

## HOW TO CANCEL A DAY IN THE KIOSK

- A. Log into the KIOSK
- B. On the left side go to “leave Request”
  - 1. Drop down to “My processed requests”
- C. Look at the “Start Date” column, find the day or days you want to cancel.
- D. Look at the “Status” column.
  - 1. If status is “Approved” for the date you want to cancel.
    - a. Click on “Details” in the first column
    - b. Enter a “Comment: as to why you are cancelling.
    - c. Click “Cancel Request” at the bottom of the page.
  - 2. If status is “Exported” for the date you want to cancel.
    - a. Click on the “X” in the column “Create Cancellation”
    - b. Enter a “Comment” as to why you are cancelling.
    - c. Click “Submit” at the bottom of the page.
- E. All DONE!!

