

## How to Cancel Air on a Reservation

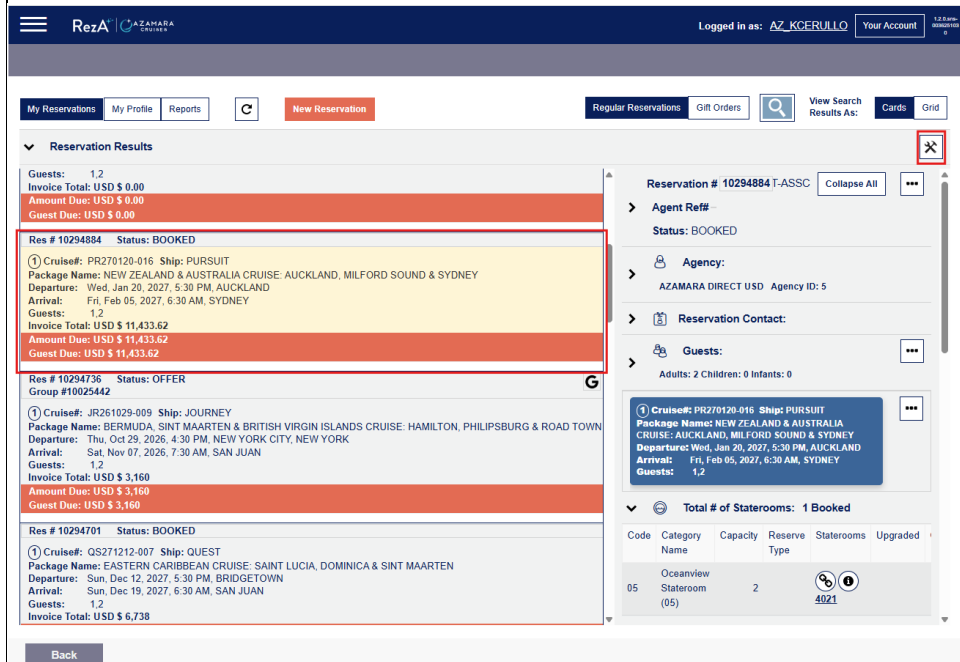
### Step 1

Let us start on the Reservation screen by clicking on the **Your Account** tab. This will open a drop-down menu. Click the **My Reservations** tab.



### Step 2

We will be brought to the My Reservations screen. Under the **Reservation Results** click on the Reservation. With this example click on **Res# 10294884**. Now go to the right side of the screen click the **Tools** symbol



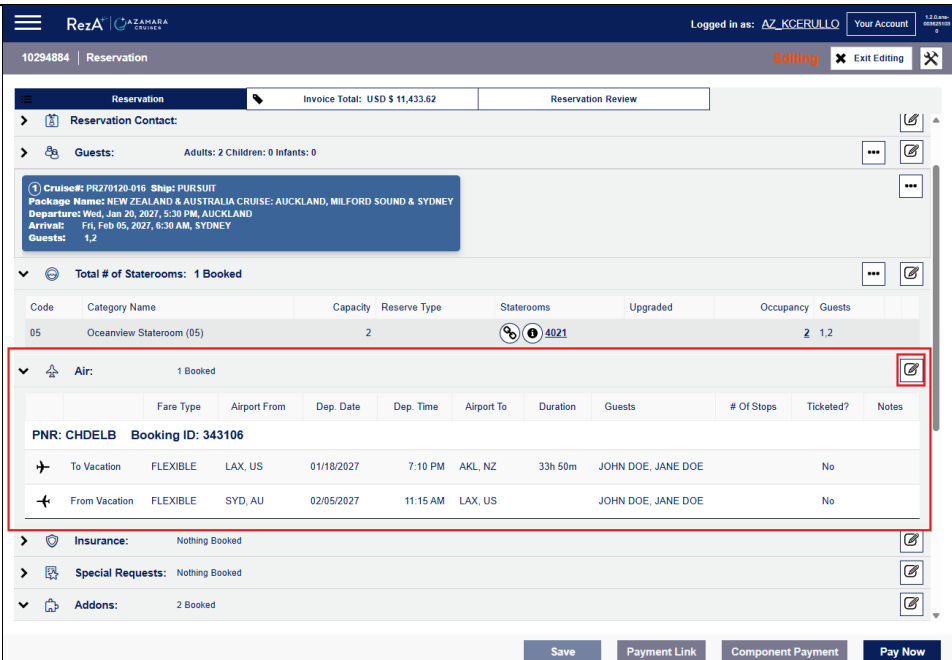
### Step 3

This will open the Tools menu. Click the **Edit** tab.



