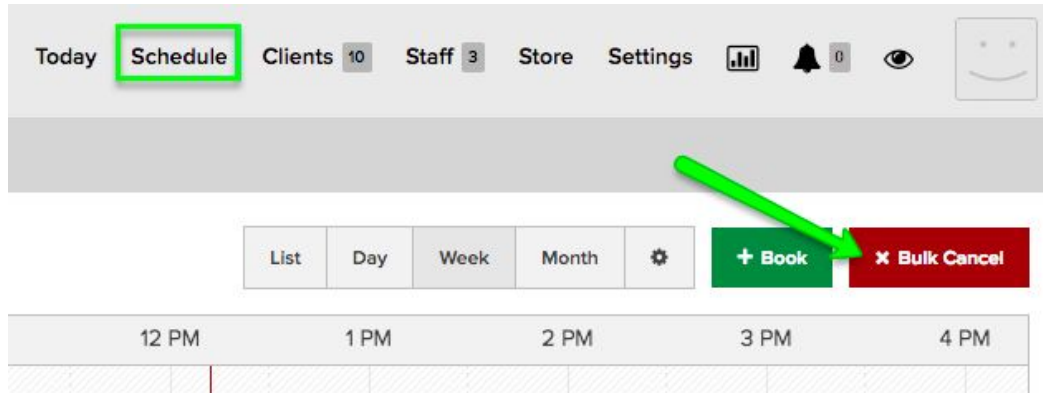


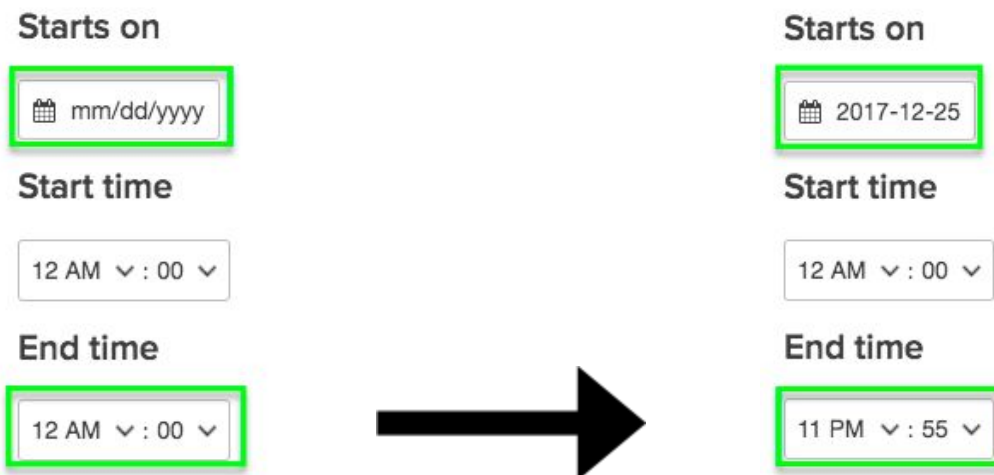
Bulk Cancellations

Cancelling Events for the Entire Day

Go to Schedule and select Bulk Cancel on the right hand side:







Select the date you need to cancel, change the end time to 11:55 pm, and ensure you do not have any filters set:



Filters

Services	Staff	Locations	Rooms
----------	--------------	-----------	-------

Q ✕ All None




	Bob Hope		✕
	Jacquelyn Gleasen		✓
	Karl Swenson		✓

✓ Continue

Once everything appears correct, select Continue:

Services	Staff	Locations	Rooms
----------	--------------	-----------	-------

Q ✕ All None

	Bob Hope	✓
	Jacquelyn Gleasen	✓
	Karl Swenson	✓

✓ Continue 

You will see the requested day and time that you are setting up for cancellation. Please ensure you read this very carefully as cancellations **cannot** be reversed. You can choose to remove the events from the calendar and notify affected clients:

Bulk Cancellation ✕

Please confirm bulk cancellation

Cancelling 3 events on Dec 25th 2017 from 12:00 AM to 11:55 PM.

Remove this event from the calendar?

No

Yes

Notify affected clients

No

Yes

You will receive another screen asking for confirmation with the day and time. If everything is correct, select Start Bulk Cancellation:

Bulk Cancellation ✕

Are you sure? Cancelled events can't be restored.

Cancelling 3 events on Dec 25th 2017 from 12:00 AM to 11:55 PM.

