

How to Make Staff Ad-hoc bookings in TE Reserve



About TE Reserve

TE Reserve is a new effective reservation tool that has been introduced to book shared teaching and learning spaces including classrooms and lecture theatres.

When to use TE Reserve

Staff will use **TE (TimeEdit) Reserve** to make ad-hoc bookings for shared teaching spaces (classrooms and lecture theatres) and **DiBS (Direct Booking System)** for outdoor spaces for ad hoc activities.

Who is this guide for?

Staff wanting to make ad-hoc bookings for shared teaching spaces.

Please click to read more on Booking rooms for your ad-hoc booking or student club activity.

How to use this guide

Click on the links below to navigate to a topic. Select [Back to contents] to return to the topic link selection.

Access Teaching Spaces Reservations	TE Reserve login	TE Reserve Navigation	
Finding a Space to Book	Find a Room	Select Dates	
	Confirmed Bookings	Request Only Bookings	
Make Requests/Reservations	Send Email	More Requests/Reservations	
	Request Multiple Locations	Recurring Bookings	
Managing your Reservations	Review My Reservations	Edit/Cancel Reservations	

TE Reserve Support

Log a request or report an issue through <u>TE Reserve and Dibs booking -</u> <u>Student and Teaching Services</u>



TE Reserve Staff login

You can access **TE Reserve** by clicking on the link provided on the student club page or the link in the instructions below.

Instructions:

Step	Action
1	Navigate to the booking landing page by clicking <u>TE Reserve Staff Access</u> (located in Staff Hub).
2	Click Staff Log in.
3	Click the TE Reserve option.
4	Follow the prompt to use Single Sign-On verification.

THE UNIVERSITY OF MELBOURNE			
♠ Venue Hire > Gener	al information > Booking rooms	r your ad-h	oc booking
All bookings are subje	ect to the University's <u>Property Po</u> VE	<u>cy</u> .	TE
TE RESERVE Staff	Access ent Club Executives Access	Univ	versity of Melbourne
	TE TimeEdit ← Back Select your product Planning & data collection Pf Preferences		2 Staff Log in This site uses cookies to handle login
	Scheduling & resource management		TE Auth no token.
	Core Au Autopilot	ा TimeEdit Sign in.	← Back
	Viewen Reserve Analytics & reporting Reporting	Select your authent	cation method to start ticate with Login PROD SSO
	Administration Admin Developed with I Sweden	Develo	ed with ♥ in Sweden

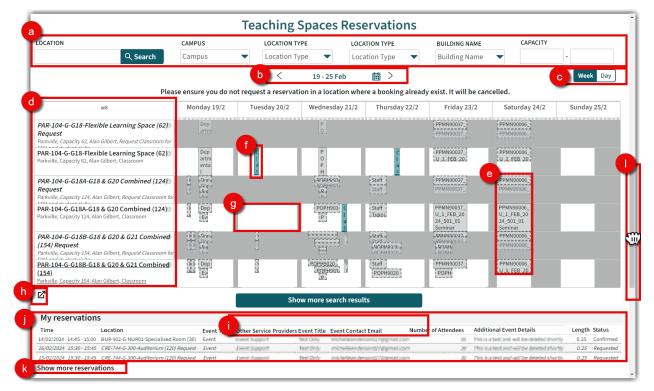
Result: The Teaching Spaces Reservations page will open.



Tip: Once you have signed in for the first time, save the **Teaching Spaces Reservations** page to your Web browser favourites.

TE Reserve Navigation

When you first open the Teaching Spaces Reservations page in TE Reserve, all locations that are available for requested bookings and/or confirmed bookings are displayed by default. You will need to understand the page layout before you can search and make booking requests.



Page	e Navigation
а	Use filter options to <u>Find a Room</u> .
b	Select Dates using the calendar.
С	Select full week view or one day view.
d	Location name, description, and capacity. <i>Request only locations in italics</i> and confirmed booking location non-italics, the option not available is greyed out.
е	Grey space shows times unavailable for request or confirmed booking locations.
f	Green space shows existing requests or reservations made by you.
g	White space shows available for request. Note: this does not guarantee a reservation.
h	Click ${f ar C}$ to open the request bookings calendar in a new window.
i	Click Show more search results to show more available locations matching your criteria.
j	My Reservations list shows your reservations, including Status = Confirmed or Requested.
k	Click Show more Reservations where you have more Reservations to view in My Reservations.
I	Use the Scroll Bar to move to bottom of the page.

