

Miami-Dade County

Cancel an Event Job Aid

Version 1.0



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PURPOSE

<u>Purpose</u>

This document explains the key activities involved in cancelling an event. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.



CANCEL AN EVENT





Step	Action
4.	Select the Cancel Event icon.
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5.	Select the Cancel Event button.
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Step	Action
6.	
7.	Select the OK button.



Step	Action	
8.	Select the Home button to return to the home page.	
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