



About Reserve

Reserve is an effective reservation tool used for the management of shared resources used by staff and students.

Instructions:

Step	Action
1	Go to your study area page and select the reservation to cancel.
2	Choose Edit / Cancel reservation.
3	Click Cancel reservation.
4	Confirm by clicking Cancel reservation again.
5	Your reservation has now been cancelled
6	The reservation has been removed from the calendar.

The screenshots illustrate the following steps:

1. A calendar view for Wednesday, 12 February 2025, showing a reservation for 'Small Music Studio' from 11:00 to 13:00. A red box highlights the reservation.
2. A pop-up window for the reservation with 'Edit / Cancel reservation' highlighted in a red box.
3. The reservation details page with 'Cancel reservation' highlighted in a red box.
4. A confirmation dialog box asking 'Are you sure you want to cancel the reservation?' with 'Cancel reservation' highlighted in a red box.
5. A 'Reservation cancelled' message box with a 'Send email' button.
6. The calendar view after the reservation has been removed.