Contract Periods - Delete Contract Period

1. This allows the User to delete a future contract period. Please note if the contract period has already started the User should cancel the contract and recreate the contract. To delete a contract period, highlight the period to be deleted and click on the Delete button.

2. If the period has already been started (Active) it will give the message below:
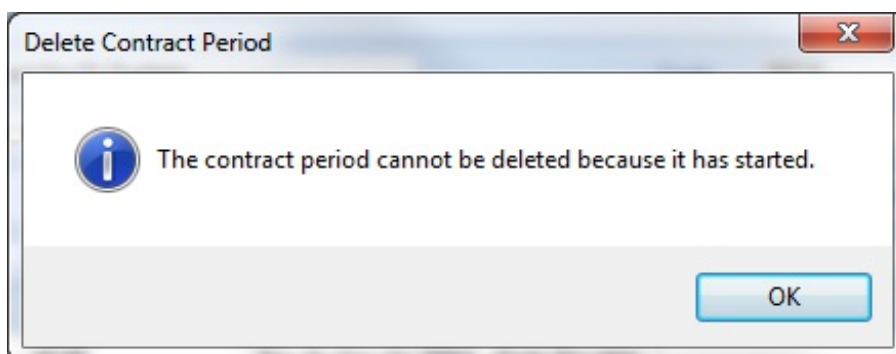
3. If the period is in the future (Pending) the User will be asked if they are sure they wish to perform this action? Clicking on 'Yes' will delete the period entirely and clicking on 'No' will take the User back to the previous screen.