



This feature is only available in versions 2.2.10.14 onwards

Cancelling multiple shifts

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 'Shifts' tab for Lora Jean Burke. The interface includes a sidebar with navigation options like Temp, Contact Events, Get in Touch, Diary, Shifts, Shift Progress, Availability, Requirements, CV, Questionnaire, Notes, 2nd Notes, Reference, History, Progress, Placement, Accounts, and Compliance. The main area displays a list of shifts with columns for Date, From, To, Break, Description, Company, Vacancy, and Our Ref. A 'Cancel' button is highlighted 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



2026/10/27 16:06

2/2

ug3-26c

Shifts from 09/03/2014 to

Unfilled

Provisional

Confirmed

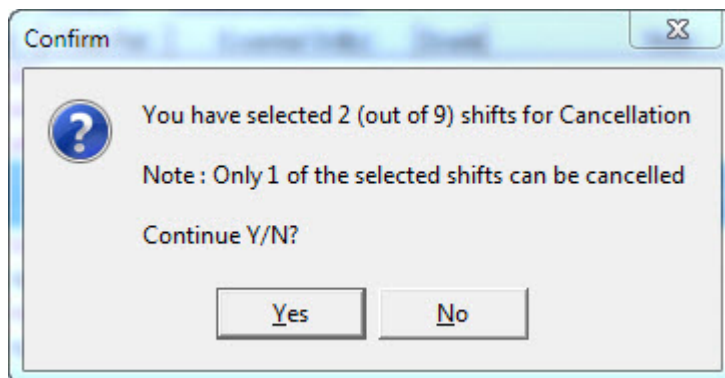
Worked

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.

Go back to [Vacancy Records](#)

From:
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