

HOW TO UNBOOK A SHIFT

Go to the contract and contract history page=>Click on ref number (this will take you to assignment)

ibis test3

Contract His... Activities

Contract History 1 of 1 from QuickFind

Ref No	Candidate	TrdCode	FRMDATE	TODATE	Payroll
213383	Lauratant Arisatant	ID30 Front of House staff	21/11/17	22/11/17	1132515
213384	Shannon Matthews	ID30 Front of House staff	21/11/17	27/11/17	1127517

Go to the Filled Shifts=>select shift (s) to unbook

receptionist Temporary Regular Assignment

Filled Shifts Activities

Filled Shifts

FUTURE DAYS WORKING

✓ Status	Date	Start	End	Paid Hours	Rate Code	Overnight
☒ Filled	21/11/17	09:00	12:36	0.00		No
☐ Filled	22/11/17	09:00	12:36	0.00		No

Unbook Amend