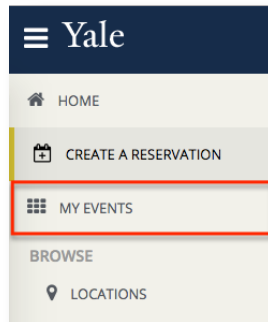


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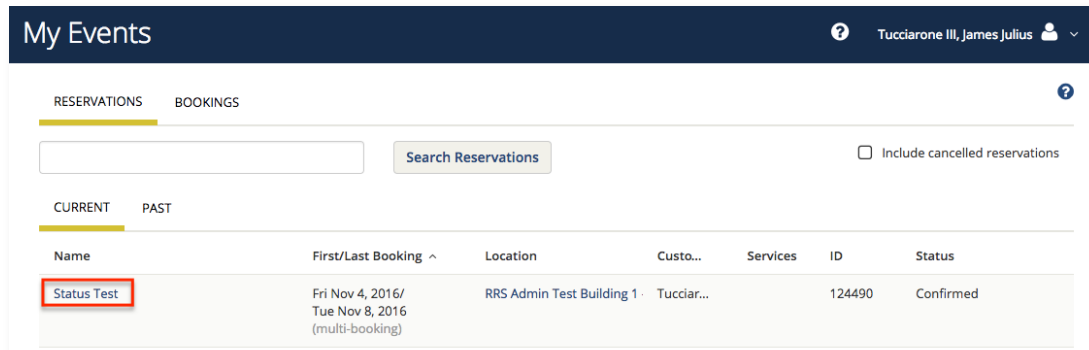
Room Reservation System (RRS) Web Application Quick Guide

Canceling a Single Booking Reservation

1. Login to the Room Reservation System and select the *My Events* button from the navigation pane. If needed, the navigation pane may be opened using the menu symbol (≡).



2. From the *My Events* page, select the *Name* of the reservation you would like to cancel.



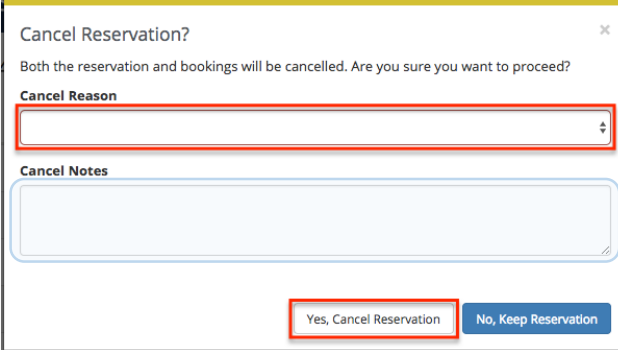
3. Details about the selected reservation will be displayed. In the *Reservation Tasks* area *Booking Tools* list, select *Cancel Reservation*.



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4. In the *Cancel Reservation* pop-up, select a *Cancel Reason* and, if desired, add *Cancel Notes*. Then, click *Yes, Cancel Reservation*.



The screenshot shows a modal dialog box titled "Cancel Reservation?". Below the title, it asks, "Both the reservation and bookings will be cancelled. Are you sure you want to proceed?". There are two main input areas: "Cancel Reason", which is a dropdown menu, and "Cancel Notes", which is a text area. At the bottom, there are two buttons: "Yes, Cancel Reservation" and "No, Keep Reservation". Red boxes highlight the "Cancel Reason" dropdown and the "Yes, Cancel Reservation" button.

5. Your reservation has been cancelled. You will be returned to the *Reservation Details* screen where you can confirm the *Bookings* list for the reservation is now empty.