




1. Find your booking

From the **Bookings** menu, select **My Bookings** to view your room bookings.

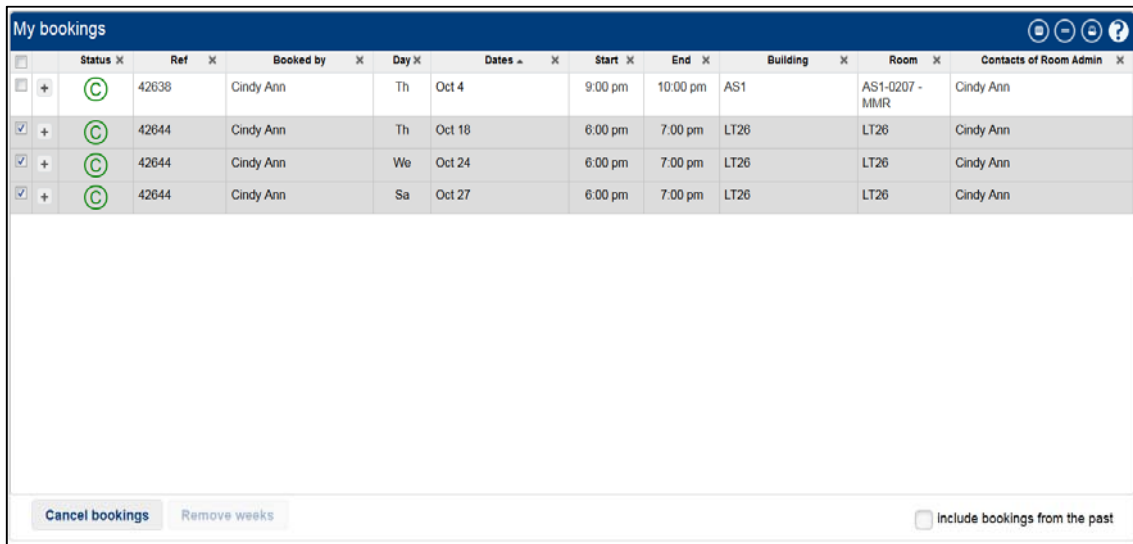


Bookings always have one of three statuses:-

-  Confirmed bookings
-  Provisional bookings
-  Cancelled bookings

2. Cancel your booking

If you want to cancel any bookings, please select from the list by clicking on the relevant row. In the following example, three consecutive rows have been selected. Once you have selected the bookings to be cancelled, the **Cancel bookings** button will be enabled, to cancel the bookings. Please click the **Cancel bookings** button.



	Status	Ref	Booked by	Day	Dates	Start	End	Building	Room	Contacts of Room Admin
<input type="checkbox"/>		42638	Cindy Ann	Th	Oct 4	9:00 pm	10:00 pm	AS1	AS1-0207 - MMR	Cindy Ann
<input checked="" type="checkbox"/>		42644	Cindy Ann	Th	Oct 18	6:00 pm	7:00 pm	LT26	LT26	Cindy Ann
<input checked="" type="checkbox"/>		42644	Cindy Ann	We	Oct 24	6:00 pm	7:00 pm	LT26	LT26	Cindy Ann
<input checked="" type="checkbox"/>		42644	Cindy Ann	Sa	Oct 27	6:00 pm	7:00 pm	LT26	LT26	Cindy Ann

Cancel bookings Remove weeks Include bookings from the past

CMISGo (v19.1) User Guide – Find and cancel existing booking

A confirmation dialog box will be displayed as shown below. To confirm, click the **Yes** button to proceed or the **No** button if otherwise.

CANCEL these bookings? ? ✕

Status	Reference	Day	Time	Date(s)	Building & Room	Booked by	Contacts
C	42644	Th	6:00 pm	Oct 18	LT26, LT26	Cindy Ann	Cindy Ann
C	42644	We	6:00 pm	Oct 24	LT26, LT26	Cindy Ann	Cindy Ann
C	42644	Sa	6:00 pm	Oct 27	LT26, LT26	Cindy Ann	Cindy Ann

Yes No

As each booking cancellation is being processed, their status will be updated. **My booking** list will be refreshed and show the change status of bookings.

My bookings ? ✕ + - ?

	Status	Ref	Booked by	Day	Dates	Start	End	Building	Room	Contacts of Room Admin
<input type="checkbox"/>	C	42638	Cindy Ann	Th	Oct 4	9:00 pm	10:00 pm	AS1	AS1-0207 - MMIR	Cindy Ann
<input type="checkbox"/>	X	42644	Cindy Ann	Th	Oct 18	6:00 pm	7:00 pm	LT26	LT26	Cindy Ann
<input type="checkbox"/>	X	42644	Cindy Ann	We	Oct 24	6:00 pm	7:00 pm	LT26	LT26	Cindy Ann
<input type="checkbox"/>	X	42644	Cindy Ann	Sa	Oct 27	6:00 pm	7:00 pm	LT26	LT26	Cindy Ann

Cancel bookings Remove weeks include bookings from the past

Removing weeks from a booking

To remove specific weeks from a booking that covers a number of weeks, select a "multi-week" booking from the list by clicking on the row representing the booking. The dialog box will then appear, showing the booking details of each of the weeks involved. Select the weeks to remove by checking the adjacent check boxes and clicking the Remove button. The Working message is shown while the weeks are removed.

My bookings										
	Status	Ref	Booked by	Day	Dates	Start	End	Building	Room	Contacts of Room Admin
<input type="checkbox"/>		42638	Cindy Ann	Th	Oct 4	9:00 pm	10:00 pm	AS1	AS1-0207 - MMR	Cindy Ann
<input checked="" type="checkbox"/>		42653	Cindy Ann	Sa	Oct 6 13 20	6:00 pm	7:00 pm	LT15	LT15	Cindy Ann

Remove weeks

Saturday 6 October Week 9

Saturday 13 October Week 10

Saturday 20 October Week 11

Select bookings to remove.

Remove **Close**

Note: You will not be able to cancel your booking after the date of the scheduled activity. This is to prevent staff from reserving a room unnecessarily. If you need to cancel the room booking, please approach your Faculty Room Booking Administrator for assistance.