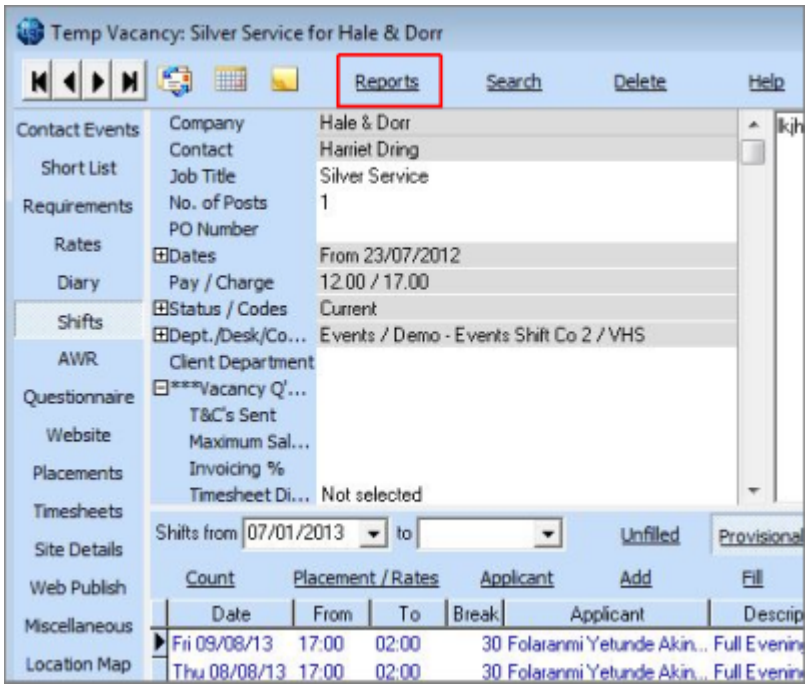
How to cancel shifts in bulk

Requires job in reports folder

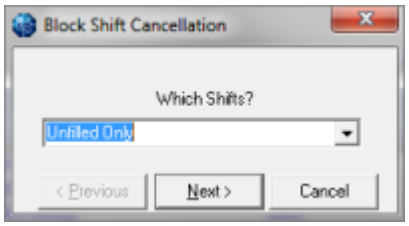
- **From a Vacancy Record** (will cancel for multiple temps)



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

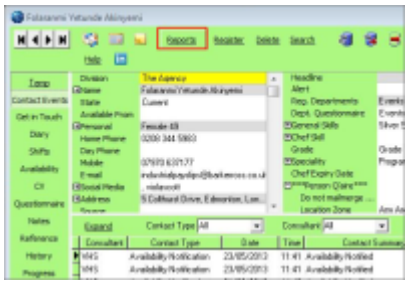


Then enter the Start and End Date of the range to be cancelled

Select the relevant cancellation reason and enter a note

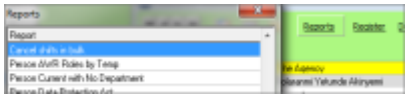
When you click Run **ALL** the shifts in the type and date range for **ALL** temps will be cancelled.

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

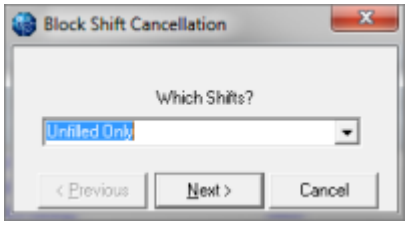


Use the reports button at the top

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.

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