

## Recurring Payments Walkthrough – Cancel a Schedule

*A step by step guide to integrating Nochex with  
your website*

*All the information you need to be up and running  
with your account*

**IMPORTANT**

Customers are always recommended to back up their code before making any significant changes, such as the ones detailed in this document.

- Firstly go to the Nochex website, and login to your Nochex account

## Control Panel

- Once you have logged into your Nochex Control Panel, select View schedules to see 'current schedules'

Customer Email Address	Date Setup	Description	Recurring Amount £	Payments Processed	Card Expires (in Months)	Status
Example@customer.com	03/04/2017 16:02:09	Book Club Subscription	4.00	7	8	Active
Example@customer.com	18/03/2017 17:10:54	Book Club Subscription	4.00	3	32	Cancelled
Example@customer.com	14/03/2017 15:54:36	Book Club Subscription	4.00	8	27	Active
Example@customer.com	06/10/2017 03:27:35	Book Club Subscription	4.00	1	34	Active

1 2 3 4 5 6 7 8 9 10 ...

- View details about a schedule by pressing the details link on a particular schedule that needs to be cancelled.

**DETAILS FOR SCHEDULE**

Schedule ID: **8a8394885ad6370f015adccab2ec5203**

Recurring payment set up by customer **Example@customer.com** for **£4.00** to be paid every **1 Month(s)**.

The first payment was processed on **14/03/2017**

**8** Payments successfully processed so far.

The recurring payments will continue until a cancel request is placed.

Next payment will be processed by **17/11/2017**

[Cancel Schedule](#)

- Press Cancel Schedule,

Example@customer.com	18/03/2017 17:10:54	Book Club Subscription	4.00	3	32	Cancelled
Example@customer.com	14/03/2017 15:54:36	Book Club Subscription	4.00	8	27	Active