

How to... RESCHEDULE a booking (Change the date and or time of the booking).

Website Book New Meeting My Meetings Calendar Help Exit

My Meetings

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

14/09/2011 [Calendar Icon] [Calendar Icon] All Date [Search]

Ref.	Date	Start	End	Meeting Title	Host Name	Room	Property	Status	No. people	
<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	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/>	28021	16/09/11	09:00	17:00			Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/>	28021	17/09/11	09:00	17:00			Room 14	Main Building, Blackhall	PROV	5
<input checked="" type="radio"/>	34347	18/09/11	12:00	13:00	Test Meeting	Monaghan, Catherine, >>>	Room 5	Main Building, Blackhall	PROV	4
<input type="radio"/>	28021	19/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/>	28021	20/09/11	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

Local intranet 100%

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Booking Details

Catherine Monaghan, following are the booking details:

Host Name : Monaghan, Catherine, Bkg Ref : 34347
Meeting Title : Test Meeting Type : Internal
Matter No. : Db.Code : --

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
34347	Main Building, Blackhall	Room 5	4	18/09/2011 12:00	18/09/2011 13:00

CCReg Facilities Special Request Reschedule/Modify Print Cancel Close

Done Local intranet 100%

3. Click on **Reschedule the whole booking?**

4. Type in the new date or use the calendar icon to select a new date. Then **Click the Apply** button to confirm the change and **click the Close** button.

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
<input checked="" type="checkbox"/> 34347	Main Building, Blackhall	Room 5	4	18/09/2011 12:00	18/09/2011 13:00

How to change the time of a meeting/booking.

As above, select the meeting you wish to reschedule and click the Amend button. Then click on the Reschedule/Modify button to get you to the point below.

4. Un-tick the **'Ignore Timing'** box and adjust the times accordingly. Then **click the Apply** button followed by the **Close** button to complete your changes.

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
<input checked="" type="checkbox"/> 34347	Main Building, Blackhall	Room 5	4	18/09/2011 12:00	18/09/2011 13:00