



How to cancel shifts in bulk

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'

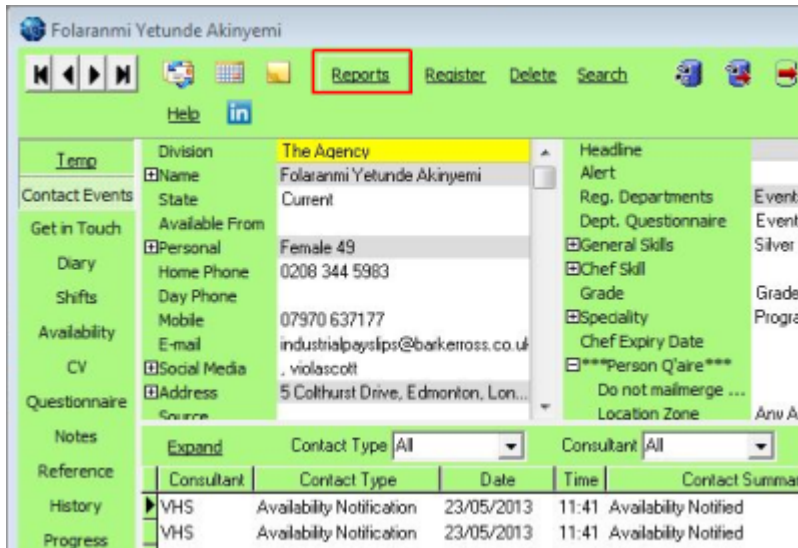
You will be asked which shifts you want to cancel - Unfilled, Filled or Both

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

Select the relevant cancellation reason and enter a note

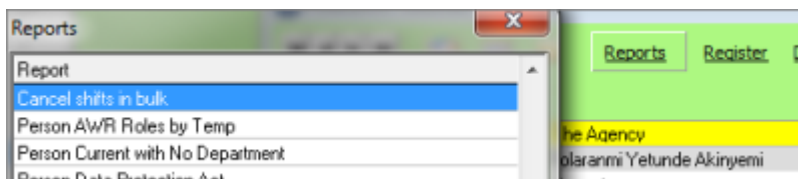
When you click **Run** **ALL** the shifts in the type and date range for **ALL** temps will be cancelled.

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

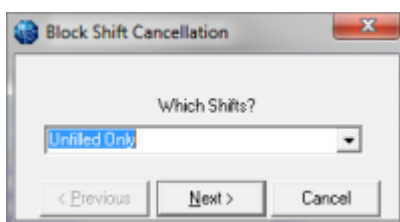


Use the reports button at the top

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



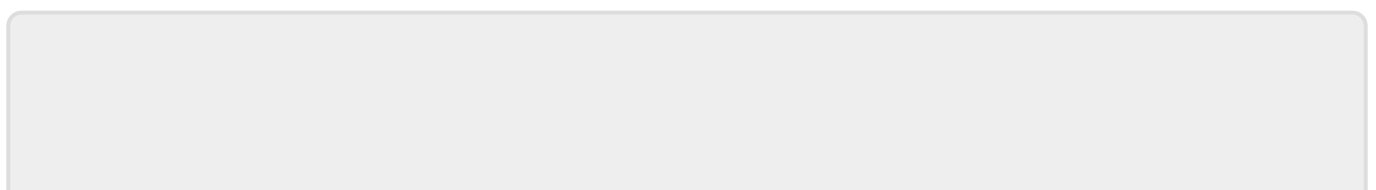
You will be asked which shifts you want to cancel - Unfilled, Filled or Both



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.





From:

<https://phpddemo.iqxusers.co.uk/iqxhelp/> - IQX

Permanent link:

https://phpddemo.iqxusers.co.uk/iqxhelp/doku.php?id=vacancy_job:ug3-26b&rev=1389011455



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