

### How to cancel multiple shifts

1/6

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	ncy: Silver Service f	or Hale & Dorr									
HAPH	🤤 📰 🐷	Reports	Search	Delete	Help						
Contact Events	Company	Hale & Dorr			∧ lkjh						
Short List	Contact	Harriet Dring									
	Job Title No. of Posts	Silver Service									
Requirements	PO Number	5									
Rates	EDates From 23/07/2012										
Diary	Pay / Charge	12.00 / 17.00									
Shifts	EStatus / Codes		E	2 12 410							
AWR	EDept./Desk/Co Client Department		Events Shift Lo	27985							
Questionnaire	E***Vacancy Q'										
	T&C's Sent										
Website	Maximum Sal										
Placements	Invoicing %	Mar and shared			-						
Timesheets	Timesheet Di	Not selected			1.1						
Site Details	Shifts from 07/01/2	013 🛨 to	•	Unfiled	Provisional						
Web Publish	Count Pla	cement / Rates	Applicant	Add	Fill						
Miscellaneous		From To		pplicant	Descrip						
Location Map	-	7:00 02:00 7:00 02:00		Yetunde Akin. Yetunde Akin.							

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



#### 2024/05/30 19:28

2/	6

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 '	Vetunde Akinyen	ni							
HAPH	Help in	Reports	Register Del	ete	Search	h 🗐 🧐	•		
Temp	Division Division	The Agency Folaranmi Yetunde	Akieunei	•	Head	ine			
Contact Events	State	Current	Akinyemi	-	Reg. Departments				
Get in Touch	Available From				Dept. Questionnaire				
Diary	Personal     Home Phone	Female 49 0208 344 5983			⊡General Skils     S     ⊡Chef Skil				
Shifts	Day Phone				Grade	2	Grade		
Availability	Mobile E-mail	07970 637177 industrialpayslips@	barkerross.co.ul		ESpecial Chefil	ality Expiry Date	Progra		
CV	ESocial Media	, violascott			0***P	erson Q'aire***			
Questionnaire	Address     Source	5 Colthurst Drive, E	dmonton, Lon	-		not mailmerge ation Zone	Anv A		
Notes	Expand	Contact Type All	•		Consulta	ant All	-		
Reference	Consultant	Contact Type	Date		Time	Contact 9	ummat		
History	VHS A	vailability Notification	23/05/2013		11:41 A	vailability Notified			
Progress	VHS A	vailability Notification	23/05/2013		11:41 A	vailability 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		he 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?								
Cerevious 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 vacancies will be cancelled.

3/6

## 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

	🤤 🎟 🛛	. 🦻	Re	ports	<u>Register</u>	<u>Delete</u> <u>Se</u>	arch 🚷	े 😫 🛛 📑			
	Help Registra	ation Rep	<u>ort</u>								
Temp	Division Known As	LoraJea				Headline		Currently Plac Clovenstone	ed at: City of Edinburg	gh Council -	
Contact Events		Lora Jea				Alert					
Get in Touch	State	Client/C	andidate				partments	Construction (	Temp)		
	Available From						uestionnaire	Construction			
Diary	EPersonal	Female -	41			∃ Job Title					
Shifts	Home Phone					EKey SKill CSCS	S	No			
Shift Progress	Day Phone Mobile					CSCS Ex	piry	110			
Availability	E-mail										
Requirements	Payroll Email				-	⊡Compute     Blank tim	er Skills Jesheet met				
CV	Shifts from 28/04	/2014	- Prov	isional C	Confirmed	Worked	Cancelled	Process P	lacement / Rates	Legend	Cance
Questionnaire	Date	From	To	Break	Des	cription		Company	Vacancy		Her.
Notes	Sun 02/04/17	08:00	16:00	60 S	tandard dat		City of E	dinburgh Coun	Support Worker		9094
2nd Notes	• Sat 01/04/17	08:00	16:00	60 S	tandard dat		City of E	Edinburgh Coun	Support Worker		9093
Reference		08:00	16:00		tandard dat				Support Worker		9092
80000	• Sat 02/04/16		16:00		tandard dat			the state of the s	Support Worker		9086
History		08:00	16:00		tandard dat				Support Worker		9085
	Thu 31/03/16		16:00		tandard dat				Support Worker		9084
Progress	LUL LOOJOG MA	TIQ-TILL	16:00	60 S	tandard dat				Support Worker		9082 9081
	Wed 30/03/16		10.00	00.0	the second second second		L ITU OF E	anburan Coun	Support Worker		3081
	Tue 29/03/16	08:00	16:00		tandard dat			_	Cuppert Vilarker		
		08:00	16:00 16:00		tandard dat tandard dat			_	Support Worker		9080

