

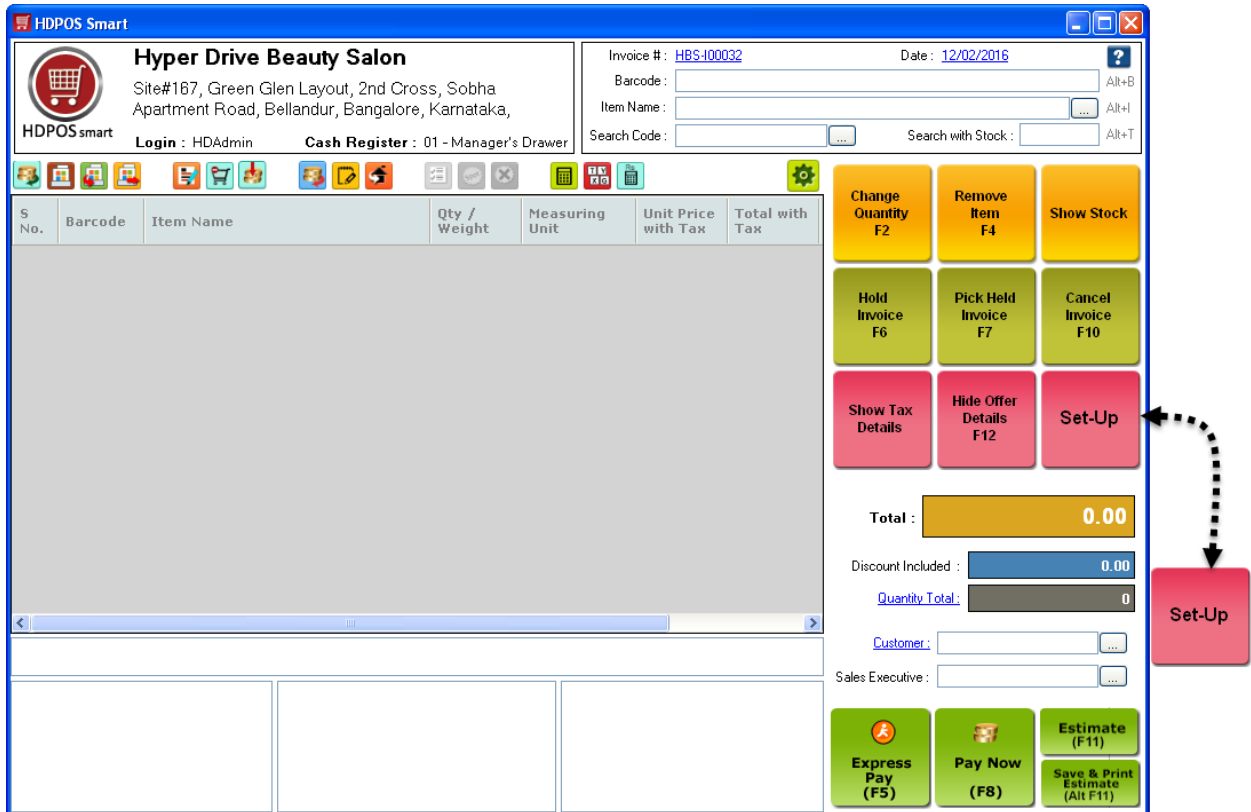
How to cancel a package?



HDPOS smart Tutorials

To cancel a package, follow the steps below:

1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



2. From Set-Up screen, go to 5th page and click on **Packages**.





- From **Manage Package Definition** screen, select a package and click on the **Manage Sold Packages** button.

Package Name	Sales Price	Expire In Days	Is Active	Package Search Code
Relax and Unwind Massage	3,015.00	45	Yes	02
Seasonal Pampering	2,481.00	30	Yes	01

- In **Sold Package Manager** screen, click on **Cancel** button.

