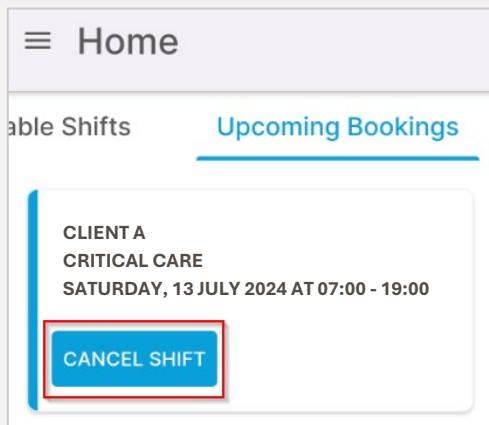


HOW TO CANCEL A SHIFT

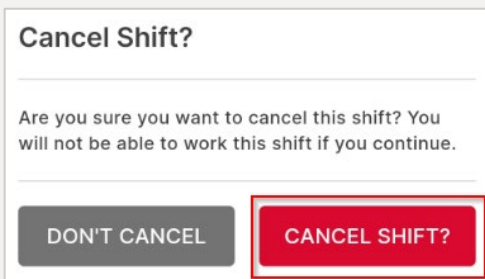
How to cancel a shift

Follow the steps below:

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



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



- 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.

