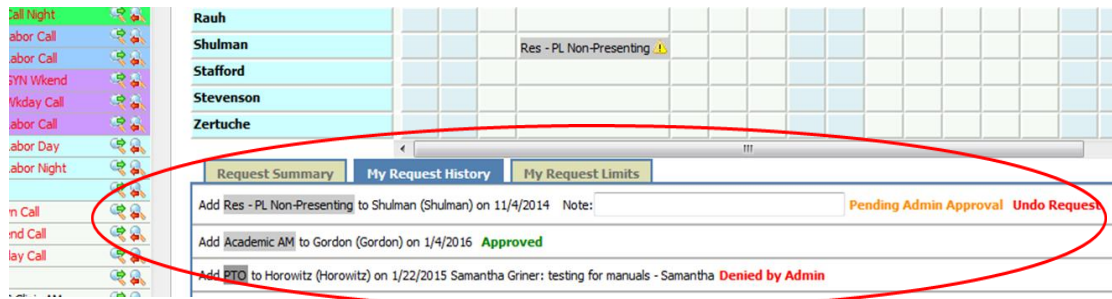


Emory Gynecology and Obstetrics QGenda Request Cancellation Guide

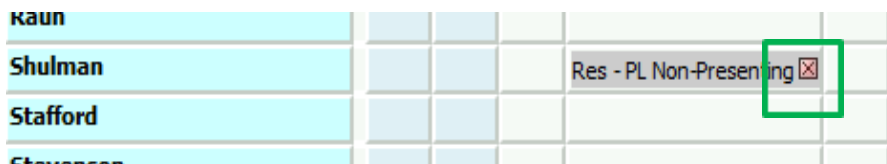
If the request has not been approved yet (highlighted on the screenshot below with a red circle):

- 1) Login to QGenda and go to the **request tab**
- 2) At the bottom center of the screen click on 'my request history'
- 3) Click undo request beside the request you want to cancel
- 4) A pop-up box will appear confirming you cancelled the request and instructing you to refresh your browser.
- 5) When you refresh your browser, all record of the request will be gone.

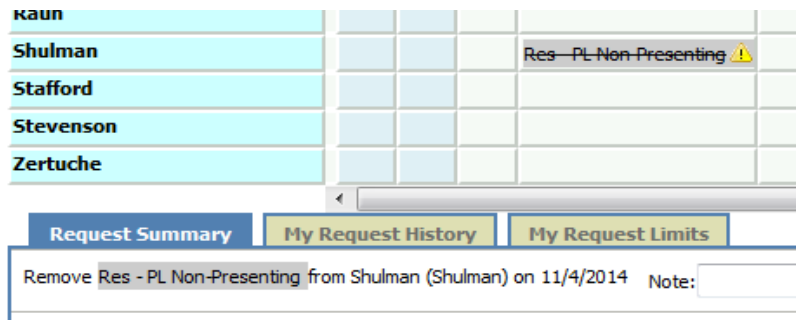


If the request was already approved (highlighted on the screenshots below with a green square):

- 1) Login to QGenda and go to the **request tab**
- 2) Find the request(s) you wish to cancel in the center screen (may need to change the date range in the top left of the screen)
- 3) A red x will be on the right side of any task you can request to cancel
- 4) Click on the red x



- 5) A strike will be placed through the task and a pending symbol will appear; you can add a note to your request approver here about why you are cancelling your previously approved request



- 6) You can always undo a cancellation by following the instructions for undoing a request listed above