You will see the progress as the events are cancelled. Once it is finished, select Close to get back to your schedule:

Bulk Cancellation Results ✕


Cancelled 3 of 3 events on Dec 25th 2017

✕ Close 

You will be taken to the day you cancelled on your calendar in either List, Day, Week, or Month view:

December 24, 2017 - December 30, 2017

← → 📅 Dec 24, 2017 - Dec 30, 2017 List Day Week

↔ Horizontal	7 AM	8 AM	9 AM
Sun Dec 24	 Level 2 Dec 24, 7 - 7:30 AM		

Canceling Select Hours within a Day

To cancel select hours, ensure you choose your date, start time, and end time:

<p>Starts on</p> <div style="border: 2px solid green; padding: 2px; display: inline-block;">📅 mm/dd/yyyy</div>	<p>Starts on</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">📅 2017-12-26</div>
<p>Start time</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">12 AM ▾ : 00 ▾</div>	<p>Start time</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">5 AM ▾ : 00 ▾</div>
<p>End time</p> <div style="border: 2px solid green; padding: 2px; display: inline-block;">12 AM ▾ : 00 ▾</div>	<p>End time</p> <div style="border: 2px solid blue; padding: 2px; display: inline-block;">12 PM ▾ : 00 ▾</div>

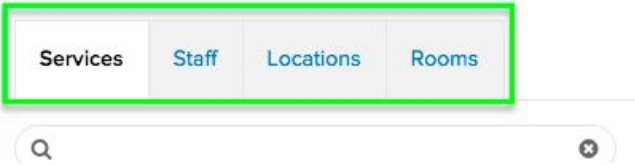


Proceed through the rest of the process as prompted above.

Canceling with Filters for Services, Staff, Locations, or Rooms

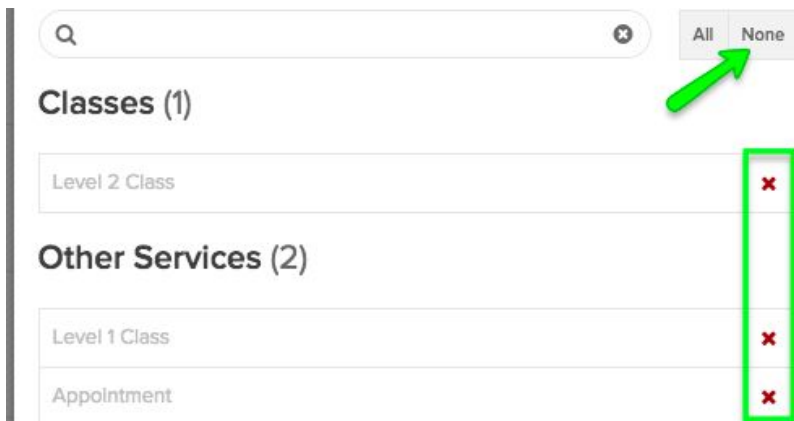
Select the tab you want to filter for:

Filters

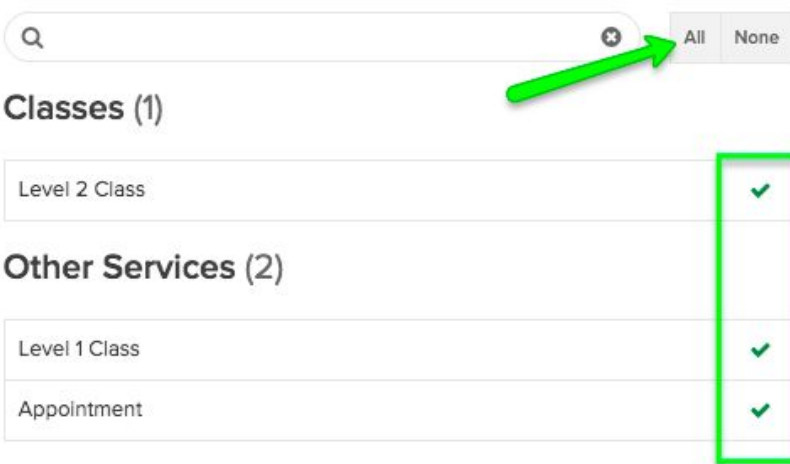


A horizontal navigation bar with four tabs: 'Services', 'Staff', 'Locations', and 'Rooms'. The 'Services' tab is highlighted with a green border. Below the tabs is a search bar with a magnifying glass icon on the left and a close icon on the right.

You can push None to deselect everyone and add individuals *or* start deselecting the choices one-by-one:



The filter interface shows a search bar and two buttons: 'All' and 'None'. A green arrow points to the 'None' button. Below, there are two sections: 'Classes (1)' with one item 'Level 2 Class' and 'Other Services (2)' with two items 'Level 1 Class' and 'Appointment'. A green box highlights the red 'X' icons in the right column of these items, indicating they are deselected.



The filter interface shows a search bar and two buttons: 'All' and 'None'. A green arrow points to the 'All' button. Below, there are two sections: 'Classes (1)' with one item 'Level 2 Class' and 'Other Services (2)' with two items 'Level 1 Class' and 'Appointment'. A green box highlights the green checkmarks in the right column of these items, indicating they are selected.



A green button with a white checkmark and the text 'Continue'. A green arrow points to the button.

Proceed through the rest of the process as prompted above.