



# Huseby Resource Portal: *No Show, Late Cancellation*

1) Under the **BILLING SHEET** tab, click **ADD PRODUCTS** tab, then select the **ORDERING PARTY**:

Work Order  
00013946

Status	Case Name	Start Date
Scheduled	Smith vs Weston	9/13/2023, 1:00 PM

Details **Billing Sheet**

Order Details **Add Products** Order Overview

**Add new Products**

Select Ordering Parties

- ✓ John Smith - ABC Corporation Ltd.

Select Witnesses

- + John Doe

Select Products

- + Additional Hours

2) Select one or more **WITNESSES**.

**Add new Products**

Select Ordering Parties

- ✓ John Smith - ABC Corporation Ltd.

Select Witnesses

- ✓ John Doe

Select Products

- + Additional Hours

3) Within the **Select Products** options, choose **NO SHOW / CANCELLATION**.

Select Products

- + Hearing/Arbitration/Meeting/Trial - Rough Ascii
- ✓ No Show / Cancellation
- + Original

4) Scroll to the bottom of the products list and click **ADD PRODUCTS** button to save.

+ Travel

**Add Products**