

Cancel a Reservation

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

The screenshot shows the BookItLab calendar interface. The left sidebar contains a navigation menu with the following items: DASHBOARD, CORES, INSTRUMENTS, RESERVATIONS (highlighted), TRAINING, INTERACTIVE ASSET MAPS, WORK ORDERS, CONSUMABLES, REPORTS, MESSAGES, BILLING, USERS, and ADMIN PANEL. The main calendar area displays a monthly view for May, with days from Sunday 28 to Saturday 04. Reservations are shown as horizontal bars with time slots. For example, on Wednesday 01, there are reservations from 8:00 AM to 11:30 AM. On Friday 03, there are reservations from 8:00 AM to 1:00 PM and 1:00 PM to 2:00 PM. The interface includes a search bar at the top, a user profile for Austin Joseph Cyphersmith, and a footer with the URL https://core.bookitlab.com/illinois/iqb/schedule and version information.

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

This screenshot shows the same BookItLab calendar interface, but with a filter applied. The 'Filters' section at the top of the calendar area now shows 'Service: LSM 710' with a close button (X). The calendar view for May shows that only one reservation remains visible: a 1:00 PM reservation on Wednesday 28. The rest of the calendar is empty, indicating that the filter successfully narrowed down the results to a single reservation.

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

The screenshot shows the BookItLab interface. On the left is a navigation menu with options like Dashboard, Cores, Instruments, Reservations, Training, etc. The main area is a calendar for May 2024. A reservation is shown on Wednesday, May 29th, from 1:00 PM to 3:00 PM. On the right, the 'Reservation #187' details panel is open, showing fields for Resource (LSM 710), Full Days, From/To dates and times, User Group (Core Staff), User (Austin Joseph Cyphersmith), Billing Type (Internal), and Project Name (test). At the bottom of the panel are 'Save', 'Cancel', and 'More' buttons.

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

This screenshot is identical to the previous one, but with a green notification pop-up at the bottom center of the calendar area. The notification text reads: 'Reservation Details #187 Updated!' with a checkmark icon on the left.

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