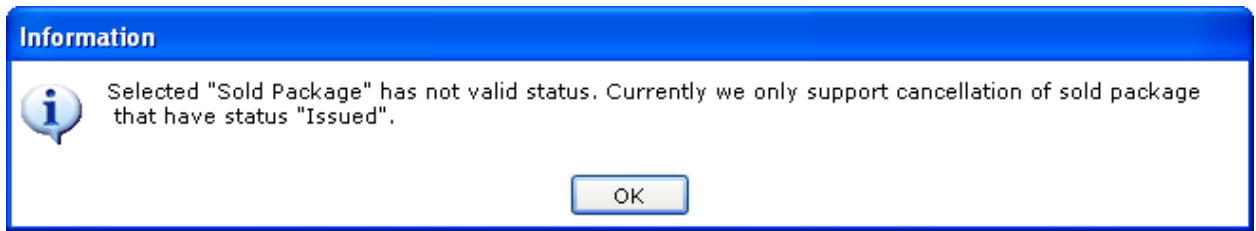
Document Number	Package Name	Package Number	Customer	Status	Issued Date	Expiry Date	To Ar
HBS2	Relax and Unwind Massage	BS1M8099Q8	Ragini Ranjan	Issued	12/02/2016 12:08 PM	28/03/2016 12:00 AM	
HBS1	Relax and Unwind Massage	BS1J5F7L5M	Mamta Singh	Completed	11/02/2016 12:18 PM	12/03/2016 12:00 AM	

Total Records : 2

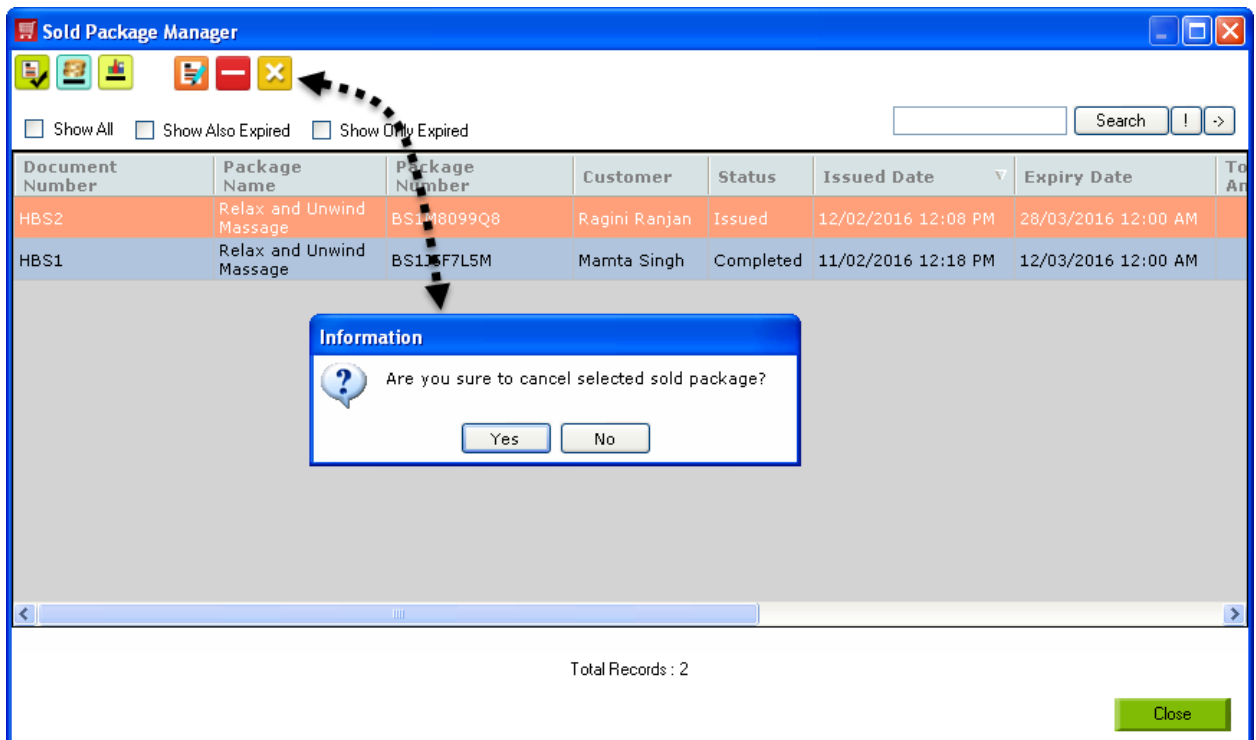
Close



- You will see the following message box, if the selected package's Status is not "Issued".



- Click on **OK**.
- Select a package that has status as **"Issued"** and click on Cancel button. You will information message as shown below. Click on **Yes**.



- You can see the status of package as Cancelled.

