

Managing and Creating User Cancellation Options

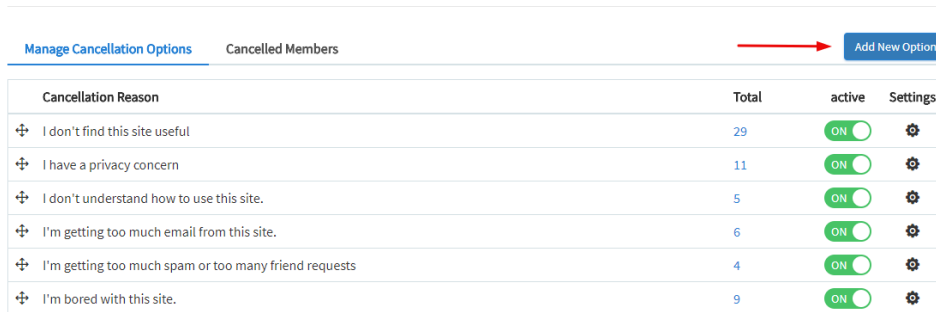
Archives













You are using phpFox version earlier than 4.6.0? Please refer instruction for this article [here](#).

When users cancel their accounts, they can select a reason for doing so. If you want to add, edit or remove those options, this tutorial will help you do that.

- [Adding Cancellation Options](#)
- [Editing Cancellation Options](#)
- [Arranging Cancellation Options](#)
- Click Settings and choose Cancellation Options in the AdminCP

Manage Cancellation Options



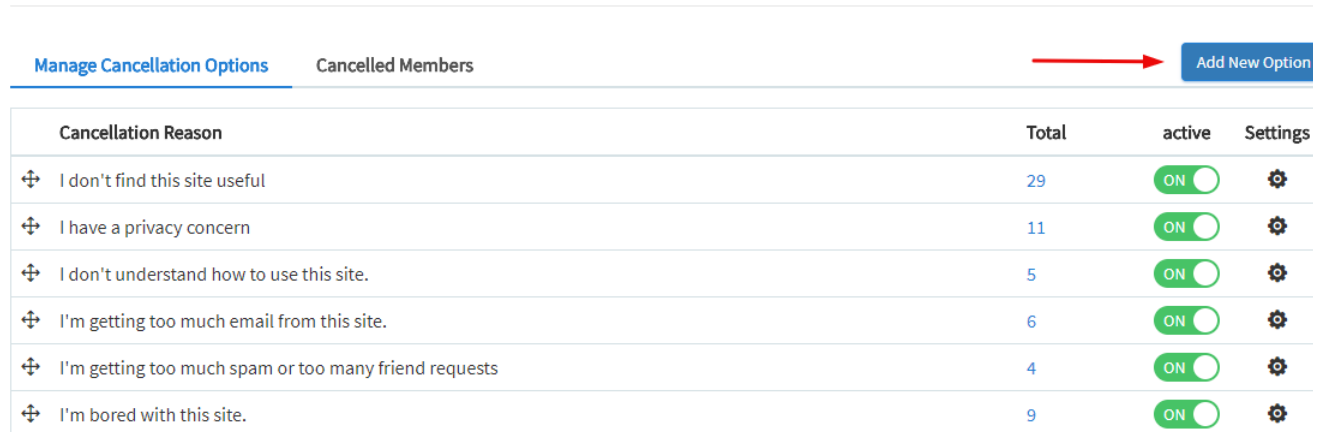
Manage Cancellation Options	Cancelled Members		Add New Option
Cancellation Reason	Total	active	Settings
 I don't find this site useful	29	<input checked="" type="checkbox"/>	
 I have a privacy concern	11	<input checked="" type="checkbox"/>	
 I don't understand how to use this site.	5	<input checked="" type="checkbox"/>	
 I'm getting too much email from this site.	6	<input checked="" type="checkbox"/>	
 I'm getting too much spam or too many friend requests	4	<input checked="" type="checkbox"/>	
 I'm bored with this site.	9	<input checked="" type="checkbox"/>	













Once you open the Cancellation Options, you'll see a list of all of the current Cancellation Options.

Adding Cancellation Options

- Click Add New Option

Manage Cancellation Options



Manage Cancellation Options	Cancelled Members		Add New Option
Cancellation Reason	Total	active	Settings
 I don't find this site useful	29	<input checked="" type="checkbox"/>	
 I have a privacy concern	11	<input checked="" type="checkbox"/>	
 I don't understand how to use this site.	5	<input checked="" type="checkbox"/>	
 I'm getting too much email from this site.	6	<input checked="" type="checkbox"/>	
 I'm getting too much spam or too many friend requests	4	<input checked="" type="checkbox"/>	
 I'm bored with this site.	9	<input checked="" type="checkbox"/>	

- Fill in the fields for the popup to add the option and submit when done.

Add Cancellation Options



*Cancellation Reason

English (US)

I don't have time to use it

English (Kingdom)

I don't have time to use it

*Is Active









Submit

Cancel

Editing Cancellation Options

- Click the arrow to the left of the option you want to manage and choose Edit Reason.

[Manage Cancellation Options](#) [Cancelled Members](#) [Add New Option](#)

Cancellation Reason	Total	active	Settings
 I don't find this site useful	29	<input checked="" type="checkbox"/>	
 I have a privacy concern	11		
 I don't understand how to use this site.	5		
 I'm getting too much email from this site.	6	<input checked="" type="checkbox"/>	

- In the popup, edit what you need and Submit.

*Cancellation Reason

English (US)

I don't find this site useful

English (Kingdom)

I don't find this site useful

*Is Active

YES

Submit

Cancel

Arranging Cancellation Options

- To arrange the options in any order you want, just click to the left and drag them up or down.

Cancellation Reason

- ↕ I don't find this site useful
- ↕ I have a privacy concern
- ↕ I don't understand how to use this site.
- ↕ I'm getting too much email from this site.
- ↕ I'm getting too much spam or too many friend requests
- ↕ I'm bored with this site.