

How to Edit or Cancel a Published Shift

- 1 Select the **Rostering** button
- 2 Select the Department
- 3 Select the **Weekly** view
- 4 You will see an asterisk where you have published a job – click on it
- 5 Click **Show the Job Notification**

- 6 If you wish to send a reminder notification to your casuals, click **Send A Reminder Notification**
- 7 If you wish to send the job notification to some additional casuals, click **Notify More Casuals**
- 8 If you wish to edit the job, click **Edit Job Details**
- 9 If you wish to delete the job, click **Cancel This Job**