

# Cancel a Reservation

To cancel a reservation, go to the calendar via the Reservations tab on the the left menu.

bookitlab

Core Facilities Management Software

Enter an asset name or asset attribute

Q

IGB

Austin Joseph Cyphersmith

DASHBOARD

CORES

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May

Calendar by Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
			8:00 AM 9:00 AM 9:15 AM 9:30 AM 11:30 AM	10:30 AM 1:45 PM		
05	06	07	08	09	10	11
	7:00 PM	8:15 AM 8:15 PM 9:00 PM	8:00 AM 10:15 AM	9:00 AM 10:00 AM 1:00 PM 2:00 PM	12:00 PM 1:00 PM	
12	13	14	15	16	17	18
	1:00 PM	9:15 AM 1:30 PM	8:00 AM 10:00 AM 8:00 PM	10:15 AM 12:00 PM 2:00 PM	9:00 AM 9:00 PM 2:15 PM	
19	20	21	22	23	24	25
11:30 AM 8:00 PM	9:00 AM 12:00 PM 4:00 PM 5:00 PM	9:30 AM 7:00 PM 8:00 PM	2:00 PM	12:30 PM 12:30 PM 4:00 PM	4:00 PM	3:00 PM
26	27	28	29	30	31	01
9:15 PM			11:00 AM 11:00 AM			

https://core.bookitlab.com/illinois\_iqb/schedule

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Filter your selection by the instrument you want. Click on your reservation.

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May

Calendar by Month

Service: LSM 710

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
			1:00 PM			

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On the reservation menu on the right, click "Cancel" at the bottom of the menu.

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19	20	21	22	23	24	25
26	27	28	29	30	31	01

1:00 PM

Reservation #187

Reservation Details

Resource LSM 710

Full Days

From 05/29/2024 1:00 PM

To 05/29/2024 3:00 PM

User Group Core Staff

User Austin Joseph Cyphersmith

Billing Type Internal

Project Name test

Reservation Consumables

Add Consumable

Remarks

Save Cancel More

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A green notification will pop up to confirm you successfully cancelled your reservation.

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Reservation Details #187 Updated!

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Revision #1  
Created 27 May 2024 04:54:03 by Austin Cyphersmith  
Updated 27 May 2024 05:10:20 by Austin Cyphersmith