

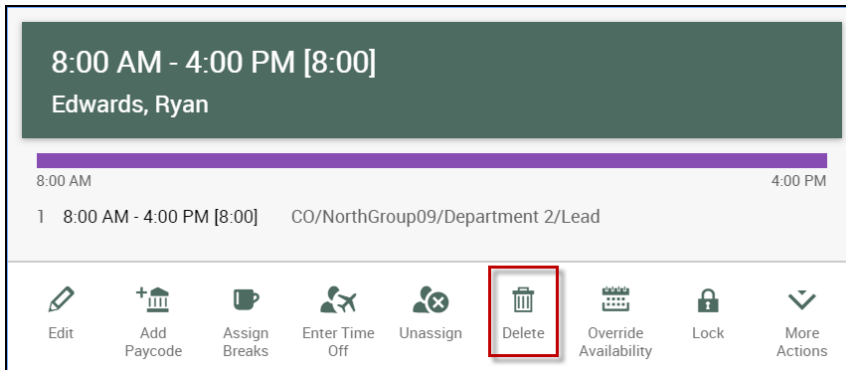


## Delete a shift

You can delete shifts that the employee will no longer work or were entered in error.

### Delete a shift from the glance:

1. Right-click any shift in the schedule. The Employee glance appears.



2. Click **Delete**.
3. **Save** your changes.
4. **Note:** You cannot delete shifts that are locked or on locked or signed off days.
5. **Note:** If you have many shifts to delete, save time by using the Quick Action Delete instead.

### Retrieve a shift or paycode deleted by mistake

Scheduler does not have an "un-do" command, but there are ways to retrieve an item deleted by mistake:

- Do not save the schedule but click **Refresh** instead. The software re-loads the last saved version
- **Warning:** Refresh removes all changes since the last save.
- If you did save changes and the deleted item was part of a schedule pattern, you can **Restore** shifts or paycodes.
- If you did save changes and the deleted item was inherited from a schedule group or employment terms group, you can **Re-inherit** shifts or paycodes the item.