Find a Room

By default, all Teaching Spaces rooms available for Reservations or Requests appear. To make a reservation or request, click in the white space for the day/time and location you want to book or narrow the list down using any, or a combination of the various search criteria.

	Teaching Spaces Reservations								
LO	CATION	CAMPUS	LOCATION TYPE	BUILDING NAME	BUILDING NU	MBER CAPA	CITY		
1	ype Name here 🗙 ९ Search	Campus 🔻	Location Type 🛛 🔻	Building Name 🔻	Building Number	•	-		
EQUIP	PMENT (PRESENTER)	RC	OM CONFIGUR	ATION					
E	quipment (Preser 🔻 🛛 Equip	pment (Stude 🔻	Room Configurati	C Specialise	d Locati 🔻	Zone	ZONE		
	EQUIPMENT (STUDENT) SPECIALISED LOCATION ATTRIBUTE								

Search by Location Name

To find availability of a specific room, search using the room name.

Instructions:

Ste	p	Action
1		Type all or part of the Location Name.
2		Click Search.

e.g. To view availability for PAR-104-G-G18-Flexible Learning Space.



Result: The results list now shows locations that include the characters typed into the search field

		Tuesd	ay 21/5	Wednesday 22/5
<i>PAR-104-G-G18-Flexible Learning Space (62) Request</i>	Parkville, Capacity 62, Alan Gilbert, Request Classroom for SM1 and student clubs		151617181920212 Ann ual	2 <u>8 9 10 11 12 13 14 15 16 17 18 19 20 21 2</u>
PAR-104-G-G18-Flexible Learning Space (62)	Parkville, Capacity 62, Alan Gilbert, Classroom 🕚	Le INII LC E	Ann ual	

Request teaching spaces during teaching periods.

If your preferred booking time starts during semester teaching time, e.g. up until 5:30pm during semester teaching period, a <u>*Request Only Booking*</u> needs to be submitted for consideration. Where your preferred booking time is outside of teaching periods (including after hours), you can make a <u>Confirmed Booking</u>.

Confirmed Bookings Vs Request Only Bookings

There are two types of location listings, locations shown in non-italics for <u>Confirmed Bookings</u> and locations in *italics* for <u>Request Only Bookings</u>. If the white space is in the **Request Only** location, you are required to submit a Request Only Booking and wait for confirmation of the reservation.

Add Search Filters

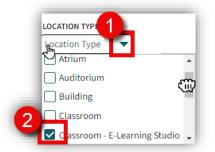
Select options from the drop-down menus to refine your search. Select one, all or a combination of these various categories. The more information provided, the better the search results.

Search by Campus, Location Type, Building (Name/Number), Equipment (Presenter/Student), Room Configuration, Specialised Attribute and Zone.

Instructions:

Step	Action
1	Click on the drop-down menu.
2	Select one or more objects to appear in your search results.

Tip: You can scroll through the drop-down menus to explore all the options for each or click in the search box and start typing the object you are looking for.



e.g. You need a Flexible Learning space minimum capacity of 40 in Parkville, your preference is either the Alan Gilbert building or the Kwong Lee Dow building.

Teaching Spaces Reservations							
CAMPUS	LOCATION TYPE	BUILDING NAME	BUILDING NUMBER	CAPACITY			
Parkville	flexi 🗸	Alan Gilbert	Building Number 🔻	40 - 50			
Q Search	Flexible Learning Space	Kwong Lee Dow					
Burnley		Q Search					
Creswick		John Medley	^				
Parkville		Kwong Lee Dow					
Southbank		Lance Townsend B	uilding				
Werribee		Lee Wing					
		Library					
		McCoy					

Result: A more condensed list is displayed showing only the criteria set, making it easier for you to see locations with availability to suit your requirements.

