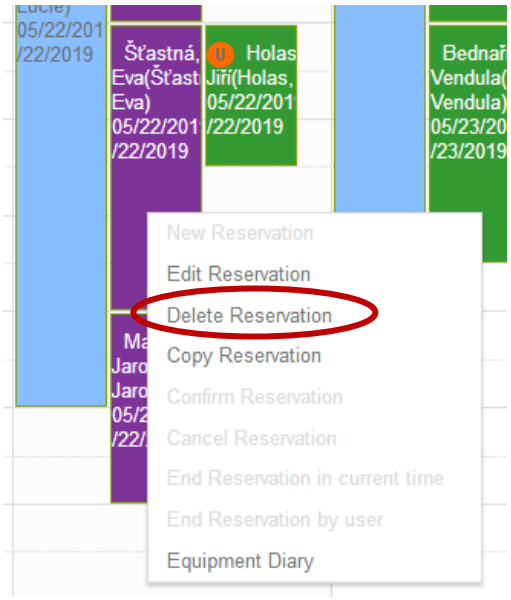
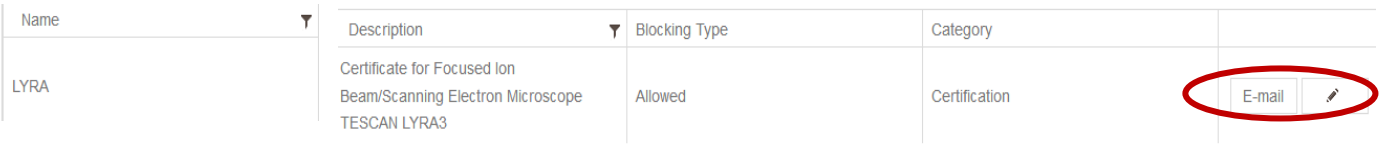
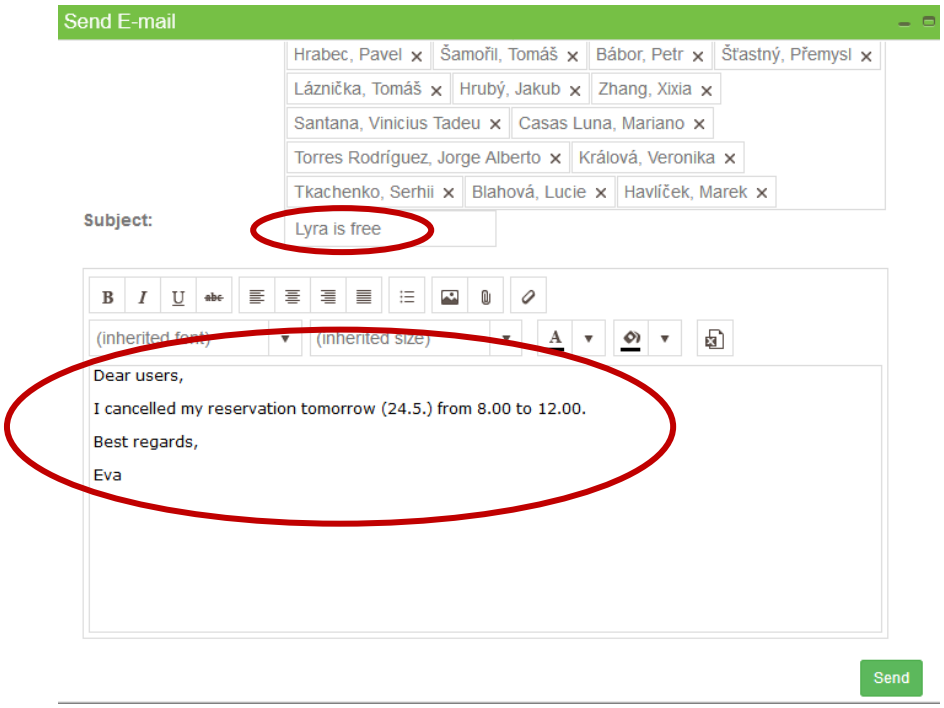
What to do when cancelling your reservation?

1) **Delete your reservation:**
   Right click on your reservation -> Delete the reservation



2) **Let other people know that the slot is now available:**
   a) Left click on the red-yellow icon next to the name of the equipment (list of the equipment is on the left)

   b) Left click on „Email“



   c) Write name of the equipment (e.g. Verios) to the subject of the message, to the text write date and time of the deleted reservation.