

# 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.

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

Viewing the reservation will open Screen E-1.

COLLEGE OF THE CANYONS **Conference Room Reservation** [COPY RESERVATION](#) [CANCEL \(BUMP\) RESERVATION](#) [EDIT RESERVATION](#) [Return To Home Page](#)

### Conference Room Reservation # 3083

Contact First Name *	Contact Last Name *	Contact Phone # *	Emergency Phone # *	Contact Email Address * (Needed for further correspondence)
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="555-555-5556"/>	<input type="text" value="tamis99@roadrunner.com"/>
Department *	Supervision By *	Display Option *	# Of People Expected To Attend Event *	
<input type="text" value="Admissions &amp; Records"/>	<input type="text" value="Janine Martinez"/>	<input type="text" value="Display On Public Calendar"/>	<input type="text" value="10"/>	

Event Name Title With Brief Description (For Public Display) \*

Reserve This Facility \*

**BONH-216 Information:** Description: DT/MIS - Valencia Campus, Bonelli Hall 2nd Floor, Conference Room 216  
**Maximum Attendance Capacity: 10**

Event Date *	Event Start Time *	Event End Time *	(Dates: MM/DD/YY, Time: hh:mm AM/PM)
<input type="text" value="2/3/2020"/>	<input type="text" value="1:00 PM"/>	<input type="text" value="3:00 PM"/>	<a href="#">Share/Download</a>
<input type="text" value="2/4/2020"/>	<input type="text" value="1:00 PM"/>	<input type="text" value="2:30 PM"/>	<a href="#">Share/Download</a>

**Uploaded Documents**

[Add A Document](#)

\* Indicates Required entry

### 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).



Conference Room Reservation # 3083

Cancel Changes And Exit

Save Changes And Exit

Contact First Name \* John Contact Last Name \* Doe Contact Phone # \* 555-555-5555 Emergency Phone # \* 555-555-5556 Contact Email Address \* (Needed for further correspondence) tamis99@roadrunner.com

Department \* Admissions & Records Supervision By \* Janine Martinez Display Option \* Display On Public Calendar # Of People Expected To Attend Event \* 10

Event Name Title With Brief Description (For Public Display) \* Meeting For Our Committee

Reserve This Conference Room \* BONH-216

BONH-216 Information: Description: DT/MIS - Valencia Campus, Bonelli Hall 2nd Floor, Conference Room 216 Maximum Attendance Capacity: 10

Add An Additional Conference Room

Event Date \* 2/3/2020 Event Start Time \* 1:00 PM Event End Time \* 3:00 PM Delete
2/4/2020 1:00 PM 2:30 PM Delete

Add An Additional Date Add A Recurring Date

\* Indicates Required entry

Cancel Changes And Exit

Save Changes And Exit

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 pop-up message will appear indicating why the edits cannot be saved and no changes will be made.

3. Cancel A Reservation

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



Cancel Reservation # 3083

CANCEL CONFERENCE ROOM RESERVATION # 3083

Note:

Send Note To Contact Email Address

Click Here To Cancel This Reservation

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

Screen E-3

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.

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***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