Search by Capacity

Enter the minimum and maximum numbers for Capacity to locate a room to accommodate.

CAPACITY		
40	-	50
40	-	50

Select Dates

Use the calendar to set the dates (by day or week) you want to view availability for.

Instructions:

Step	Action
1	Select the calendar icon.
2	Use arrows to select the months, then click on the date.
3	Select to view the calendar by Week or Day format.



Result: The location/s display to show availability for the Week or Day you have selected.

Week View:

		<	22 - 28 Apr				Week
w17	Monday 22/4	Tuesday 23/4	Wednesday 24/4	Thursday 25/4	Friday 26/4	Saturday 27/4	Sunday 28/4
PAR-263-L2-218-Flexible Learning Space (42) Request	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	8 9 1011 12 13 14 15 16 17 18 19 20 21 22 8 F E	9 10 11 12 13 14 15 16 17 18 19 20 21 22	8 9 10 11 12 13 14 15 16 17 18 19 20 21 2 E	8 9 1011/1213/1415/1617/1819/2021/2 PHTY9 A FR	8 9 1011112 13 14 15 16 17 18 19 20 21 22 EDU EDU	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Day View:

				<	Mon 22 A	pril 2024		>						Weel	Day
w17	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
<i>PAR-263-L2-218-Flexible Learning Space (42)</i> <i>Request</i>															

Confirmed Bookings

To make a **Confirmed Booking** of a Shared Teaching Space, you can reserve on the spot, there is no need to wait for availability to be confirmed.

Note: This is for bookings outside of teaching periods and after hours only. Please ensure you do not request a reservation in a location where a booking already exists, it will be cancelled.

struc	ictions:	
tep	Action	
1	Use instructions to Find a Room and Select Dates.	
2	Identify the Confirmed Booking Rooms by the non-italic font.	
3	Click in the free (white) space (see <u>TE Reserve Navigation</u>), to open the boo	oking form.
4	Check begin/end times are correct, add details (ensure all mandatory field	ds [*] are completed
5	Click Reserve.	
	Teaching Spaces Reservations	
Learnin BUR-90	Equipment (Stude Room Configuratic Specialised Locati Cone Sat 10 February 2024 Shows Sho	xible Learning Space (30), Burnley, xible Learning Space (30), Burnley, tions re to view terms and conditions) ber* hail hail heil??@gnabl.com dees*
	5	Reserve

Result: A confirmed booking reservation has been made. If you would like to send confirmation of the reservation to yourself or a colleague, see <u>send email</u>, to make more bookings see Make more Reservations.

CRE-719-G-0	Thank you G152-Flexible Learning Spa	u for your reservation! ace (24)
Wednesday	13:15 - 14:15 AET	
22	Location	CRE-719-G-G152-Flexible Learning Space (24)
22	Event Type	Other
May 2024	Staff Phone Number	0471084206
	Number of Attendees	20
	Show reservation inform	ation
		Send email
	Mak	e more reservations

Request Only Bookings

To book a *Request Only* Shared Teaching Space, you need to submit a **Request**, so that availability can be confirmed first.

Note: This is for bookings required within the teaching period and teaching hours only. Please ensure you do not request a reservation in a location where a booking already exist, it will be cancelled.

Ins	tru	cti	on	is:
1115	uu	CU		13.

Step	Action
1	Use instructions to <u>Find a Room</u> and <u>Select Dates.</u>
2	Identify the <i>Request Only</i> Rooms by the <i>italic</i> font.
3	Click in the free (white) space (see <u>TE Reserve Navigation</u>), to open the booking form.
4	Check begin/end times are correct, add details (ensure all mandatory fields [*] are completed).
5	Click Reserve.

