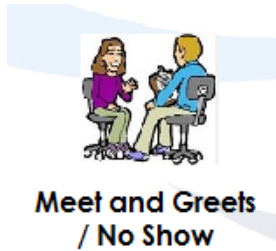
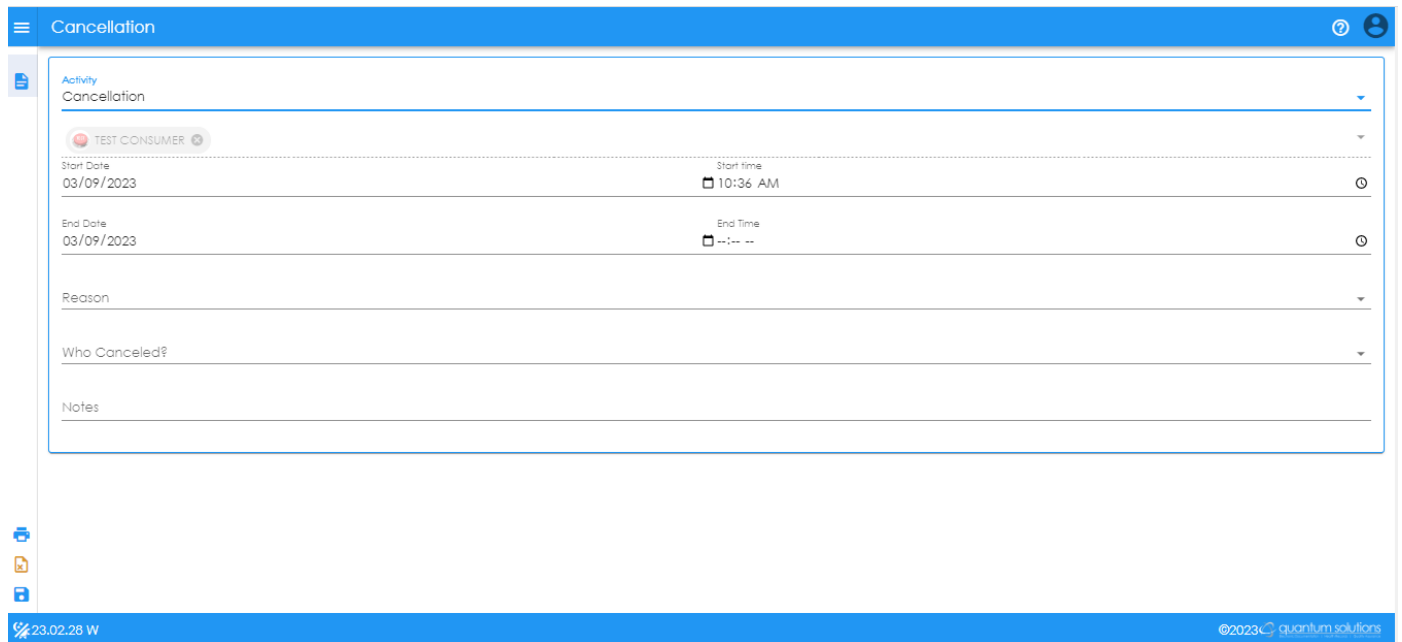


Cancellation

1. Enter the participant's name and then click the **Meet and Greet/No Show** image.



2. A blank note will appear. Choose **Cancellation** from the Activity drop down.



The screenshot shows a software interface for creating a cancellation. The title bar is blue and says "Cancellation". Below it is a form with the following fields:

- Activity: Cancellation (dropdown menu)
- Participant: TEST CONSUMER (with a plus icon)
- Start Date: 03/09/2023 (calendar icon)
- Start Time: 10:36 AM (clock icon)
- End Date: 03/09/2023 (calendar icon)
- End Time: --:-- (clock icon)
- Reason: (dropdown menu)
- Who Canceled?: (dropdown menu)
- Notes: (text area)

At the bottom left, there is a date and time: 23.02.28 W. At the bottom right, there is a copyright notice: ©2023 quantum solutions.

3. Select the **Reason** for the Cancellation. Click on the Reason and it will populate on the note.

Reason

Weather

Illness

Appointment

Out of Town

Personal Issues

Family Emergency

4. Enter the **Event Date, Start Time, and End Time** you were to begin the service.
5. Choose **Who Canceled**- Staff or Participant.
6. Click on **Notes** and type any notes related to the cancelled service.
7. Click **Finish**.

No Show

1. Select the Event Date service was scheduled.
2. Enter the **Start Time** you were to begin the service. When entering the **End Time**, enter one hour later than the Start Time. You will be paid for an hour of service.
3. Click **Finish**.

Activity: No Show Hab

TEST CONSUMER

Start Date	Start Time
03/09/2023	08:00 AM
End Date	End Time
03/09/2023	09:00 AM

23.02.28 W

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