FINDING and EDITING PREVIOUSLY MADE BOOKINGS in CALPENDO

How to FIND bookings you have previously made:

* Click “Bookings” in toolbar
* Click “My Bookings” or click “My Projects Bookings”– **make sure you look at the date & time just to the right**of the “List Report” at the top grey section. You’ll probably want to expand the date range. It defaults to one day.

How to EDIT previously made bookings:

* Easiest way is to go to the calendar and LEFT click on the booking. Choose “Edit”. You can cancel the booking, edit the times of the booking or simply copy the booking to a different room, date or time.

Slightly more complicated way to edit or cancel a previously made booking:

To edit:

* Click “My Bookings” or click “My Projects Bookings”– make sure you look at the date & time just to the right of the “List Report” at the top grey section.
* Click on the visit to highlight it, but DO NOT place a checkmark in the box to the left of the entry.
* Click on “EDIT” at the bottom of the page. Make your changes, then click “Save”.

To cancel:

* Click “My Bookings” or click “My Projects Bookings”– make sure you look at the date & time just to the right of the “List Report” at the top grey section.
* Click to place a checkmark in the box to the left of the entry.
* Click on “Cancel”. If you included CRU kitchen or CRU lab processing in the booking, you must place a checkmark on those items as well before clicking “Cancel”.