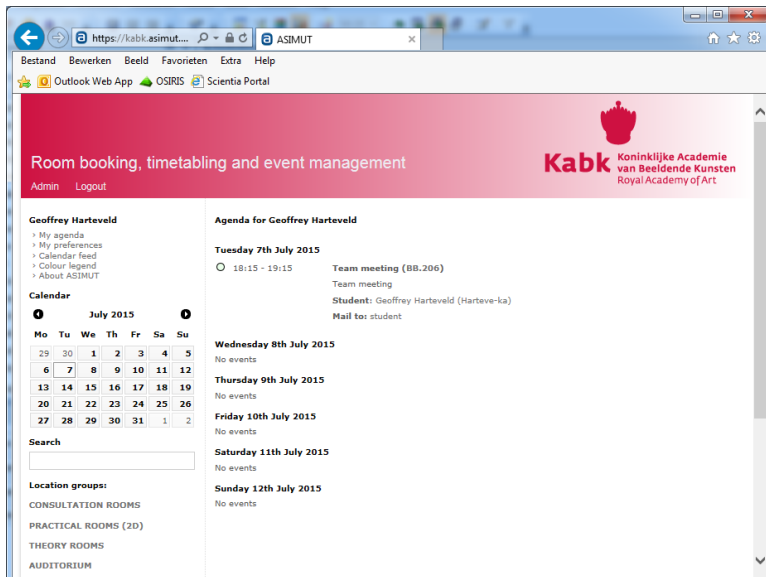


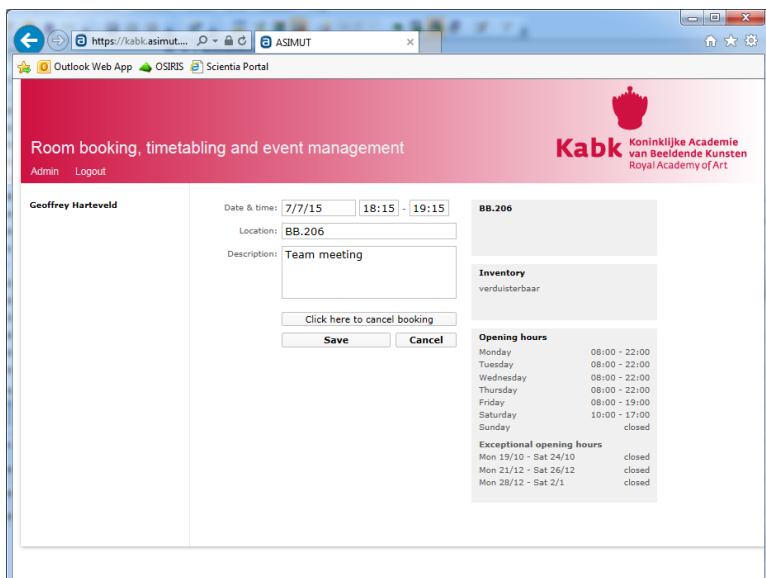
How to cancel a booking

You have booked a room, but you don't need it anymore? Just give it back! By doing so, we all can use the rooms at KABK as efficient as possible. Why leaving a room empty when a classmate or fellow student is desperately looking for a room?

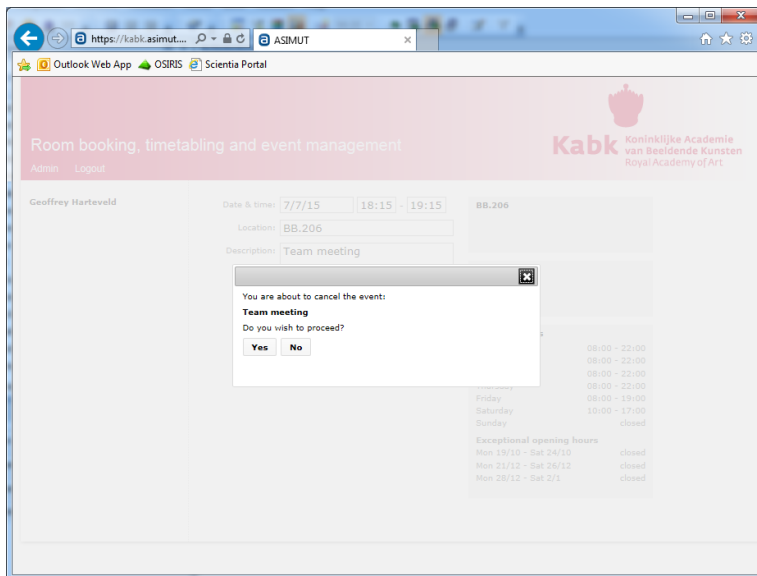
To cancel a booking, just open the booking details through your agenda in ASIMUT. Using the calendar in the left section of the screen, you can go to the week concerned.



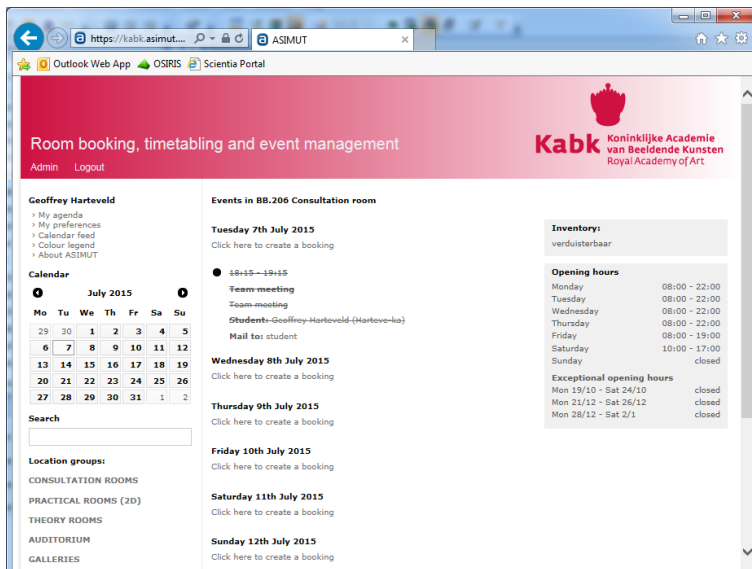
When the booking appears, just click on its description. You will now see the details of the booking you wish to cancel.



Make sure you click on the button *Click here to cancel booking*. Your booking will now be cancelled. If you click on the regular *Cancel* button, you would just be leaving the booking details. After clicking the right button, you will be asked if you wish to proceed. Click *Yes*.



You will now be taken back to your agenda. The booking you have cancelled, will be shown striped through.



You now have cancelled your booking, the room has become available again.