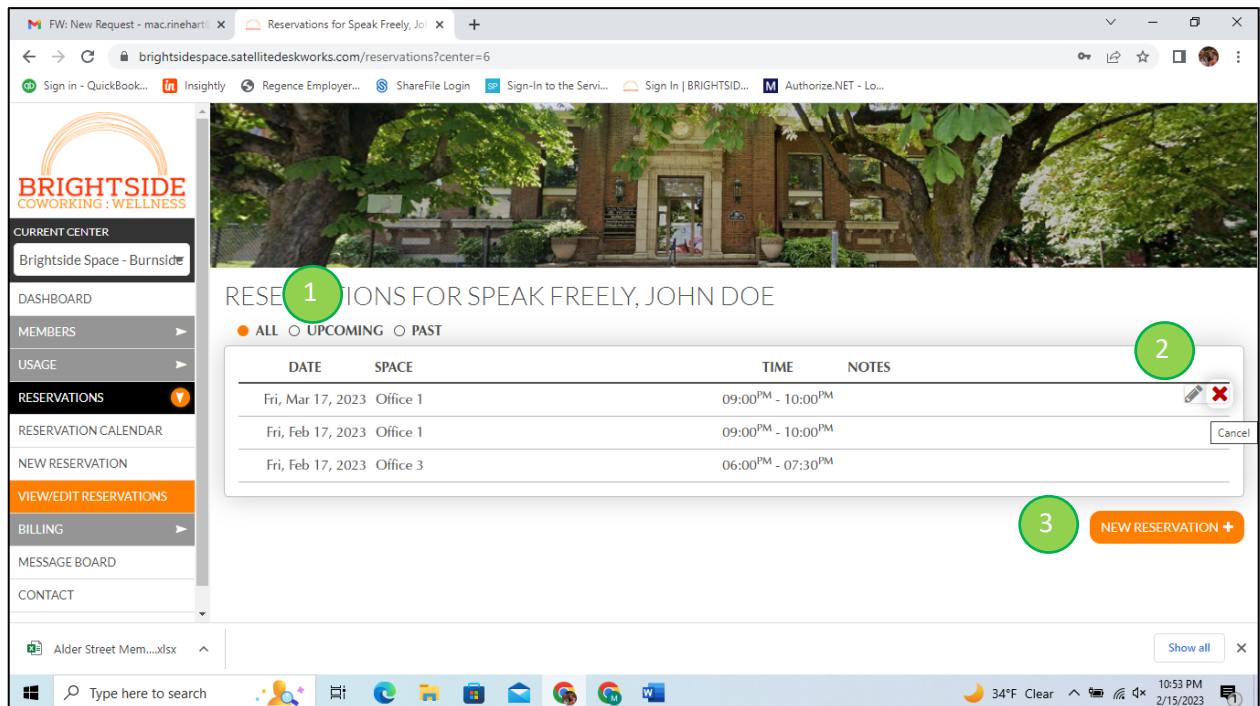


Updating or Cancelling a Reservation

Go to RESERVATIONS > VIEW/EDIT RESERVATIONS screen to modify or cancel existing appointments.



The screenshot shows a web browser window displaying the 'Reservations for Speak Freely, John Doe' page. The page features a sidebar on the left with navigation options: DASHBOARD, MEMBERS, USAGE, RESERVATIONS (highlighted), RESERVATION CALENDAR, NEW RESERVATION, VIEW/EDIT RESERVATIONS (highlighted), BILLING, MESSAGE BOARD, and CONTACT. The main content area shows a table of reservations with columns for DATE, SPACE, TIME, and NOTES. Three reservations are listed: Fri, Mar 17, 2023 Office 1 (09:00PM - 10:00PM), Fri, Feb 17, 2023 Office 1 (09:00PM - 10:00PM), and Fri, Feb 17, 2023 Office 3 (06:00PM - 07:30PM). A 'Time Range Selector' at the top of the table allows filtering by 'ALL', 'UPCOMING', or 'PAST'. A 'NEW RESERVATION +' button is located at the bottom right of the table. Three callouts are present: 1. A green circle highlights the 'ALL' radio button. 2. A green circle highlights the pencil and red X icons for editing or canceling a reservation. 3. A green circle highlights the 'NEW RESERVATION +' button.

1. **Time Range Selector.** Toggle “ALL”, “UPCOMING”, or “PAST” to control the time range of appointments that you want to review.
2. **Edit/Cancel controls.** Hover the appointment you wish to change or cancel. Click the **Pencil** to edit the appointment or the red **X** to cancel the appointment. The Pencil icon will launch the “Edit Reservation” dialog for the specified appointment. The X icon will prompt you to confirm that you wish to cancel the appointment. Click “OK” to remove the appointment from your calendar.
3. **NEW RESERVATION.** Click the NEW RESERVATION button to launch the NEW RESERVATION window.

Warning! Reservations occurring within 24 hours are non-cancellable. Reservations made with less than 24 hours-notice cannot be cancelled without administrator support.

Tip! If you book an appointment with less than 24 hours-notice, the system refers to this as an urgent appointment and notifies site administrators. If you subsequently realize that the appointment will not work, or is cancelled, notify us and we’ll cancel it administratively. This option is only available for urgent appointments.