

Booking Cancellations Online Guide

Note: Only bookings where travel has not occurred yet will be allowed to be cancelled online. Only bookings which have not been ticketed will be allowed to be cancelled online.

1. On the home page once logged in, click on the Record Locator of the booking that you want to cancel:

flights	cars	hotels client fi	les quick quote	reservation re	equest	visas	home	logout			
	WELCOME										
	MISS. TRAVEL BOOKER										
	BOOKINGS ON FILE										
	Pocord Locator	Paguast Number	Donaut Data	fueste Da	-t	fompon		Tuquallan			
	R72R3W	543 Approved	20/8/2012 6:00A	M 2/4/2012	3:10PM	ANDERS	ON	MR.DAVID WHISTON			
-	VLFDKM	548 Pending	23/7/2012 9:00A	M 2/4/2012	11:55PM	ANDERS	ON	MRS.ANN LODGE			
	<u>VLGJV6</u>	549 Pending	17/7/2012 10:00	AM 2/4/2012	11:58PM	ANDERS	ON	MRS.ANN LODGE			
	VLCWKM	550 Pending	16/7/2012 12:00	PM 3/4/2012	12:02AM	ANDERS	ON	MRS.ANN LODGE			
	VH8CLC	544 Pending	16/7/2012 12:00	PM 2/4/2012	11:35PM	ANDERS	ON	MR.LOCAL JONES			

2. The following screen will be displayed, Click on the CANCEL RESERVATION button to cancel the booking.



3. The following Screen will be then be displayed after a successful booking cancellation:



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4. On the home screen the Record Locator will now show (CXLD) indicator next to the Record Locator:

NH4BF2 (CXLD)	574 Approved	23/5/2012 12:00PM	3/5/2012 8:55AM	ANDERSON	MR.DAVID WHISTON
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