		C .	servatior	Location
CAMPUS	LOCATION TYPE	CAPACITY	BUILDING NUM	PAR-106-GM-GM19-Clinic Space (24) REQUEST, Parkvill
	Location Type 🗨	-	Building Num	
				Event Type* Mandatory. Click to select
oom Configuratic 🔻 Spe	cialised Locati	Zone 🔻	10 🗸 : 🗸 -	Terms and Conditions*
	< Wed 6 Ma	arch 2024 🛗 >		Mandatory. Click to select
Please ensure you			ooking already ex	Event Title*
			· ·	
w10	⁸ ⁹ 3 ¹⁰	11 12 13	14 15	Event Contact Name* Mandatory.
Capacity 24, Law, Request this room	1 <mark>0:0</mark> 0			Event Contact Telephone*
	- 10:15			Mandatory.
Capacity 24, Law, Specialised Room			_	Number of Attendees*
				Mandatory.
				Additional Event Details
	ch Parkville Search SPEC Spectro SPEC Please ensure you w10 Capacity 24, Law, Request this room	ch Parkville Q. Search DOM CONFIGURATION SPECIALISED LOCATION ATTRIBUT Doom Configuratic Specialised Locati Ked 6 Ma Please ensure you do not request a reservatio w10 8 9 3 10 10 10 10 10 10	ch ♀ Parkville ↓ Location Type ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	ch ♥ Parkville Location Type - Building Num Q Search SPECIALISED LOCATION ATTRIBUT ZONE SHOW AVAILABLE boom ConFiguratic Specialised Locatic ZONE SHOW AVAILABLE boom Configuratic Specialised Locatic ZONE SHOW AVAILABLE boom Configuratic Specialised Locatic ZONE 10 v : v - Ved 6 March 2024 > Please ensure you do not request a reservation in a location where a booking already ex w10 8 9 11 12 13 14 15 Capacity 24, Law, Request this room 1000 101 12 13 14 15

Result: Your Request has been submitted for consideration and you will receive an outcome in a few days. If you would like to send confirmation of your request to yourself or a colleague, <u>send email</u>.

Wednesday	Requested 10:00 - 11:00 AET	
6	Location	PAR-106-GM-GM19-Clinic Space (24) REQUES
Mar 2024	Event Type	Other
mai 2024	Event Contact Name	Michelle Anderson
	Event Contact Telephone	8477884386
	Number of Attendens	30
	Show reservation informat	tion
	Se	end as email

Send Email

To provide a confirmation of your Request/Confirmed booking, update, or cancellation, either to yourself or someone else, you can send a copy by email.

Instructions:

Step	Action
1	From the reservation request confirmation pop-up, select Send as Email.
2	The email panel is displayed, add Email Address /es. Note: For more than one email recipient, leave a space in between each email address. It is important that you do not use any commas or semi-colons.
3	Add any extra details you want the recipient to see.
4	Click Send Email.

	Thank you, your	request has been received.	
Tuesday	Requested 10:30 - 11:30 AEST		
6	Location	PAR-104-0-G21-Flexible Learning Space (30) REQUEST	
eb 2024	Event Type	Other	
w6	Phone Number (Mandatory)	0411111	peen received.
	Event Title	Our Centlemence	
	Event Contact Name	Jaci Sprtat	
	Event Contact Telephone	04000000	1-Flexible Learning Space (30) REQUES
	Additional Event Details	who-knows	1
	Show reservation information	1	1
	Create	additional requests	
	2	additional requests <u>Show reservation information</u> -mail address	
	2	<u>Show reservation information</u> -mail address	
	2	Show reservation information	
	2	<u>Show reservation information</u> -mail address ubject	
	2	Show reservation information -mail address ubject FimeEdit Ad Hoc Booking - Request Confirmation	
	2	Show reservation information -mail address ubject TimeEdit Ad Hoc Booking - Request Confirmation Message The following request in TimeEdit has been submitted for	
	2	Show reservation information -mail address -	

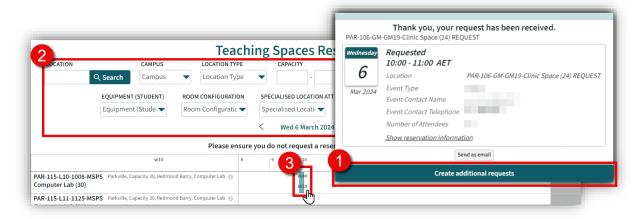
Result: Your email recipient/s will receive an email confirming you have made a booking request.

