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How to setup Cancellation Reasons?

2 years ago · Updated

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Cancellation reasons allow you to have better reporting and insights on your sales performance.

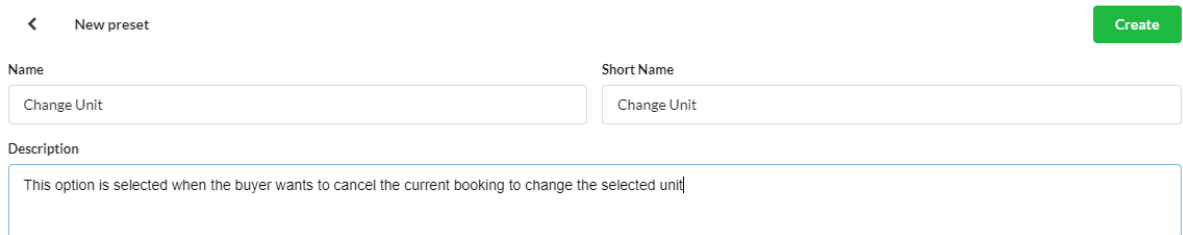
Set it up by following simple steps.

Home > Settings > Cancellation Reasons

1. Click **+Preset** blue box



2. Fill up the Cancellation Reasons



Help

3. Click on Create to save the option.

4. The Cancellation Reason will now show on the dropdown when canceling a booking.

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