

# Cancelling a Compliance Request

If compliance is still pending, it can be cancelled by:

1. Selecting the plan line's **options menu ( ⋮ )** and choosing **Cancel Compliance Request**, or
2. Right-clicking the booking value on the schedule, selecting **Compliance**, then **Cancel**

A notification email is sent to the relevant parties upon cancellation.

---

Revision #2

Created 13 January 2026 15:38:40 by Holly

Updated 19 January 2026 18:48:35 by Holly