or

From Vacancy> Shifts



2024/05/30 19:	28			4/6		How to cancel multiple sh				
Shifts from 09/03	3/2014	💌 to		Unfilled	Provisional	Confirmed	Worked	Cancelled	<u>Legend</u>	
Count	Placeme	nt / Rates	Candidate	Add	<u>Fill</u>	Confirm	<u>Cancel</u>	Process	Process Candidates	
Date	From	To	Break Ca	ndidate	Descripti	on - Client Note	Uur Hef	. Their Re	ef. 📔 Essential Skill(s	
Sat 26/07/14	09:00	16:00	0 Saika Abb	as	Ad hoc -		112	249		
Thu 24/07/14	09:00	16:00	0 Saika Abb	as	Ad hoc -		112	247		
Tue 22/07/14	09:00	16:00	0 Saika Abb	as	Ad hoc -		112	245		
> Sat 22/03/14	14:00	22:00	60 Kinade Ad	onsako	Late Day -		111	93		
Sat 22/03/14	14:00	22:00	60 James Dar	niel Barton	Late Day -		:111	99		
Fri 21/03/14	14:00	22:00	60 Kinade Ad	onsako	Late Day -		111	92		
Fri 21/03/14	14:00	22:00	60 James Dar	niel Barton	Late Day -		111	98		
Thu 20/03/14	14:00	22:00	60 Kinade Ad	onsako	Late Day -		111	91		
Thu 20/03/14	14:00	22:00	60 James Dar	niel Barton	Late Day -		111	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
?	You have selected 2 (out of 9) shifts for Cancellation Note : Only 1 of the selected shifts can be cancelled
	Continue Y/N?
	Yes <u>N</u> o

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.



2024/05/30 19:28	5/6	How to cancel multiple shifts
Shifts		
	re Cascade Jnfilled Confirmed Vorked Cascadeable 2 Provisional Cancelled ⊄ Cascadeable Count	Process all 📽 📑
Temp Company Vacancy	Date From To Break Description	Our Ref. Their Ref. Essential Skill(s) Grade N
The Stationary Shop Another test fo The Stationary Shop Another test fo	rvision         Mon 13/10         08:00         20:00         40 Critical Long Day           rvision         Tue 14/10         08:00         20:00         40 Critical Long Day           rvision         Wed 15/10         08:00         20:00         40 Critical Long Day           rvision         Thu 16/10         08:00         20:00         40 Critical Long Day           rvision         T17/10         08:00         20:00         40 Critical Long Day           rvision         Sat 18/10         08:00         20:00         40 Critical Long Day	11475 11486 11488 11489 11491 11491 11495 11495 11497
Fields Temp Company Date From To Break Description	Date Starting Range 06/10/2014 Clear Clear Show Search Summary	
Fill Cance Cascade Dur Ref. Essential Skill(s) Grade All Searched Field Order Cascade Move Shift Description Our Ref. Their Ref. Their Ref.	By Field Search Type Company Exact Match Date By Range	Value         Image: Constraint of the stationary Shop           >=06/10/2014, <=31/10/2014
Essential Sk Grade Note Ordered By	ill(s)	ĸ
Analysis Co Client Note Next Casca Cascade Co Shift Type Consultants Order Reaso Cancel Deta Cancel Rea Reference F	de Due unt 0 Long Davs MBS Entered by: BARBARA 09/10/2014 12:3 in ils son Required	6
Client Must I Temp Must		

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.



2024/05/30 19:28			6/6							How to (	cancel m	ultiple s	hifts
Shifts													83
Desk Health - shifts de From 06/10/2014 -		State	Confirm Worked	ed 🖡	🗸 Ca	ade n-Cascadeable scadeable scaded	2 Count	<u>Process</u> Filter Shifts			B cel Unfilled	1	
		Vacancy				Break Descriptio			Their Ref. E		V. 17994	J Grade N	
		Another test for vision			0:00	40 Critical Lo		11475	montronpe	.ssendar or	an(s)	Taradehi	
				08:00 2		40 Critical Lo		11486					
		Another test for vision	Tue 14/10	08:00 2	0:00	40 Critical Lo		11488					
Th	e Stationary Shop	Another test for vision	Wed 15/10	08:00 2	0:00	40 Critical Lo	ng Day	11489					
		Another test for vision	Thu 16/10		0.00	4R Critical Lo		11491					
			Fri 17/10	Ctrl		4 Critical Lo		11493					
		Another test for vision	Sat 18/10			40 Critical Lo		11495					
• In	e Stationary Shop	Another test for vision	Sun 19/10			40 Critical Lo	ng Day	11497					
					Confir	- TI	4 unfille	d shifts	X				
					0	1	e 4 shifts	that have beer	selected				-
<						Only the	unfilled	hifts will be ca	celled			+	8
Details Quick Fill Sh	ort List Cascade Hi	story				Only the	unnieus	sints will be car	icelieu				
		State	П	nfilled		Continue	Y/N?						
		Temp											
<u>Fill</u>	Expand Vacancy	Company	T	he Stal		Ve	e N	No					
		Vacancy	A	nother		1	s 🖓 🛛	140					
Cancel	Expand Temp	Date	S	un 19/	8		201355						
		From	0	8:00	-	_	-	_	-				
Cascade Now E	xpand Timesheet	То		0:00									
		Break	41	-									
	N OLV	Description	C	ritical Lor	na Dav	1							

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