Cancelling a Visit

Work Order > Visitor Security

Cancelling a Visit:

1. While viewing any visit event from the **Expected List** or **Groups List**, click on **Cancel Visit** on the top right from the right-handed pane.

					Cancel Visit
Vis	itors				
4	Check In 📲 Chec	k Out 🛛 🔒 Print Ba	dges 🗕 Take Photo	O Add Visitor	🖉 Edit 🥥 Delete
	Name	Company	Status	Badge Printed	Picture
	Mike Butron	Davis Partners	Expected		
	Katherine Truong	Davis Partners	Expected		

2. Click on ${\bf Yes}$ to confirm the cancellation.

