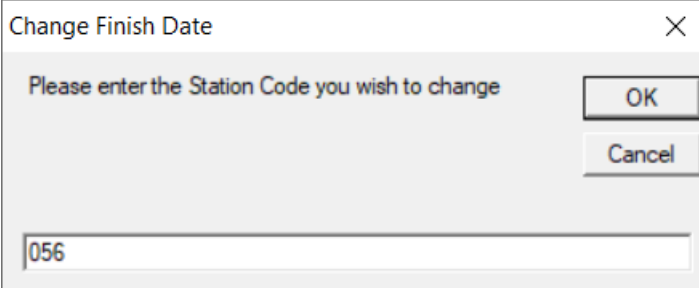


CHANGE FINISH DATE

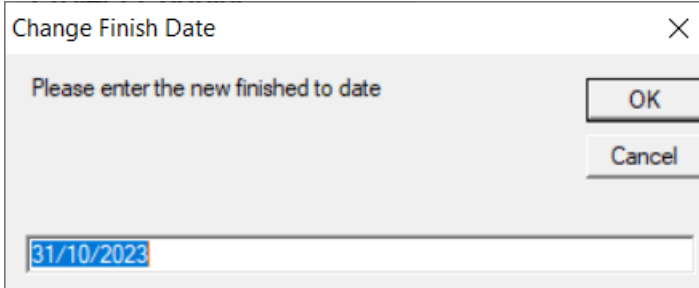


From the Group Treasurer menu select Change Finish Date.

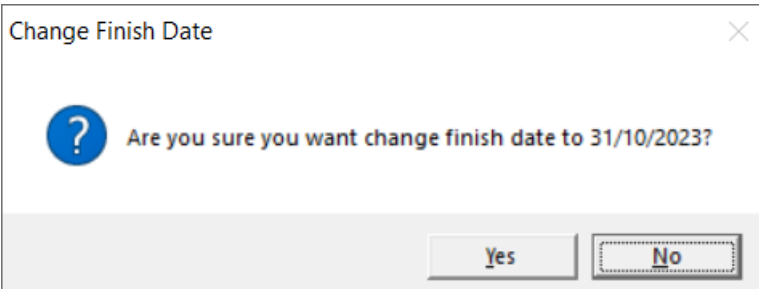
Enter the station number that you wish to change the finish date for, e.g. 056 and click on OK.

A screenshot of a "Change Finish Date" dialog box. The title bar says "Change Finish Date" with a close button (X). The main text says "Please enter the Station Code you wish to change". Below this is a text input field containing "056". To the right of the input field are two buttons: "OK" and "Cancel".

It will then ask you to enter the new 'Finished to' date, e.g. 31/10/2023 and click on OK.

A screenshot of a "Change Finish Date" dialog box. The title bar says "Change Finish Date" with a close button (X). The main text says "Please enter the new finished to date". Below this is a text input field containing "31/10/2023". To the right of the input field are two buttons: "OK" and "Cancel".

It will ask you to confirm the change by clicking on Yes.

A screenshot of a "Change Finish Date" dialog box. The title bar says "Change Finish Date" with a close button (X). The main text says "Are you sure you want change finish date to 31/10/2023?". To the left of the text is a blue question mark icon. At the bottom are two buttons: "Yes" and "No".

This will then change that individual stations finished to date to allow them to enter transactions after that date.