College Of The Canyons Conference Room Reservation System

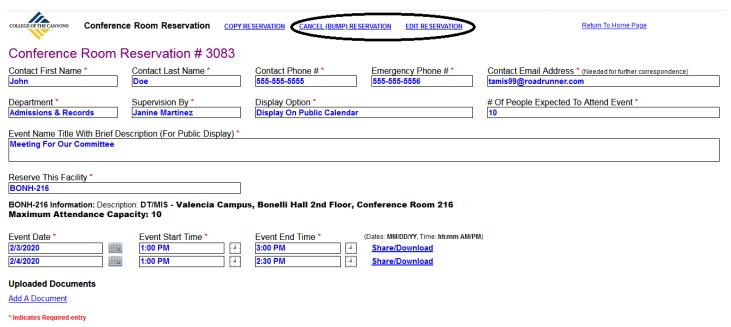
Edit Or Cancel A Reservation

1. Find The Reservation

There are a variety of methods to view a conference room reservation.

- a) Click the link in the email sent as a confirmation.
- b) Search the calendar by locating the day of the reservation (Any day on the reservation). Then click the reservation link on that day.
- c) Search the calendar by using the "Search" box or "Advanced Search" links.

Viewing the reservation will open Screen E-1.

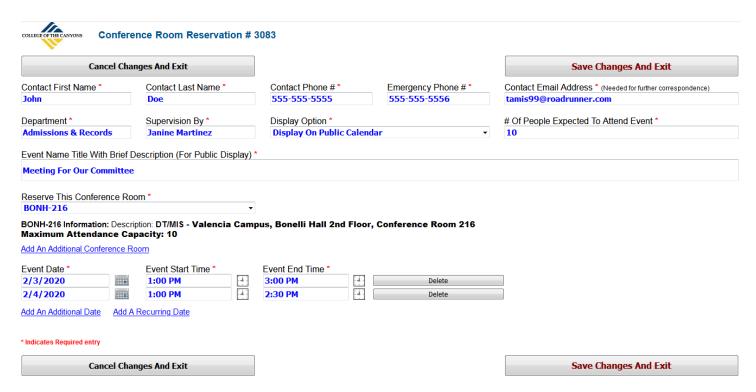


Screen E-1

If you are the requestor (Or if you have administrator rights to the system) the two links circled above will appear.

2. Edit The Reservation

To edit the reservation click on the link "EDIT RESERVATION" (Circled in Screen E-1) to open screen E-2. It functions the same as the enter a reservation screen (See document on entering a reservation in the online help).



Screen E-2

Make edits to the reservation and click "Save Changes And Exit" to save them. If there is a problem with the edits a popup message will appear indicating why the edits cannot be saved and no changes will be made.

3. Cancel A Reservation

Date/Time: 2/4/2020 / 1:00 PM - 2:30 PM

To cancel a reservation, click on "Cancel (Bump) Reservation" on Screen E-1. Screen E-3 will open.

College OF THE CANYONS Cancel Reservation # 3	3083	
CANCEL CONFERENCE ROOM RESERVATION # 3	3083	
Note:		
Send Note To Contact Email Address		
Click Here To Cancel This Reservation	on	
Return To Previous Screen		
Reservation: Meeting For Our Committee Contact: Doe, John Department: Admissions & Records Date/Time: 2/3/2020 / 1:00 PM - 3:00 PM	Location: BONH-216	

Screen E-3

Location: BONH-216

Click the button "Click Here To Cancel This Reservation" to cancel the reservation. An email will be sent to the contact email address confirming the cancellation. If a note is entered that note will be included in the email. A sample cancellation email is shown in Screen E-4.



Fri 1/31/2020 6:06 PM

College Of The Canyons Conference Room Reservations <tamis@canyons.edu>

Canceled: College Of The Canyons Conference Room Reservation

To John Doe



This message was sent with High importance.

COLLEGE OF THE CANYONS CONFERENCE ROOM RESERVATION CANCELED

To John Doe:

The following reservation has been canceled by an administrator:

Reservation: Meeting For Our Committee

Contact: Doe, John

Department: Admissions & Records

Date/Time: 2/3/2020 / 1:00 PM - 3:00 PM Location: BONH-216 Date/Time: 2/4/2020 / 1:00 PM - 2:30 PM Location: BONH-216

Comment: This was just a test

Click Here To View Reservation # 3083

Thank You,

College Of The Canyons Conference Room Reservations

Screen E-4