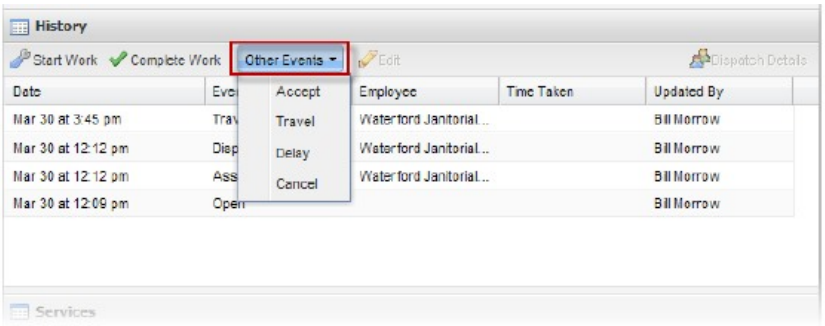
Adding Other Events

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**.