



SOW Cancellation Reasons

	Create and manage standardized explanations for why a SOW is cancelled.
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Please note that depending on your Beeline Platform settings, this feature may, or may not, be turned on. Reach out to your Beeline Representative to adjust settings.

How to Navigate to SOW Cancellation Reasons via Self-Service:

1. Log in to the Beeline Platform using your *username* and *password*. Your Home page appears.
2. Click the **My Preferences** icon  at the top right of your page in the Header Menu.
3. Hover over the **VMS Settings** menu item and click **Statement of Work**.
4. Click **SOW Cancellation Reasons** from the list of available Statement of Work Self-Service features, to be taken to the **Reasons List** screen.

How to Create New Cancellation Reasons:

Complete steps 1-4.

5. Click Add New.
6. Fill out the following fields:
 - **Name:** Enter the name of the Cancellation reason.
 - **Code:** Must not contain any spaces
 - **Description:** Use to add any additional information about eh cancellation reason.
 - **Active** (checkbox): if checked the cancellation reason will be visible.
7. To create a single Cancellation Reason, click **OK**. If multiple Cancellation Reasons need to be created, click the **Save and Add New** option; then repeat populating each reason. Use the **OK** option for the final record to save and exit.