

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

INSTRUMENTS

RESERVATIONS

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

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 1:15 PM	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 1:00 PM	9:00 AM 1:00 PM 1:00 PM 2:00 PM	12:00 PM 1:00 PM	
12	13	14	15	16	17	18
	1:15 PM	9:15 AM 1:30 PM	8:00 AM 10:00 AM 8:00 PM	10:15 AM 12:00 PM 12:00 PM 2:15 PM	9:00 AM 9:00 PM 8:15 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 4:00 PM 6:15 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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USERS

ADMIN PANEL

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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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INSTRUMENTS

RESERVATIONS

Schedule

Users Timeline

Reservations History

Usage History

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

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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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CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

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Reservation Details #187 Updated!

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