## Step 4

This will bring you to the Summary screen. Under the Reservation section go to the **Air** line. On the right-side of click the **Pen & Pad**  symbol.



10294884 | Reservation

Logged in as: AZ\_KCERULLO | Your Account

Editing | Exit Editing

Reservation | Invoice Total: USD \$ 11,433.62 | Reservation Review

Reservation Contact:

Guests: Adults: 2 Children: 0 Infants: 0

Cruise#: PR270120.016 Ship: PURSUIT  
Package Name: NEW ZEALAND & AUSTRALIA CRUISE; AUCKLAND, MILFORD SOUND & SYDNEY  
Departure: Wed, Jan 20, 2027, 5:30 PM, AUCKLAND  
Arrival: Fri, Feb 05, 2027, 6:30 AM, SYDNEY  
Guests: 1,2

Total # of Staterooms: 1 Booked

| Code | Category Name            | Capacity | Reserve Type | Staterooms | Upgraded | Occupancy | Guests |
|------|--------------------------|----------|--------------|------------|----------|-----------|--------|
| 05   | Oceanview Stateroom (05) | 2        |              | 4021       |          | 2         | 1,2    |

Air: 1 Booked

|                                | Fare Type | Airport From | Dep. Date  | Dep. Time | Airport To | Duration | Guests             | # Of Stops | Ticketed? | Notes |
|--------------------------------|-----------|--------------|------------|-----------|------------|----------|--------------------|------------|-----------|-------|
| PNR: CHDELB Booking ID: 343106 |           |              |            |           |            |          |                    |            |           |       |
| ✈ To Vacation                  | FLEXIBLE  | LAX, US      | 01/18/2027 | 7:10 PM   | AKL, NZ    | 33h 50m  | JOHN DOE, JANE DOE |            | No        |       |
| ✈ From Vacation                | FLEXIBLE  | SYD, AU      | 02/05/2027 | 11:15 AM  | LAX, US    |          | JOHN DOE, JANE DOE |            | No        |       |

Insurance: Nothing Booked

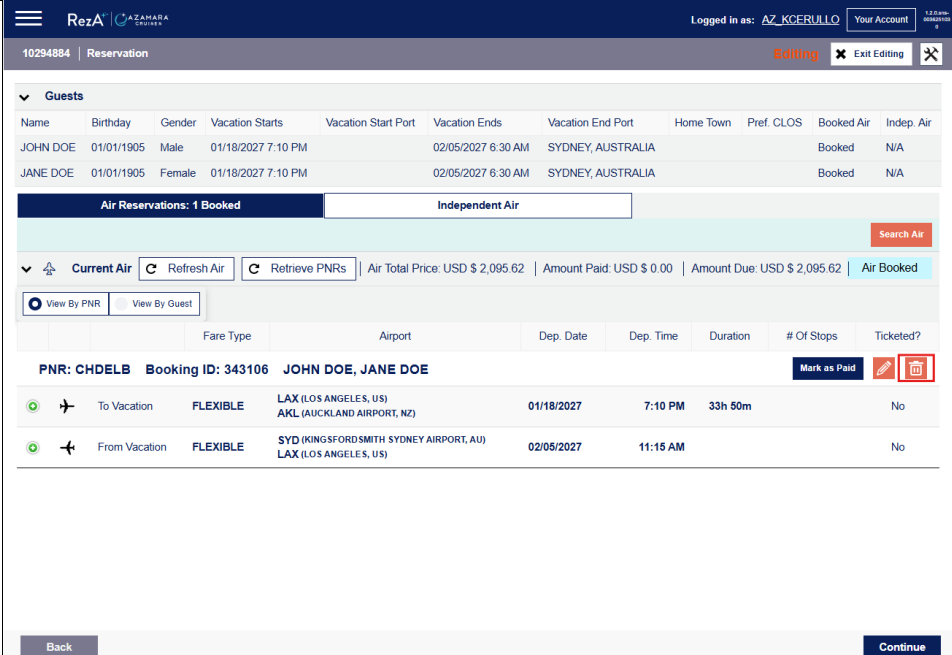
Special Requests: Nothing Booked

Addons: 2 Booked

Save | Payment Link | Component Payment | Pay Now

## Step 6

We will be brought back to the Air screen. On the Current Air section, you will see a Trash Can  symbol on the right-side of the screen. Click on the **Trash Can**  symbol.



