

Cancellation instructions for WebTrac

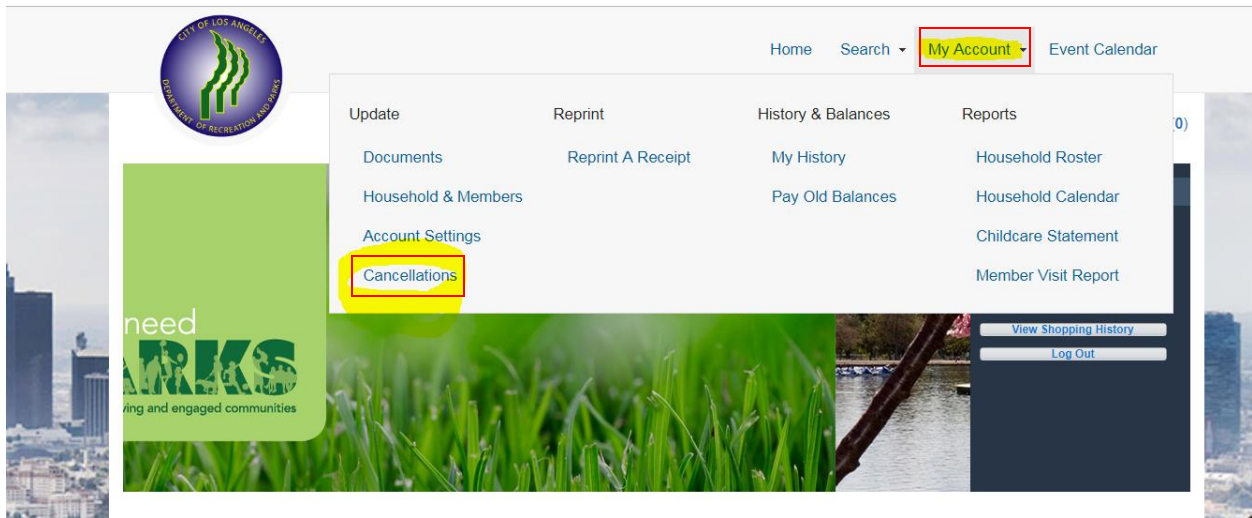


Illustration 1

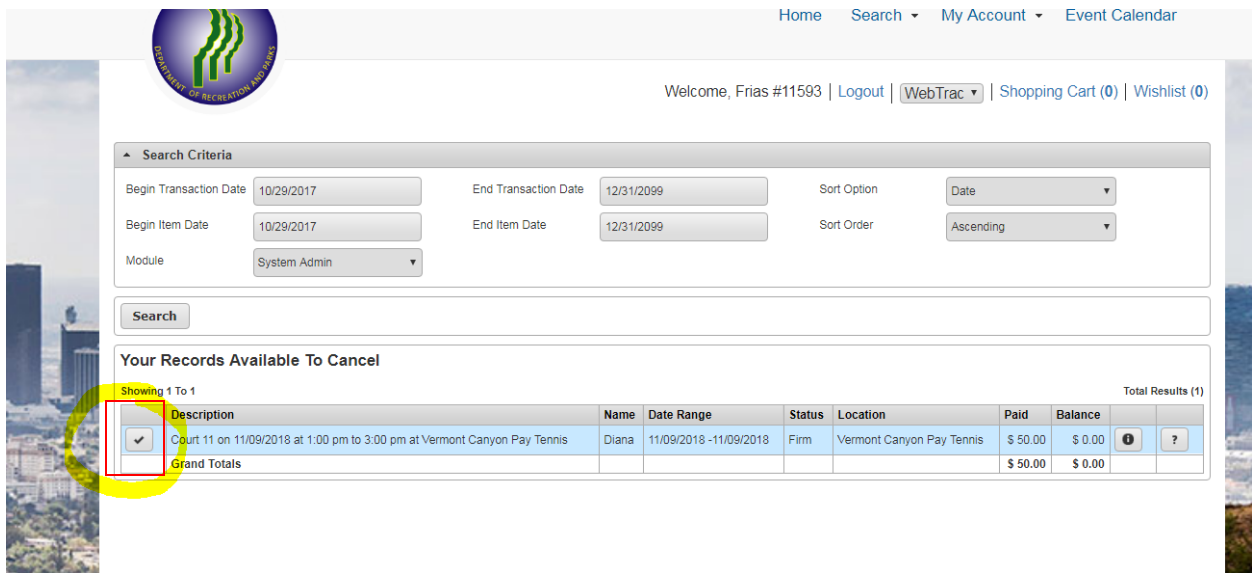


Illustration 2

1. Begin by logging into the WebTrac account.
2. Select the "My Account" tab and click on the "cancellations" button.
3. Click the check mark circled in illustration 2.
4. When prompted to the next page you will select "proceed To checkout" (ill. 3)
 - a. 50 dollars will be credited as highlighted.
5. When you reach the summary (ill. 4) you will click on continue and the credit will be applied to the household.
6. Click on submit to send an e-mail confirmation to yourself.

7. PDF receipt is available on the page. (ill. 6)

The screenshot shows a web application interface for a shopping cart. At the top right, there is a user greeting "Welcome, Frias #11593" and navigation links for "Logout", "WebTrac", "Shopping Cart (1)", and "Wishlist (0)". A green notification bar at the top left of the cart area says "New Charges In Shopping Cart". The main heading is "Shopping Cart", with "Showing 1 To 1" on the left and "Total Results (1)" on the right. Below this is a table with the following data:

	Description	Name	Total Fees		
x	Court 11 on 11/09/2018 at 1:00 pm to 3:00 pm at Vermont Canyon Pay Tennis (Cancellation)	Diana	\$ 50.00-		
	Grand Total Fees Due		\$ 50.00-		
	Total Old Balances Not in Shopping Cart		\$ 0.00		

Below the table is a row of four buttons: "Proceed To Checkout", "Continue Shopping", "Pay Old Balances", and "Empty Cart". The "Proceed To Checkout" button is highlighted with a yellow circle and a red border.

Illustration 3.

Summary of Charges

New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 0.00
Refund:	\$ 50.00-
Total Balance for household:	\$ 50.00-

The Following Information is Required to Complete Your Transaction

Using This Refund Method: * Apply To Household

