Completing a Cancellation

Once all Cancellation Tasks have been checked off and the User is ready to finalize the cancellation, open the Cancellation record from the Cancellation Queue. Select the Completed check box located at the lower left of the Customer Cancellation form then press the Save button. The cancellation record will disappear from the list of pending cancellations in the Cancellation Queue. The ability to complete a cancellation is controlled by User Group Security.