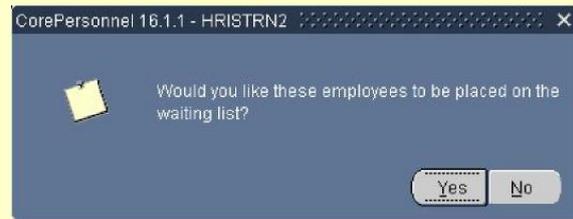


TR5 - Cancelling a scheduled course

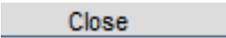


Note: If you have chosen *Cancelled Course (Create Request)*, you will receive the message shown.



8. The following message will appear confirming that the new statuses been saved. Click on OK to exit the message.

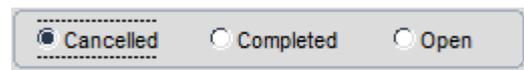


9. Click on  to return to the candidates screen.

10. Go to the Select Detail box, select **'Course Detail'**.



11. Change the course status to **'Cancelled'**.



12. Save the information: either click  or press **F10** on your keyboard.

13. Add a note in the Comments field noting why the course was cancelled, emails sent and the date.

14. Save the information: either click  or press **F10** on your keyboard.

15. You have now cancelled the scheduled course. You will now need to either:

a) Re-book all candidates from the cancelled course onto existing courses if places are available.

OR

b) Schedule a new course and rebook the cancelled candidates onto the new scheduled course.