More Requests/Reservations

Once you have made a booking request or confirmed booking, you have the option to keep the data as is in the booking form for to make further bookings.

Instructions:

Step	Action
1	From the confirmation window, select Make more Reservations or Create additional requests.
2	Use instructions to Find a Room and Select Dates.
3	Click in the free (white) space (see <u>TE Reserve Navigation</u>), to open the booking form.



Result: The booking form is prepopulated with your details, review and make changes as required before making a confirmed reservation or submitting your request.

Begin 10:00 ¥	End 10:15 ~
Location PAR-106-GN	И-GM19-Clinic Space (24) REQUEST, Parkvill
Event Type	
Terms and	Conditions*
Event Title	
Event Cont	act Name*
Event Cont	act Telephone*
Number of	Attendees
	Event Details

Request/Reserve Multiple Locations

If you need to request Multiple locations for the same event, you can Request these via the booking form.

Instructions:

Step	Action
1	In the booking form, click the + button next to your existing location.
2	Under the new Location heading select Click to Select.
3	Use the search filters to help locate suitable additional locations.
4	Select the Location from the results list or select Show More Search Results, then select.

Tue 6 February 2024		
Begin End		
12:45 • 13:45 •		
Location	y	
PAR-104-0-G18B (154) G1	.8 & G20 & G21 (154) REQUEST	+
Location		
Click to select		
Search Location	Q Search	
✓ Parkville	Location Type 🔻	
Q Search		
	Building Name 🔻	
Building Number 🔻		
	Reset	
PAR-104-0-G01-Flexible	Learning Space (30) REQUEST	
PAR-104-0-G01A (90) RE	- m	
	Learning Space (30) REQUEST	
	Learning Space (30) REQUEST	
	18 & G20 (124) REQUEST	
	518 & G20 & G21 (154) REQUEST	
Show mo	ore search results In	

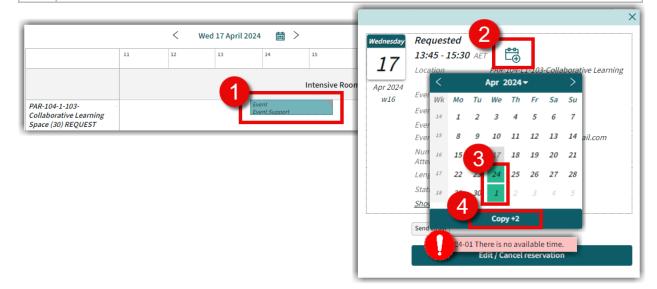
Result: Your Request has been submitted with Multiple locations for the same event.

Recurring Bookings

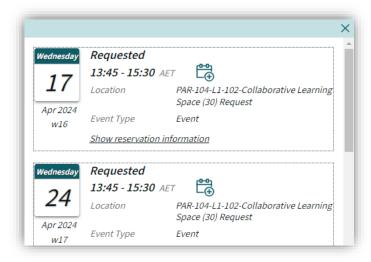
If you need to request Multiple days for the same event at the same location and time, you can copy the Request or Reservation in TE Reserve.

Instructions:

Step	Action
1	Click on your reservation either in the calendar or <u>Review My Reservations</u> .
2	Click the Add to Calendar 🛱 icon.
3	Select the additional days you want to request a booking for.
4	Select Copy.
!	If you receive a There is no available time warning, deselect the date and choose another.



Result: The Additional days have been requested and now waiting for review.



Review My Reservations

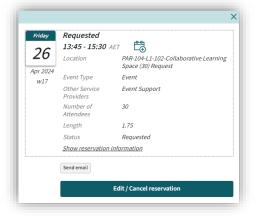
Review all your bookings, regardless of status (Confirmed or Requested) via My Reservations.

