	Confirm	<u>Cancel</u>	Process	Process Candidates
	Date	From	To	Break	Candidate	Descripti	on - Client Note	Uur Hef	. Their Ref	. Essential Skill(s
	Sat 26/07/14	09:00	16:00	0 Saika	Abbas	Ad hoc -		112	49	
	Thu 24/07/14	09:00	16:00	0 Saika	Abbas	Ad hoc -		112	47	
	Tue 22/07/14	09:00	16:00	0 Saika	Abbas	Ad hoc -		112	45	
>	Sat 22/03/14	14:00	22:00	60 Kinad	le Adonsako	Late Day -		111	93	
•	Sat 22/03/14	14:00	22:00	60 Jame	s Daniel Barton	Late Day -		111	99	
	Fri 21/03/14	14:00	22:00	60 Kinad	le Adonsako	Late Day -		111	92	
I	Fri 21/03/14	14:00	22:00	60 Jame	s Daniel Barton	Late Day -		111	98	
I	Thu 20/03/14	14:00	22:00	60 Kinad	le Adonsako	Late Day -		111	91	
	Thu 20/03/14	14:00	22:00	60 Jame	s Daniel Barton	Late Day -		111	97	
	Thu 24/07/14 Tue 22/07/14 Sat 22/03/14 Sat 22/03/14 Fri 21/03/14 Fri 21/03/14 Thu 20/03/14 Thu 20/03/14	09:00 09:00 14:00 14:00 14:00 14:00 14:00 14:00	16:00 16:00 22:00 22:00 22:00 22:00 22:00 22:00	0 Saika 0 Saika 60 Kinad 60 Jame 60 Kinad 60 Jame 60 Jame	a Abbas a Abbas le Adonsako s Daniel Barton le Adonsako s Daniel Barton le Adonsako s Daniel Barton	Ad hoc - Ad hoc - Late Day - Late Day - Late Day - Late Day - Late Day - Late Day -		112 112 111 111 111 111 111 111	447 93 99 99 92 98 91 97	

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.

Confirm	X
\bigcirc	You have selected 2 (out of 9) shifts for Cancellation
	Note : Only 1 of the selected shifts can be cancelled
	Continue Y/N?
	Ves No
	<u></u>

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 - the below example is looking at shifts of just unfilled state and then filtering by company name and date range and then select the shifts you wish to cancel.



2024/04/29 16:5	8		5	6/6					Но	w to canc	el multiple	shifts
Shifts										8		23
		State	_	See Course of	Cascade			Deserve	a 6	a		
Desk Health - shift	s desk	🔽 Ur	nfilled 📛	Vorked	Cascad	scadeable eable	1	Process		• •		
From 06/10/2014	🕶 to 📃	<u>Today</u> Pr	ovisional 🗖	Cancelled	🔽 Cascad	ed	<u>Count</u>	<u>Filter Shifts</u>	Add Shifts	Cancel Un	filled	
Temp	Company	Vacancy	Date	From	To Brea	k Descripti	ion	Our Ref.	Their Ref. Esse	ential Skill(s)	Grade	N 🔺
•	The Stationary Shop	Another test for	vision Tue 0	7/10 08:00	20:00 4	0 Critical L	ong Day	11475				
	The Stationary Shop	Another test for	vision Mon I	3/10 08:00	20:00 4	U Uritical Li 0. Critical Li	ong Day	11486				
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<u>F</u> ield	ls	[)ate									
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Des Des	cription Ref.		Show S	earch Summ	hary					23		
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Eill Gra	entiai Skill(sj de	-	Field		Searc	n Type Matala		Value The Chefferrer				
All	Searched		By' Data	bany	E Xact	Match		I ne Stationary	y Shop Aliyi Data ya Data ya Data ya Barara ya B	1.4		
Canc Fiel	d Order		Date		by na	nge		>=06/10/2014	4, <=31710720	14		
	Alphabetic 💽 Lo	gical	Vi									
	Move Shift	Description										
	Move onit	Our Ref.										
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		Essential Skill Grade	[5]					<				
		Note				-		_			J	
		Ordered By										
		Analysis Code	e.									
		Client Note										
		Next Lascade	e Due nt	0								
		Shift Tune	TR.	Long Da	ous MBS							
		Consultants		Entered	by: BARBAR	A 09/10/2	014 12:3	6				
		Order Reason	1									
		Cancel Detail	S									
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		State of the second sec										

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.



2024/04/29 16:58		6/6		How to cancel multiple shifts
Shifts				
Desk Health - shifts desk	State	Confirmed Cascade	deable <u>? Process</u>	a a e
From 06/10/2014 v to	🗾 <u>Today</u> 🔽 Provisio	nal Cancelled	Count <u>Filter Shifts</u> A	dd Shifts Cancel Unfilled
Temp Company	Vacancy	Date From To Break	escription Our Ref. Thei	r Ref. Essential Skill(s) Grade N 🔺
The Station	ary Shop Another test for vision	Tue 07/10 08:00 20:00 40 0	ritical Long Day 11475	
The Station	ary Shop Another test for vision	Mon 13/10 08:00 20:00 40 0	ritical Long Day 11486	
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The Station	ary Shop Another test for vision	Thu 16/10 08:00 20:00 40 0	ritical Long Day 11465	
The Station	ary Shop Another test for vision	Fri 17/10 Ctrl	ritical Long Day 11431	
The Station	ary Shop Another test for vision	Sat 18/10 40 0	ritical Long Day 11495	
The Station	ary Shop Another test for vision	Sun 19/10 50.00 20.00 40 0	ritical Long Day 11497	
	-	Confirm Confirm	nere are 4 unfilled shifts ut of the 4 shifts that have been sel nly the unfilled shifts will be cancel	ected
Details QUICK FIII Short List	Lascade History		antinua V/N2	
	State	Unfilled	Shande T/N:	_
<u>Fill Expand \</u>	/ <u>acancy</u> Company Vacancy	The Stal Another	Yes No	
Cancel Expand	Temp Date	Sun 19/		
	From	08:00		
Cascade Now Expand T	<u>imesheet</u> To	20:00		
	Break	40		
	Description	Critical Long Dav		

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



Last update: 2017/12/01 16:35