

# How to... CANCEL a booking.

1. Having clicked My Meetings, select the booking you wish to cancel.

Ref.	Date	Start	End	Meeting Title	Host Name	Room	Property	Status	No. people
<input type="radio"/> 32861	30/07/11	09:00	13:00	Booking for Catherine>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	6
<input checked="" type="radio"/> 32864	30/07/11	16:00	17:00	Test Booking	Monaghan, Catherine, >>>	Room 3	Main Building, Blackhall	PROV	2
<input type="radio"/> 32863	31/07/11	09:00		Another Test			Main Building		2
<input type="radio"/> 28021	12/09/11	09:00							5
<input type="radio"/> 28021	13/09/11	09:00							5
<input type="radio"/> 28021	14/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/> 28021	15/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/> 28021	16/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5

2. Click Cancel Booking

3. Select an option and type a reason for the cancellation below.

4. Click Cancel Booking

http://sodlawpretest/rdz/eui/top.asp?qstrUserSessionInfo=UID30317%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://sodlawpretest/rdz/eui/top.asp?qstrUserSessionInfo=UID30317%7ECatherineM%7E1%7EN%7E304&s

File Edit View Favorites Tools Help

Website Book New Meeting My Meetings Calendar Help Exit

**Booking Details**

The whole event is cancelled.

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
No records Found.					

**Cancellation Types**

Selected Rooms  
 Whole Event  
 Selected Date

**Cancellation Reason**

Please type a reason for the cancellation

Cancel Booking Close

5. Click Close

Done Local intranet 100%

http://sodlawpretest/rdz/eui/top.asp?qstrUserSessionInfo=UID30317%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://sodlawpretest/rdz/eui/top.asp?qstrUserSessionInfo=UID30317%7ECatherineM%7E1%7EN%7E304&s

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**My Meetings**

Start Date End Date Bkg Ref Search By Sort By Matter No.

25/07/2011

Ref	Date	Start	End	Meeting Title	Host Name	Room	Property	Status	No. people
<input checked="" type="radio"/> 32861	30/07/11	09:00	13:00	Booking for Catherine>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	6
<input type="radio"/> 32863	31/07/11	09:00	11:00	Another Test Booking>>>	Morgan, Tony,	Room 14	Main Building, Blackhall	PROV	2
<input type="radio"/> 28021	12/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/> 28021	13/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/> 28021	14/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/> 28021	15/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/> 28021	16/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/> 28021	17/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5

Amend Booking Cancel Booking Repeat Booking Print Booking

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