

# HealthRoster – Cancel Unavailability

How to video: <https://vimeo.com/458970634/39f115cbfb>

1 From the roster **double click/tap** the unavailability you want to cancel. In the panel that appears select **Edit Unavailability**. This can only be completed if the absence is **unfinalised**.

2 The Edit Unavailability panel will then slide in. Change the state to be Cancelled and then select **Save**.

A/L - Annual Leave

Lupe Amaya  
Band 6 RN

Edit Unavailability

Retest Rules

More

Unavailability Details

Audit Trail

Attributes

Approved

Warnings No Warnings [Retest Rules](#)

This Unavailability has not broken any rules

Annual Leave

Group Annual Leave

Unavailability Reason A/L - Annual Leave

Start 28 Sep 2020 07:00

End 30 Sep 2020 23:59

Duration 3 days 22.5 hours

Requested Date -

Unfinalised Unavailability Details

Posting Unfinalised Dates

28/09/2020 - 30/09/2020

Unavailability Notes No Notes [Add Note](#)

Edit Unavailability

Edit Unavailability Warnings & Notes Audit Trail

Annual Leave Details for Lupe Amaya (C44D510872)

Group Annual Leave State \* Cancelled

Reason \* A/L - Annual Leave

Start \* 28/09/2020 07:00 Duration \* 3

End \* 30/09/2020 23:59

Cost Centre

Work Time Refresh

Week Start 28/09/2020 [Reset to default values](#)

Posting	Cost Centre	28/9 Mo	29/9 Tu	30/9 We	1/10 Th	2/10 Fr	3/10 Sa	4/10 Su
Darby Ward (	Darby 44 - Medical Ward (Darby)	07:30	07:30	07:30				

Next Steps

No Action  Cancel Demand  Send To Bank

Clear [Save](#)