10294884 | Reservation

Logged in as: AZ\_KCERULLO | Your Account

Editing | Exit Editing

Guests

| Name     | Birthdate  | Gender | Vacation Starts    | Vacation Start Port | Vacation Ends      | Vacation End Port | Home Town | Pref. CLOS | Booked Air | Indep. Air |
|----------|------------|--------|--------------------|---------------------|--------------------|-------------------|-----------|------------|------------|------------|
| JOHN DOE | 01/01/1905 | Male   | 01/18/2027 7:10 PM |                     | 02/05/2027 6:30 AM | SYDNEY, AUSTRALIA |           |            | Booked     | N/A        |
| JANE DOE | 01/01/1905 | Female | 01/18/2027 7:10 PM |                     | 02/05/2027 6:30 AM | SYDNEY, AUSTRALIA |           |            | Booked     | N/A        |

Air Reservations: 1 Booked | Independent Air

Current Air | Refresh Air | Retrieve PNRs | Air Total Price: USD \$ 2,095.62 | Amount Paid: USD \$ 0.00 | Amount Due: USD \$ 2,095.62 | Air Booked

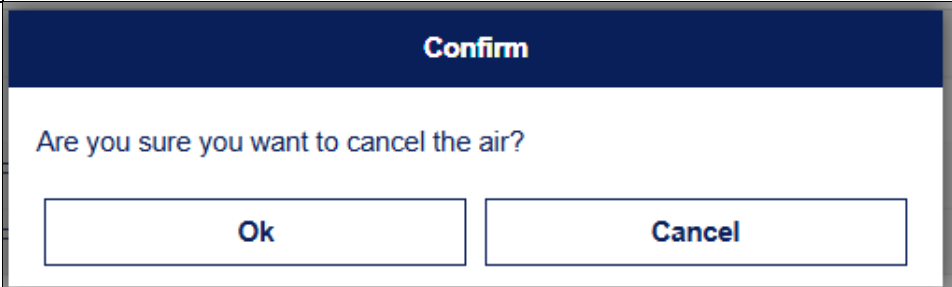
View By PNR | View By Guest

|                                                   | Fare Type | Airport                                                           | Dep. Date  | Dep. Time | Duration | # Of Stops | Ticketed? |
|---------------------------------------------------|-----------|-------------------------------------------------------------------|------------|-----------|----------|------------|-----------|
| PNR: CHDELB Booking ID: 343106 JOHN DOE, JANE DOE |           |                                                                   |            |           |          |            |           |
| ✈ To Vacation                                     | FLEXIBLE  | LAX (LOS ANGELES, US)<br>AKL (AUCKLAND AIRPORT, NZ)               | 01/18/2027 | 7:10 PM   | 33h 50m  |            | No        |
| ✈ From Vacation                                   | FLEXIBLE  | SYD (KINGSFORD SMITH SYDNEY AIRPORT, AU)<br>LAX (LOS ANGELES, US) | 02/05/2027 | 11:15 AM  |          |            | No        |

Back | Continue

## Step 7

We will receive a Confirm message telling us are you sure you want to cancel air? Click the **Ok** tab.



Confirm

Are you sure you want to cancel the air?

Ok | Cancel

## Step 8

This will bring us back to the Air screen. The Air Reservation screen displays as Nothing Booked. Now click the **Continue** tab at the bottom of the screen.

The screenshot shows the RezA+ interface for reservation management. At the top, it says 'Logged in as: AZ\_KCERULLO' and 'Your Account'. Below this is a 'Reservation' header with the ID '10294884'. A table lists guests: JOHN DOE and JANE DOE, both with birthdates of 01/01/1905 and vacation dates from 01/20/2027 to 02/05/2027. Below the table, there are tabs for 'Air Reservations: Nothing Booked' and 'Independent Air'. A 'Nothing Booked' message is displayed with a 'Search Air' button. At the bottom, there are buttons for 'Current Air', 'Refresh Air', and 'Retrieve PNRs'. A 'Continue' button is highlighted with a red box at the bottom right.

## Step 9

We will be brought back to the Summary screen. Click the Save tab at the bottom of the screen.

You will receive a Confirm message, select Yes.

The screenshot shows a dark blue header with the word 'Confirm'. Below it, the text reads 'There are some unsaved changes. Would you like to save changes?'. There are two buttons: 'Yes' and 'No'.

## Step 10

We will receive one last Confirm message telling us that the Reservation has been stored successfully.

**Yes** - To Continue  
**No** - To End the process  
**Print/View Confirmation** - Print and View the reservation.

The screenshot shows a dark blue header with the word 'Confirm'. Below it, the text reads 'Reservation #10294884 is stored successfully.' and 'Would you like to continue working with the reservation?'. There are three buttons: 'Yes', 'No', and 'Print/View Confirmation'.