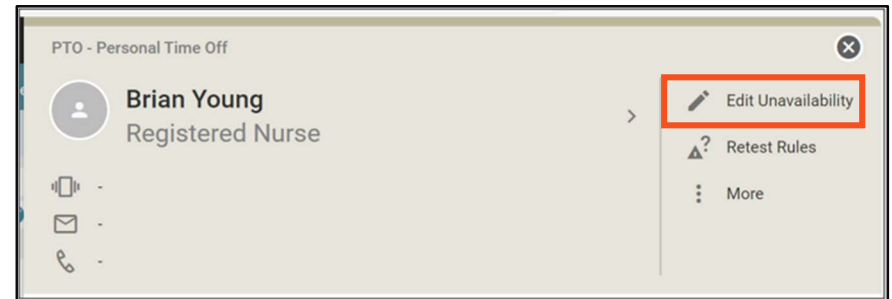


OPTIMA: CANCEL UNAVAILABILITY

The Cancel Unavailability process removes a previously scheduled unavailability, such as PTO or Training.

1. Double-click the **unavailability** you want to cancel on the schedule.
2. Click **Edit Unavailability** in the **Duty Panel**.



3. Change the **Status** to **Cancelled** in the **Edit Action** window.
4. Click **Save** at the bottom of the **Edit Action** window.

The unavailability is replaced by empty cells on the schedule.

