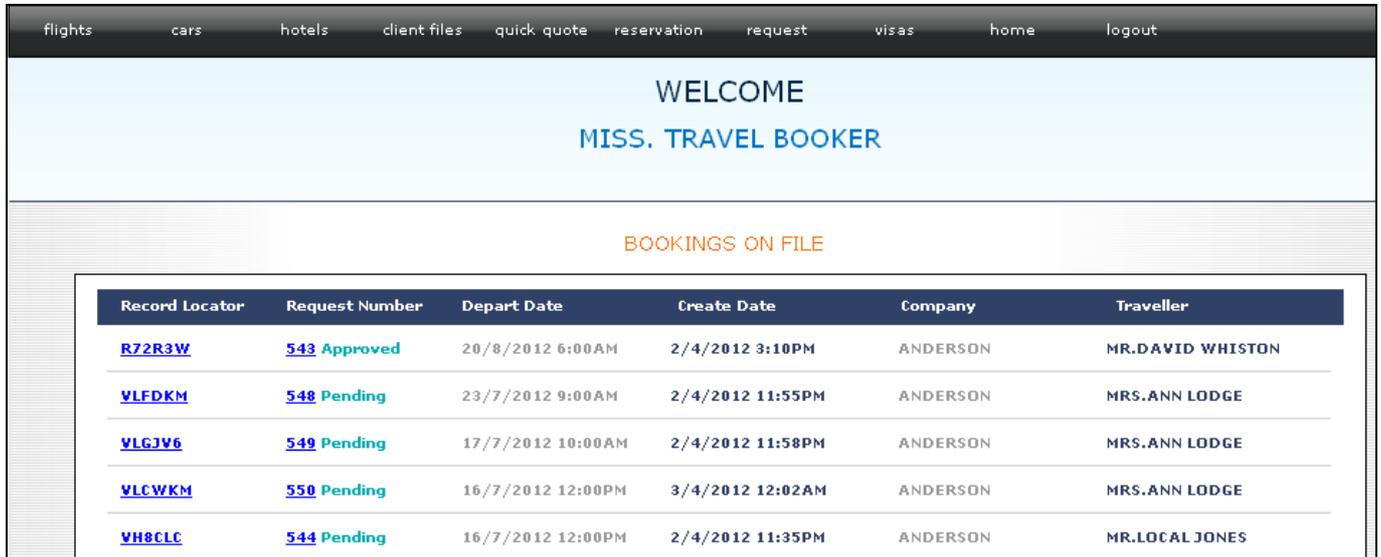


**Booking Cancellations Online Guide**

**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.**

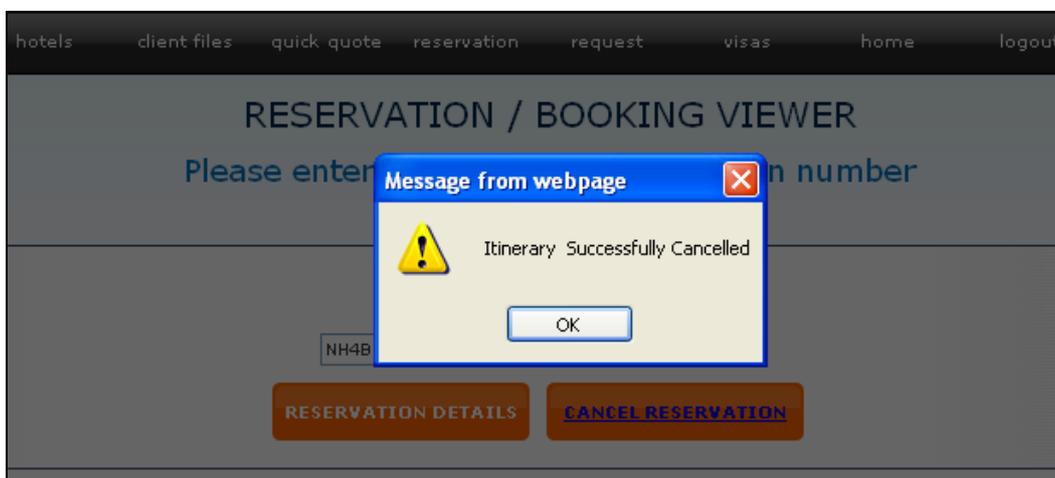
1. On the home page once logged in, click on the Record Locator of the booking that you want to cancel:



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:



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

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