

HOW TO CANCEL A SHIFT

How to cancel a shift

Follow the steps below:

- 1 On the 'Home' tab, go to 'Upcoming Bookings'.
- 2 Scroll to the relevant shift and tap **Cancel Shift**.

le Shifts	Upcoming Bookings
CLIENT A	
CRITICAL CA	RE

3 Tap **Cancel Shift** when the screen below is displayed.

Cancel Shift?	
Are you sure you want to will not be able to work t	cancel this shift? You his shift if you continue.
DON'T CANCEL	CANCEL SHIFT?

4 Once cancelled, the shift will be greyed out, and you will receive a notification via your preferred communication option confirming the cancellation. Also, the shift will disappear from 'Upcoming Bookings' when MHR processes the cancellation.

able Shifts	Upcoming Bookings
CLIENT A CRITICAL CA SATURDAY, 7	RE 13 JULY 2024 AT 07:00 - 19:00
CANCEL SH	IFT