

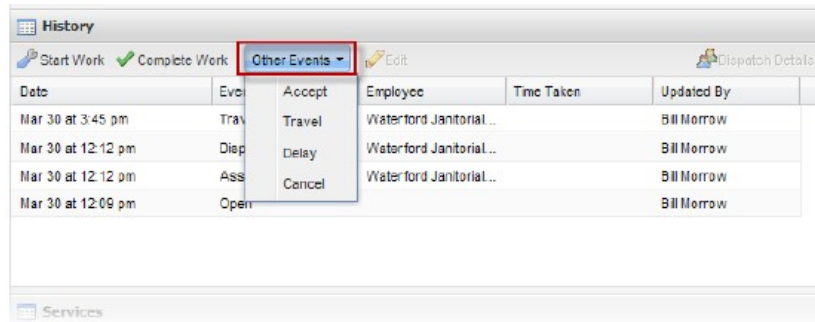




## Adding Other Events

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**.



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