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"

Name T	Description T	Blocking Type	Category	
LYRA	Certificate for Focused Ion Beam/Scanning Electron Microscope TESCAN LYRA3	Allowed	Certification	E-mail

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.

Láznička, Tomáš x Hrubý, Jakub x Zhang, Xixia x Santana, Vinicius Tadeu x Casas Luna, Mariano x Torres Rodríguez, Jorge Alberto x Králová, Veronika x Tkachenko, Serhii x Blahová, Lucie x Havlíček, Marek Subject: Lyra is free B I Image: Subject is free Image: Subject is free B Image: Subject is free Image: Subject is free Image: Subject is free Dear users, Image: Cancelled my reservation tomorrow (24.5.) from 8.00 to 12.00. Image: Subject is free	 * ×
Santana, Vinicius Tadeu x Casas Luna, Mariano x Torres Rodríguez, Jorge Alberto x Králová, Veronika x Tkachenko, Serhii x Blahová, Lucie x Havlíček, Marek Subject: Lyra is free B I Image: Serbia	* ×
Torres Rodríguez, Jorge Alberto × Králová, Veronika × Tkachenko, Serhii × Blahová, Lucie × Havlíček, Marek Subject: Lyra is free B I U ++ E = = = = := := @ @ (inherited fork) V (inherited size) V A V V Dear users, I cancelled my reservation tomorrow (24.5.) from 8.00 to 12.00.	* ×
Subject: Tkachenko, Serhii × Blahová, Lucie × Havlíček, Marek B I U (inherited font) V (inherited size) Dear users, I cancelled my reservation tomorrow (24.5.) from 8.00 to 12.00.	·k ×
Subject: Lyra is free B I U ⊕ (inherited foot) ▼ (inherited size) ▼ (inherited foot) ▼ (inherited size) ▼ Dear users, I cancelled my reservation tomorrow (24.5.) from 8.00 to 12.00.	
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(inherited feat) ▼ (inherited size) ▼ ▲ ▼ ▲ Dear users, I cancelled my reservation tomorrow (24.5.) from 8.00 to 12.00.	
Dear users, I cancelled my reservation tomorrow (24.5.) from 8.00 to 12.00.	
I cancelled my reservation tomorrow (24.5.) from 8.00 to 12.00.	
Best regards,	
Eva	