

UNTHSC Event Management System

Changing or Cancelling a Reservation

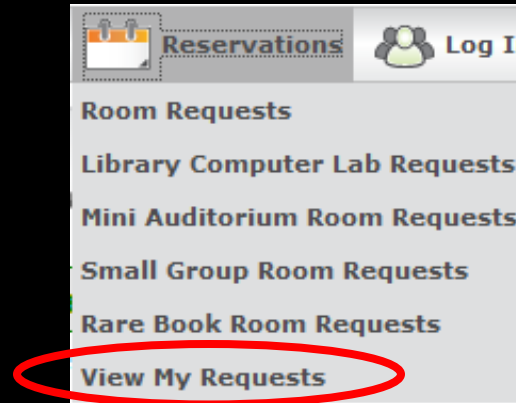


Questions:

Contact Room Scheduling Office or CETS Office

rooms@unthsc.edu or cets@unthsc.edu

To check the status of a reservation or to make a change, select **View My Requests** on the Reservations button



Click on event name to edit a reservation or change a booking

Reservation Id: Event Name: Quick Search Show Cancelled

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
665	EMS Training	Talent Management	7/8/2013 Mon	7/8/2013 Mon	Confirmed	3 - Lewis Library Computer Labs - LIB 400 Computer Lab	No
666	EMS Training	Talent Management	7/11/2013 Thu	7/11/2013 Thu	Confirmed	3 - Lewis Library Computer Labs - LIB 400 Computer Lab	No
778	Outlook Power User	Talent Management	7/19/2013 Fri	7/19/2013 Fri	Web Requests	2 - Lewis Library Computer Labs - LIB 225 Computer Lab	No
665	HR Meeting	Talent Management	8/6/2013 Tue	8/6/2013 Tue	Confirmed	5 - Center for Bio Health - CBH 240	No



Your reservation details will be displayed. All changes to your reservation and/or booking can be done here. Also, you can add the booking(s) to your Outlook calendar




The screenshot displays a reservation management interface. At the top, there are tabs for 'Reservation Details', 'Additional Information', and 'Attachments'. A 'Back to My Requests' link is located in the top right corner. The main content area shows reservation details for Reservation Id 665, Event Name EMS Training, and Event Type Training - Faculty/Staff. It also lists Group Name Talent Management, 1st Contact Name Suzanne Gravois, and Phone x2123. A list of actions is provided, including Edit Reservation, Add Booking, Cancel Bookings, Cancel All Bookings, View Reservation Summary, Add booking to personal calendar, Booking Tools, and Edit Additional Information. Below this is a filter section with 'All', 'Current', and 'Historical' tabs. The 'Bookings' section contains a table with columns for ACTIONS, SERVICES, DATE, TIME, TITLE, LOCATION, STATUS, and SETUP. The first row shows a booking for 7/8/2013 Mon from 1:30 PM to 3:30 PM, titled EMS Training, located in 3 - LIB - 400, with a Confirmed status and a setup of Computer Lab (15). Red circles highlight the 'ACTIONS' and 'SERVICES' columns in the table, and the list of actions above it.

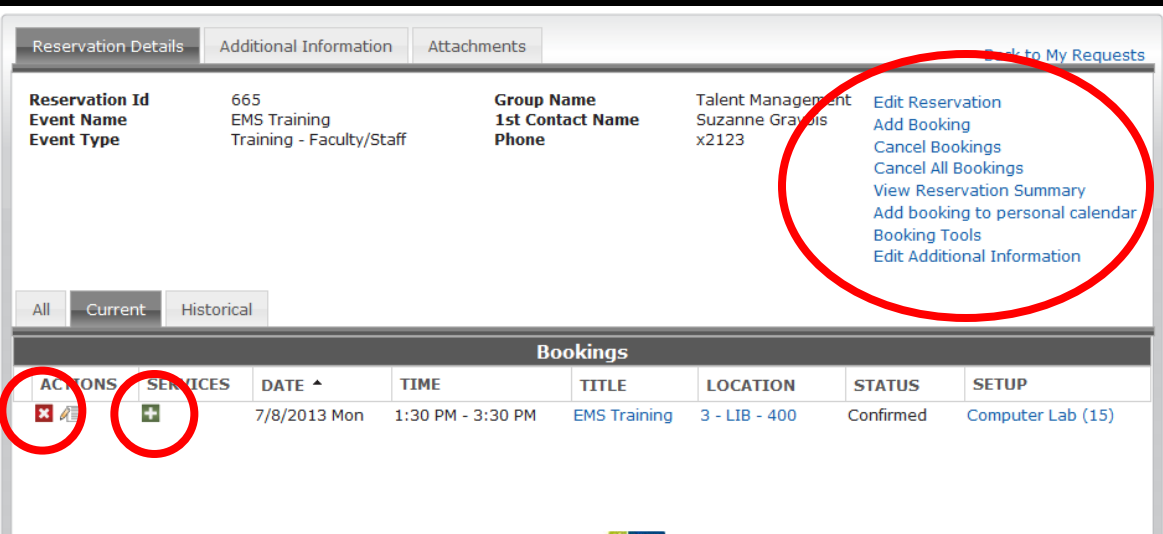
Reservation Details | Additional Information | Attachments | [Back to My Requests](#)

Reservation Id 665 **Group Name** Talent Management
Event Name EMS Training **1st Contact Name** Suzanne Gravois
Event Type Training - Faculty/Staff **Phone** x2123

- Edit Reservation
- Add Booking
- Cancel Bookings
- Cancel All Bookings
- View Reservation Summary
- Add booking to personal calendar
- Booking Tools
- Edit Additional Information

All | Current | Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		7/8/2013 Mon	1:30 PM - 3:30 PM	EMS Training	3 - LIB - 400	Confirmed	Computer Lab (15)



Edit Reservation – Allows you to change the event name, event type and group

Add Booking – Allows you to add another booking to the reservation

Cancel Bookings – Allows you to cancel one or more of the bookings in your reservation

Cancel All Bookings – Allows you to cancel all of the bookings in your reservation

Add booking to personal calendar – Allows you to put all bookings for this reservation on your outlook calendar

Booking Tools – Allows you to change the date and/or time for a booking

Edit Additional Information – Allows you to change the billing information for a booking or change the login requirements or additional information for a computer lab booking