

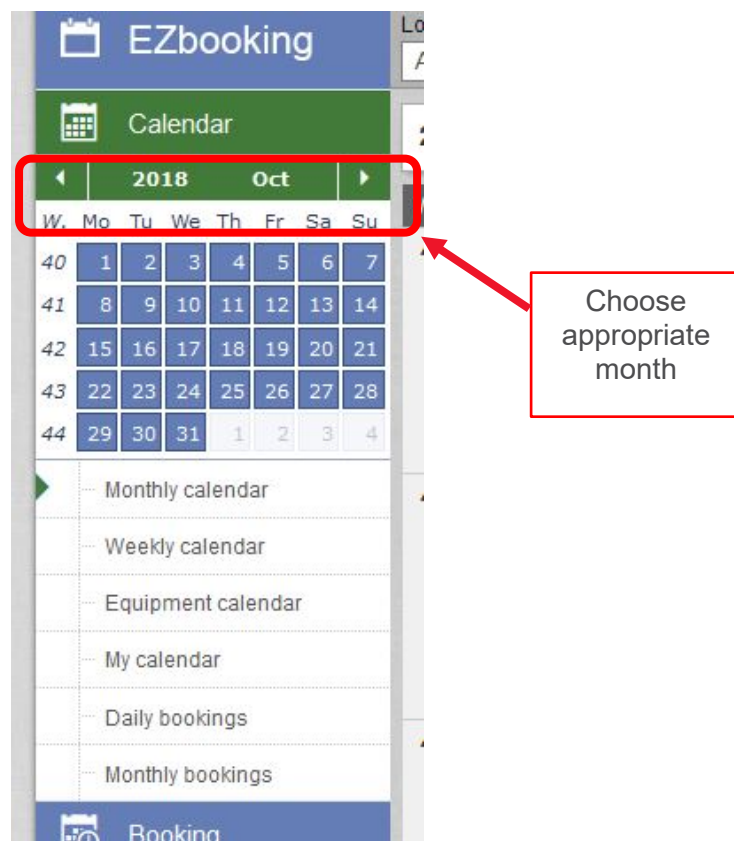
Introduction

This guide will assist you with editing and deleting existing bookings of equipment at Adelaide Microscopy.

NOTE: You must have an existing booking that was made by you in order to use this guide. If you have an existing booking that was made on your behalf by an AM staff member please contact that staff member to manage your booking.

Editing/deleting equipment bookings

The ability to edit or delete a booking can differ for each instrument. In some cases the only way to modify bookings is to contact the AM staff member who manages that particular instrument. If you do have the ability to manage your bookings, click on 'Calendar' in the menu at the left-hand side and choose the appropriate month with the green arrows.



All the Calendar sub-menus ('Monthly Calendar', 'Weekly Calendar', 'Equipment Calendar', 'My Calendar', 'Daily bookings' and 'Monthly Bookings') allow you to see your existing bookings in different ways, as long as you have the appropriate month and instrument/equipment selected.




By clicking any of these calendar options, you can click on an existing booking and, at the bottom of the new window that appears, press the edit (pencil) button or delete button.



By clicking '**Monthly Bookings**' you can see a list of your bookings for that month, and there are edit and delete buttons for each of the bookings.



Alternatively, you can go to **Booking** → **My Bookings** from the left menu, select the date range you wish to search in and choose the booking you would like to edit from the available list.

-  New booking icon: click this if you want to make a new booking for the same item. The booking window will open - follow the steps in the AM Booking Equipment guide.
-  Edit icon: click this to edit the booking details such as date, time, equipment, project, comment or accessories. Click '**Update**' to confirm.
-  Delete icon: click this to delete the booking. You will be prompted to confirm the deletion.