Billing Information

First Name: *

Last Name: *

Home Phone w/area code: *

Email: *

Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

Continue [Back To Shopping Cart](#)

Illustration 4.

Welcome, Frias #11593 | [Logout](#) | [WebTrac](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Your Online transaction is complete. Please select an option below to continue.

[View Confirmation Receipt \(in .PDF format\)](#)

All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

[Click here to download free Adobe Reader software from Adobe.com.](#)

Email confirmation sent to: *

Submit

Your Confirmation Receipt was sent to the above email. If you would like to send it to a different address, enter in a new email and click Submit.

Continue Shopping [Logout](#)

Illustration 5.



!!! RecTrac TRAINING DATABASE !!!

Receipt # 642539
Payment Date: 10/29/18
Household: 11593

City of Los Angeles - Department of Recreation and Parks
Los Angeles, CA
Phone:
www.laparks.org

Diana Frias
12370 Osborne
Arleta CA 91331
frias5762@gmail.com

Reservation Cancellation: Vermont Canyon Pay Tennis, Court 11

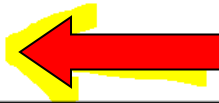
Address:	2715 Vermont Canyon, Los Angeles, CA, 90027	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Reserv. Contact:	Diana Frias	50.00-	0.00	50.00-	0.00	0.00
Phone Number:	(818)426-2747					
Reserv. Number:	10849					
Status:	Cancelled					
Anticipated Count:	30					
Date(s):	Fri @ 1:00 pm - 3:00 pm: 11/9					
Special Questions:	Reservation Purpose:					

Processed on 10/29/18 @ 4:30 pm by WWW

Total New Fees	50.00-
Discount Applied	0.00
Total Due	50.00-

Total Fees Refunded	50.00
Credits Added	50.00-
Total Paid	0.00

Household Balance Information	
Overall Household Credit Balance Available	50.00
Overall Household Balance Due	0.00



Household Credit of: 50.00 Created By: Credit Balance

Illustration 6.