Auto Cancel

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About Auto Cancel

Auto Cancel automatically schedules suspended services for cancellation. How long to wait to schedule cancellation, and when the scheduled cancellation will happen are configurable.

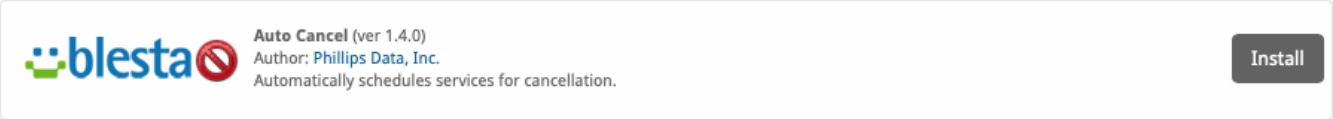
Tie-Ins*

Widgets	Nav Links	Client Cards	Automation Tasks	Email Templates	ACL Permissions	Search	Ev
NONE	NONE	NONE	YES	NONE	NONE	NONE	

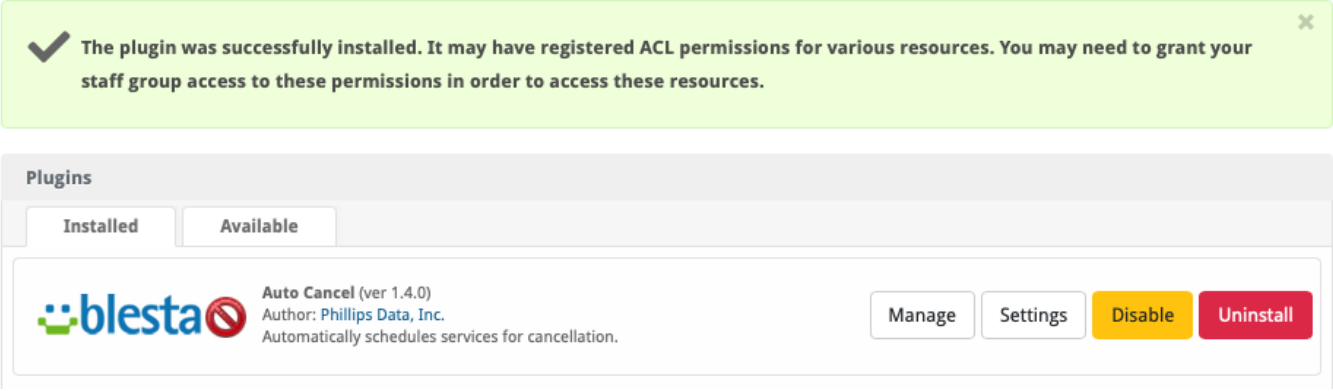
** Plugins are powerful and are not limited to the tie-ins listed above, these are just some of the most common*

Installing Auto Cancel

To install the Auto Cancel plugin, visit [Settings] > [Company] > [Plugins] > Available, and click the "Install" button for Auto Cancel.

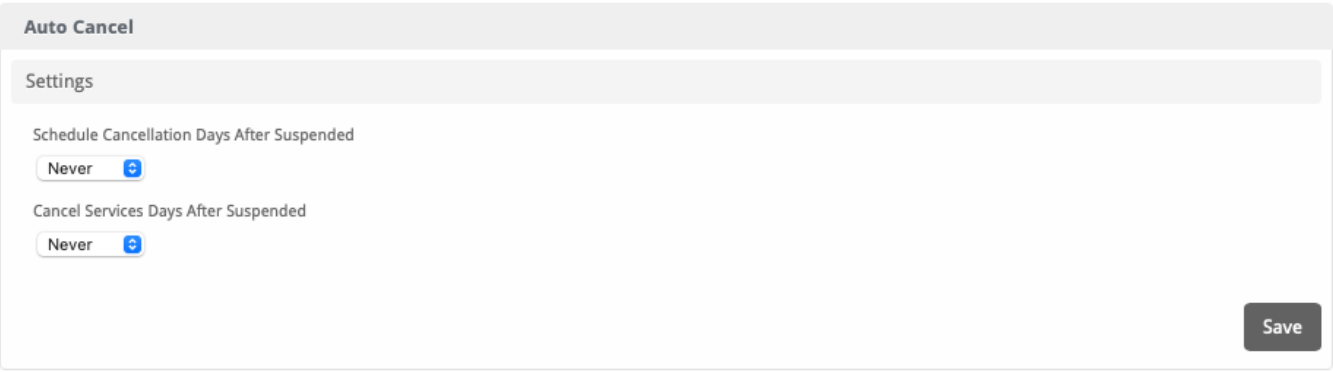


A message will be displayed, indicating that the plugin was successfully installed.



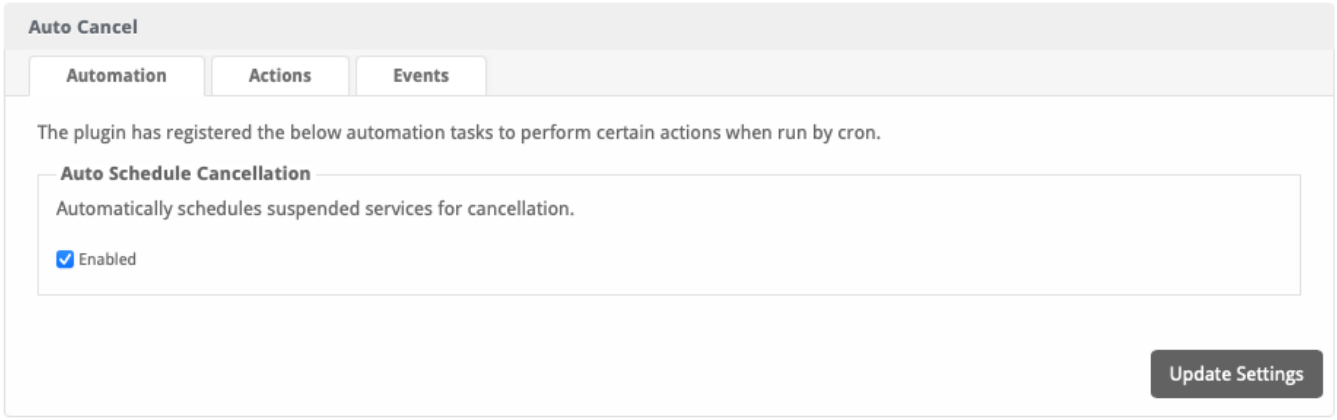
Configuration

By default, automatic cancellation of services will not happen until the Auto Cancel Plugin has been configured. Click the "Manage" button for the plugin under [Settings] > [Company] > [Plugins] > Auto Cancel



Field Name	Possible Values	Description
Schedule Cancellation Days After Suspended	Never, 0-60	When a service has been suspended for this many days, it will be scheduled for cancellation.

Cancel Services Days After Suspended	Never, 0-60 (Should be >= above option)	When scheduling a service for cancellation, the cancellation should be set for this number of days after the service was originally suspended. Should be equal to or greater than the above option.

Automation Tasks

Auto Cancel registers an Automation Task under [Plugins] > [Auto Cancel] > [Settings] > [Automation] called Auto Schedule Cancellation. It may be desirable to change the time at which the task runs such that it runs shortly after your Suspend Services task would normally complete.