

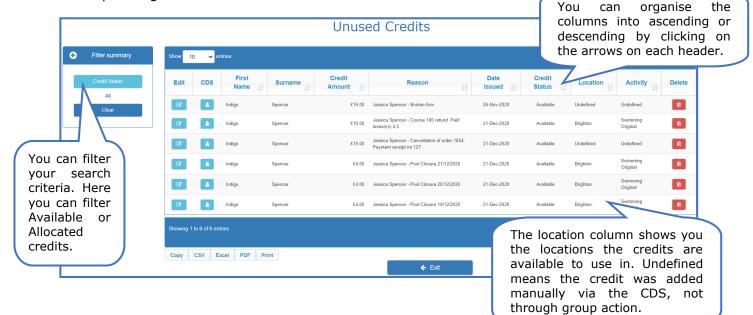
Unused Credits

Overview

These instructions will show you how to view and manage your credits. You will be able to filter the credit status and amend or delete credits when necessary. All credits should be checked prior to re-enrolment.

View Credits

You can view unused credits by going to **Financials** on the Main Menu, then pressing **Unused Credits**.



Amend

You can amend the amount and description of each credit by selecting the **Edit** button.

Filter summary	Show 1	0 🗸 er	ntries	Search: indi							
Credit Status	Edit	CDS	First Name _ţ↑	Surname ‡î	Credit Amountț	Reason	Date Issued 11	Credit Status ปู1	Location	Activity	D
Clear	Ø		Indigo	Spencer	£15.00	Jessica Spencer - Broken Arm	26-Nov-2020	Available	Undefined	Undefined	
	ß	4	Indigo	Spencer	£10.00	Jessica Spencer - Course 180 refund. Paid lesson(s) $4,\!5$	21-Dec-2020	Available	Brighton	Swimming Original	
	ß		Indigo	Spencer	£15.00	Jessica Spencer - Cancellation of order 1054. Payment receipt no 127	21-Dec-2020	Available	Undefined	Undefined	
	Ø		Indigo	Spencer	£4.00	Jessica Spencer - Pool Closure 21/12/2020	21-Dec-2020	Available	Brighton	Swimming Original	
	Ø		Indigo	Spencer	£4.00	Jessica Spencer - Pool Closure 20/12/2020	21-Dec-2020	Available	Brighton	Swimming Original	
	ß		Indigo	Spencer	£4.00	Jessica Spencer - Pool Closure 19/12/2020	21-Dec-2020	Available	Brighton	Swimming Original	
	Showing 1	to 6 of 6 ent	tries							revious 1	



The following box will appear. You can overtype the amount and reason; once the amendments have been actioned click **save**.

	Amend Credit	×
Amount	£ 15.00	
Reason	Jessica Spencer - Broken Arm	
Cancel	Save	е

Delete Credits

To delete a credit, simply click on the **delete** button and the following warning message will appear.

Delete Credit	×
The credit for Indigo Spencer - Jessica Spencer - Broken Arm: £15.00 will be permanently deleted and recovered.	l cannot be
Cancel	Delete

By clicking on **delete** this will delete the credit and it then cannot be recovered, however a note will be placed into the client's data sheet.

General I Display the umber of entries per page.	nfo	Unused Credits						Type your search criteria here. You car search student, or th reason of the credit t narrow your search.			
	001	10 🗸 e	ntries						Sean	ch: Ind	
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	ß		Indigo	Spencer	£4.00	Jessica Spencer - Pool Closure 19/12/2020	21-Dec-2020	Available	Brighton	Swimming Original	8
	Showing	1 to 6 of 6 en	tries							Previous 1	Next
	Сору	CSV E	xcel PDF P	rint							
						🗲 Exit					



At the bottom right of the page, you can navigate through pages using the **Previous** and **Next** buttons or by pressing the desired page number.

Previous 1 2 3 4 5 13	Next

Export

You can copy and export the list of credits onto any file.

The copy button will simply copy the list and you can paste this into a document. CSV and Excel will export to an excel file.

PDF will export the list to PDF

Print will allow you to print your list of activities.

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Ø		54CU	54CU
Showing 1 to 25 of	307 entries		
Copy CSV	Excel PDF	Print	