

# 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

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<br>9:00 AM<br>9:15 AM<br>9:30 AM<br>11:30 AM | 10:30 AM<br>1:45 PM                      |                               |          |
| 05                  | 06  | 07                                       | 08   | 09                                       | 10                            | 11       |
|                     | 7:00 PM                                   | 8:15 AM<br>8:15 PM<br>9:00 PM            | 8:00 AM<br>10:15 AM                                  | 9:00 AM<br>1:00 PM<br>1:00 PM<br>2:00 PM | 12:00 PM<br>1:00 PM           |          |
| 12                  | 13  | 14                                       | 15   | 16                                       | 17                            | 18       |
|                     | 1:00 PM                                   | 9:15 AM<br>1:30 PM                       | 8:00 AM<br>10:00 AM<br>8:00 PM                       | 10:15 AM<br>12:00 PM<br>2:00 PM          | 9:00 AM<br>2:00 PM<br>2:15 PM |          |
| 19                  | 20  | 21                                       | 22   | 23                                       | 24                            | 25       |
| 11:30 AM<br>8:00 PM | 9:00 AM<br>12:00 PM<br>4:00 PM<br>5:00 PM | 9:30 AM<br>2:00 PM<br>4:00 PM<br>6:10 PM | 2:00 PM  | 12:30 PM<br>12:30 PM<br>4:00 PM          | 4:00 PM                       | 3:00 PM  |
| 26                  | 27  | 28                                       | 29   | 30                                       | 31                            | 01       |
| 9:15 PM             |   |  | 11:00 AM<br>11:00 AM                                 |  |                               |          |

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

© BookitLab - Core Facilities Management Software By Pro4biz 2024.

v39.13.8881.27249; System Time: May 26, 2024 11:57 PM; Last Update: May 26, 2024 12:00 AM;

Terms Of Use

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

bookitlab

Core Facilities Management Software

Enter an asset name or asset attribute

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

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   |          |        |          |

© BookitLab - Core Facilities Management Software By Pro4biz 2024.

v39.13.8881.27249; System Time: May 27, 2024 12:02 AM; Last Update: May 26, 2024 12:00 AM;

Terms Of Use

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

bookitlab

DASHBOARD

CORES

INSTRUMENTS

RESERVATIONS

Schedule

Users Timeline

Reservations History

Usage History

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

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

© BookitLab - Core Facilities Management Software By Prog4biz 2024.

v39.13.8881.27249; System Time: May 27, 2024 12:02 AM; Last Update: May 26, 2024 12:00 AM;

Terms Of Use

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

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

bookitlab

DASHBOARD

CORES

INSTRUMENTS

RESERVATIONS

Schedule

Users Timeline

Reservations History

Usage History

TRAINING

INTERACTIVE ASSET MAPS

WORK ORDERS

CONSUMABLES

REPORTS

MESSAGES

BILLING

USERS

ADMIN PANEL

Calendar

Filters

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

© BookitLab - Core Facilities Management Software By Prog4biz 2024.

v39.13.8881.27249; System Time: May 27, 2024 12:02 AM; Last Update: May 26, 2024 12:00 AM;

Terms Of Use

Reservation Details #187 Updated!

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