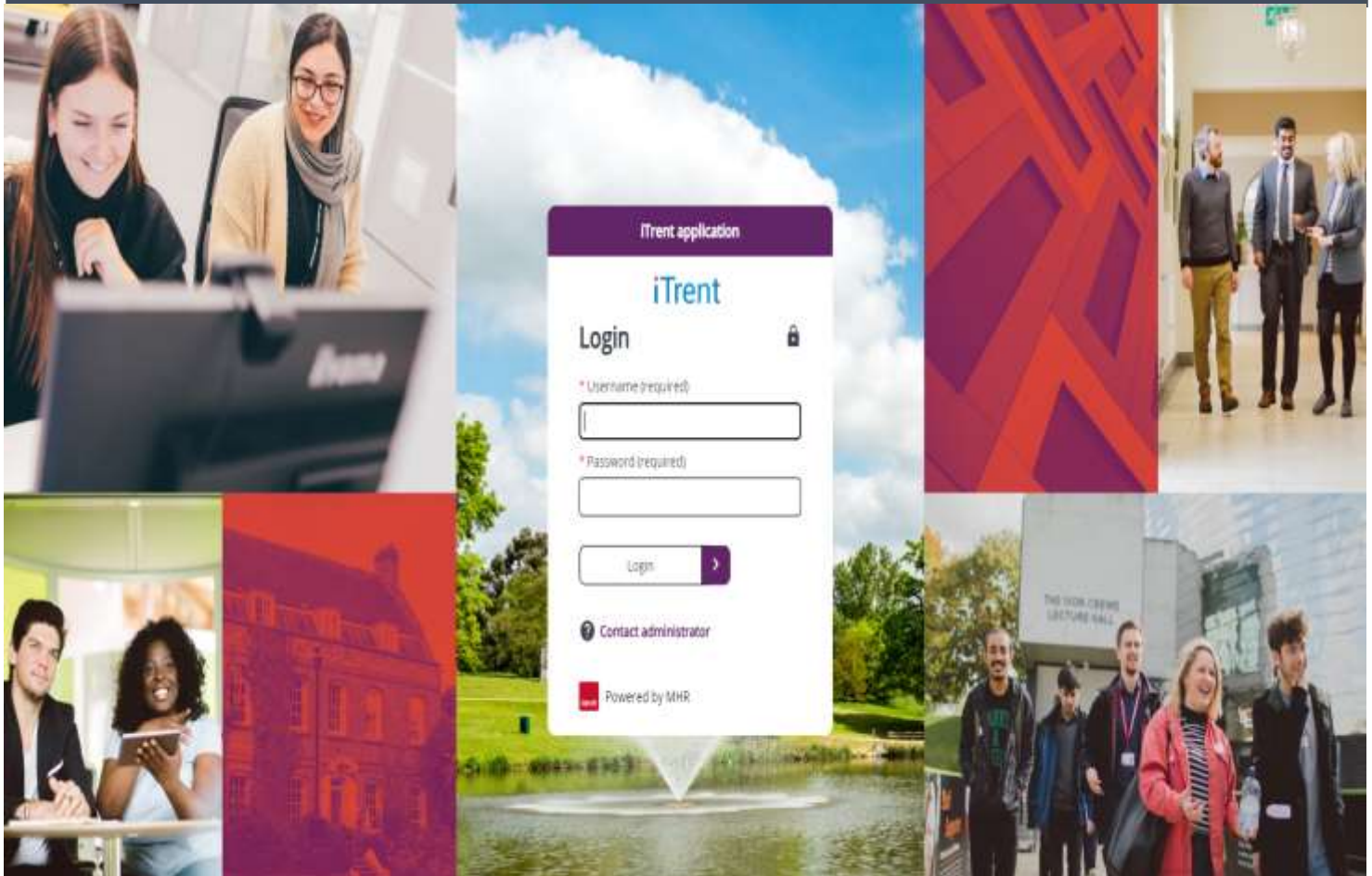# Essex Hours
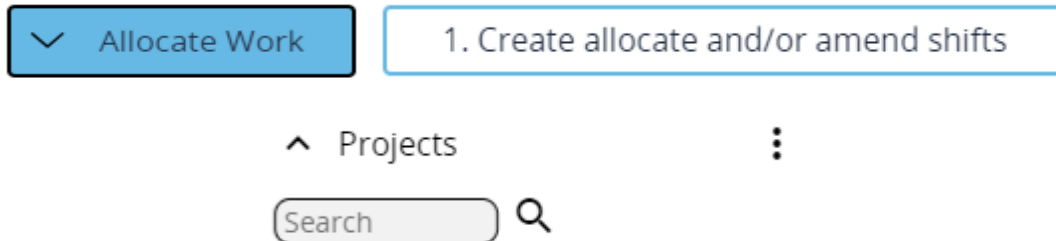
Quick guide:
Deleting a shift

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.

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'.