Instructions:

Step	Action						
1	Scroll to the bottom portion of the Teaching Spaces Reservations page.						
2	The last five bookings you made will show here to view more, click Show More reservations.						
3	Choose Graphical view to view as calendar or Text View to view as a list.						
4	Click on the Reservation you want to view.						
Student Club Bookings							
LOCAT	LOCATION CAMPUS LOCATION TYPE BUILDING NAME BUILDING NUMBER						
	Campus V Location Type V Building Name V Building Number V						

	W	v6	Monday 5/2	Tuesday 6/2	Wed	nesday 7/2 Thursday	y 8/2 Frid	lay 9/2	Saturday 10/2	Sund	lay 11/2
	-104-G-G01-Flexib uest	le Learning Space (30)	- 3 - 10 10 10 10 10 10 10 10 10 10 10 10 10	121129 <mark>8 (9 19 10 10 10 10 10 10 10 10 10 10 10 10 10 </mark>	2 2 2 2 4 5 10 11 12				201 9 101 12 12 12 10 10 10 10 10 10 10 10 10 10 10 10 10		
PAR-	-104-G-G01A-G01 &	& G02 & G03 Combined				PAR-104-L 1-101	2 PAR-104-L1	-101-	PAR-104-6 601-601-8 -	PAR-104-1	-101-
M	y reservations										
Tin 14		Location BUR-902-G-NUR01-Specialised	d Room (30)	Event Type Other	Service Provide	ers Event Title Event Contact Ema			Additional Event Details	Lengt	
16	5/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (1	20) Request	Freed Support	Peril 216	michelwondercont/typpnall.	0.00	30 2563	a test and withde detected show	0.2	5 Requested
15	5/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (1	20) Request	Jumi Jupport	Desi Dely	micheleunderson2155gmail.	0.44	30 200.0	a test and will be detected show	0.2	5 Requested
		CRE-744-G-300-Auditorium (1		Janet Support	Desk Dedy	michelessalesand/tijlgmail.			a test and will be deleted the		
14	1/02/2024 15:30 - 15:45	CRE-744-G-300-Auditorium (1	20) Request	Ivert's poor	Per 21/2	micheleonderundz typpnañ.	040	20 1944	a left and will be deleted show	0.2	5 Requested
Shov	w more reservations										Length 3.50
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Ti	PAR-104-L1-103-Collar	borative Learning Space (30)	Event Type	Other Service Providers	Event Title	Event Contact Email	Number of Attendees	Additional Eve	ent Details	Length	
Ti	PAR 104-11-103-collad Test Only 22/2024	boative Learning Space (30)		Other Service Providers	Event Title	Event Contact Email			ent Details	0.25	
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Result: You can now view the details of your request or reservation, see <u>Edit/Cancel Requests or</u> <u>Reservations</u> to cancel or make changes.

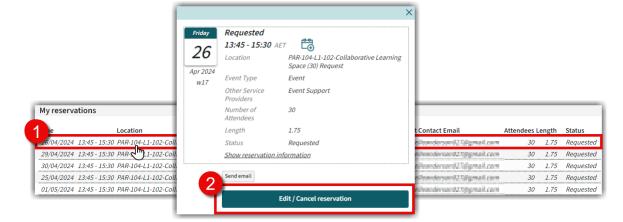


Edit/Cancel Requests or Reservations

You can edit or cancel both your Requests and Reservations, regardless of their status.

Instructions:

Step	Action
1	See <u>Review My Reservations</u> to locate the Request or Reservation you need to amend.
2	Click Edit/Cancel Reservation.
3	Make required changes to the reservation details.
4	Click Done.

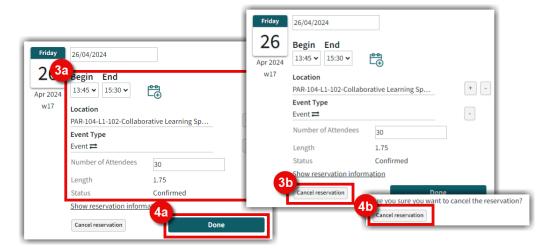


To Edit Instructions:

Step	Action
3a	Make required changes to the reservation details.
4a	Click Done.

To Cancel Instructions:

Step	Action
3b	Click Cancel Reservation.
4b	Are you sure you want to cancel the reservation? appears, Click Cancel reservation.



Result: Reservation has been edited or cancelled, see Send Email if you need to notify someone.