
Client Mark Day Screen



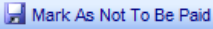
Updated on August 2016

[Home](#) > [Client Management \(Search Client\)](#) > [Mark Day](#)

Business Purpose:

The **Mark Day** page allows a user to mark particular calendar day where a client is deemed not eligible to be paid a particular disbursement type (e.g. PNA or Food Allowance).

How to:

1. Select a **Program** and disbursement **Type** from dropdowns  and the **Date** for which the client is not to be paid. Then click the  to check if the date can be marked.
2. If the day can be marked, then the  action button will appear. Enter a note regarding why the day is to be marked for not to be paid. Click on the action button and then acknowledge the popup message to confirm the mark day attempt. Wait for the "Marking date as Not To Be Paid was successful" message to appear.

Important Notes:

1. If a chosen date is already set not to be paid, then it cannot be set again.
2. If a chosen date is more than 31 days into the future, it is considered not in the payment window and cannot be marked.
3. If a chosen date is more than 37 days back in the past, it is considered not in the payment window and cannot be marked.