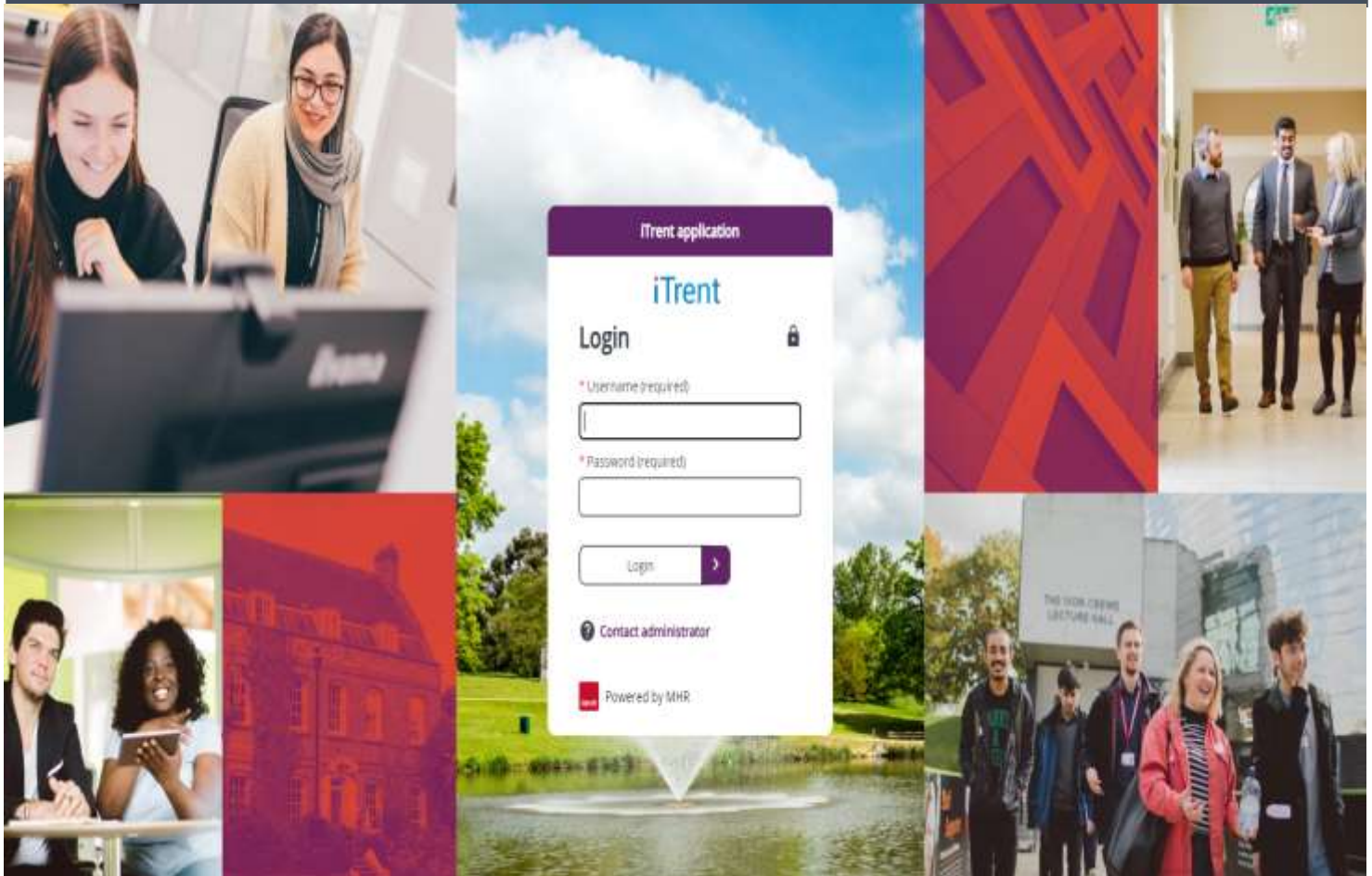




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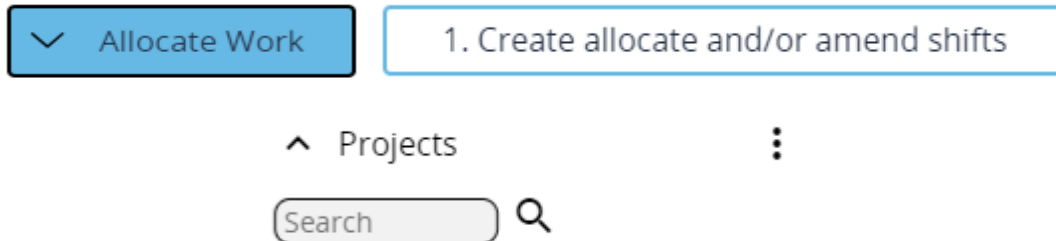
Essex Hours

Quick guide: Deleting a shift



Quick Guide: Deleting a shift

1. Log in to your 'Essex Hours Administrator' role in iTrent and select 'Work Scheduling' from the panel on the right-hand side.
2. Click the link "1. Create allocate and/or amend shifts" under the 'Allocate Work' folder.



3. When prompted, search for the name of your project. If you don't know the name, put your cursor in the search box and press enter on your keyboard which will run a blank search and return all results.
4. Search for your roster. If you don't know the name, put your cursor in the search box and press enter on your keyboard which will run a blank search and return all results. Select the roster.
5. This will open the roster overview calendar under the 'Shift View' tab.

The screenshot shows a 'Roster overview calendar' with a green header. It has two tabs: 'PEOPLE VIEW' and 'SHIFT VIEW'. The date range is 'Mon Jul 31 2023 to Sun Aug 06 2023'. The calendar grid shows shifts for 'General work' with various time slots. A 'Total time' row is at the bottom.

	Mon 31	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06
General work 08:00 - 22:00	●						
General work 09:00 - 14:00							●
General work 10:00 - 12:00						○	
General work 10:00 - 18:00		●					
General work 11:00 - 14:00					●		
General work 13:00 - 17:00					○		
Total time	14:00	08:00	00:00	00:00	07:00	02:00	05:00

6. Select the shift you want to delete by clicking on the circle on the calendar.
7. When the shift is displayed, click on the red 'Delete' button at the bottom of the screen.



8. A pop-up message will appear saying 'The details will be deleted. Continue?'. Click 'OK'.

