

How does a Person Cancel or Verify Completion on a Dibs Item after they Claim it?

A user can cancel a Dibs Items if they are unable to fulfill the request or request that the Dibs Item is marked completed, if fulfilled. A person would need to cancel within the cancellation window. A person would need to wait until an admin marks the Dibs item as complete before it will reflect in a person dashboard.

Step 1: Log In

Step 2: Select Dashboard

Step 3: Select Dibs

Step 4: Select the Dibs Session you signed up for

Step 5: Select Dib Item

Step 6: Select that you have completed the Dibs Item or select that you would like to Cancel the Dibs Item

The screenshot shows a web interface for a Dibs item titled "Concession Stand". The breadcrumb trail is "Dibs > Go to Session... > Concession Stand". The item details include a stick figure icon, the title "Concession Stand", the date and time "11/10/2015, 12:30pm CST - 2:30pm", the category "Concessions", and the session "2015 Hockey Season". On the right side, there are four sections: "Credit Value: 2" (Credit issued upon completion), "Status: Claimed" (This Dibs item has been claimed. Is this Dibs item complete? with a "VERIFY COMPLETION" button), "Athlete: Dave Urbaniak" and "Fulfiller: David Urbaniak", and "Cancellation Prohibited: 3 days before event." (Responsibility can be canceled until Wed, Jan 7th, 15, 12:30pm CST. with a "CANCEL CLAIM" button). Red arrows point to the "VERIFY COMPLETION" and "CANCEL CLAIM" buttons.

Step 7: Confirm Either Action

Note: Marking a item completed will send a notification to the organization, in which an admin will need to mark the dibs item completed.