

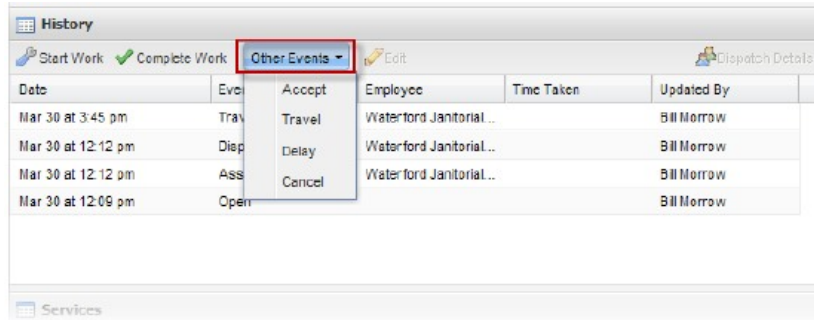




## Adding Other Events

Other events (Accepted, Travelling, Delayed and Cancelled) can be added by clicking the **Other Events** button and selecting an event from the drop-down list.

- When entering a **Delay** or **Cancel** event, you will have the option to notify the tenant by placing a checkmark beside **Notify Tenant**.



The screenshot shows a software interface with a 'History' section. At the top, there are buttons for 'Start Work', 'Complete Work', and 'Other Events' (which is highlighted with a red box). To the right of 'Other Events' is an 'Edit' button. Below these buttons is a table with the following columns: 'Date', 'Event', 'Employee', 'Time Taken', and 'Updated By'. The table contains four rows of data, all with 'Updated By' as 'Bill Morrow'. A dropdown menu is open over the 'Other Events' button, showing options: 'Accept', 'Travel', 'Delay', and 'Cancel'.

Date	Event	Employee	Time Taken	Updated By
Mar 30 at 3:45 pm	Travel	Waterford Janitorial...		Bill Morrow
Mar 30 at 12:12 pm	Delay	Waterford Janitorial...		Bill Morrow
Mar 30 at 12:12 pm	Cancel	Waterford Janitorial...		Bill Morrow
Mar 30 at 12:09 pm	Open			Bill Morrow