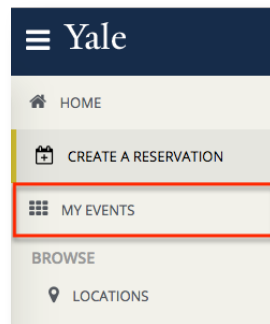


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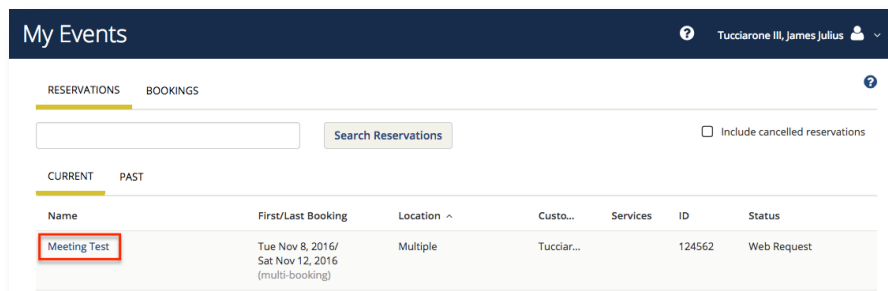
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Canceling a Recurring (Multiple Booking) Reservation Booking

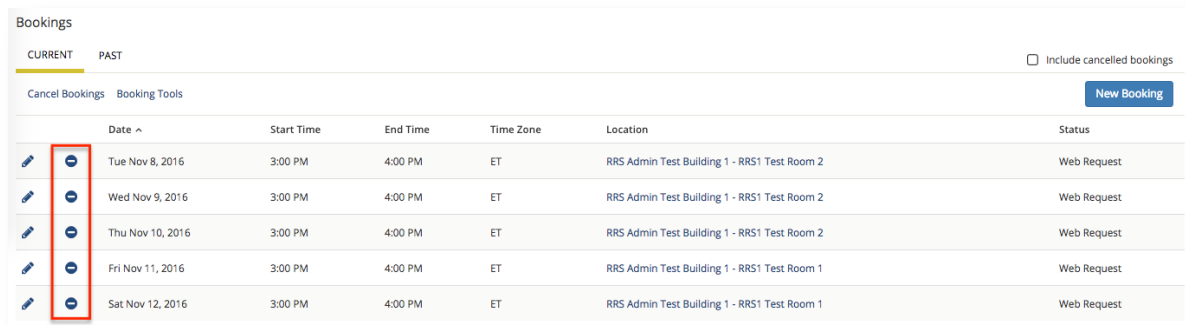
1. Login to the Room Reservation System and select the *My Events* button from the navigation pane. If needed, the navigation pane may be opened using the menu symbol (≡).



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



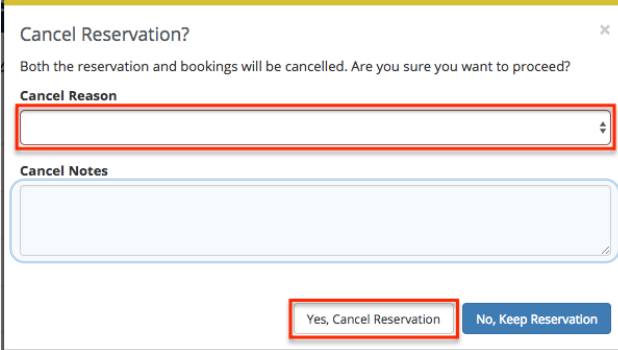
3. Details about the selected reservation will be displayed. In the *Bookings* list, select the minus symbol (-) to cancel a single booking in the reservation.



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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 is a close button (X) and a confirmation message: "Both the reservation and bookings will be cancelled. Are you sure you want to proceed?". The dialog contains two main sections: "Cancel Reason" with a dropdown menu, and "Cancel Notes" with a text area. At the bottom, there are two buttons: "Yes, Cancel Reservation" (highlighted with a red box) and "No, Keep Reservation".

5. Your reservation booking has been cancelled. You will be returned to the *Reservation Details* screen where you can confirm remaining bookings in the *Bookings* list.