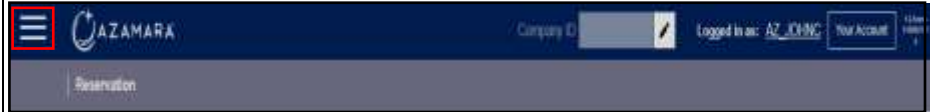


Travel Agent - How to Cancel an Add-on for a Group

Step 1

Let us start on the Reservations screen. Click the **3 Bars** symbol on the left side of the screen.



Step 2

This will open the Main Menu screen. Click on the **Find Group** line.



Step 3

We will arrive on the Groups screen. Under the Find Groups section enter **the Group RES** number in the **Group #** field. Then click the **Search** button.



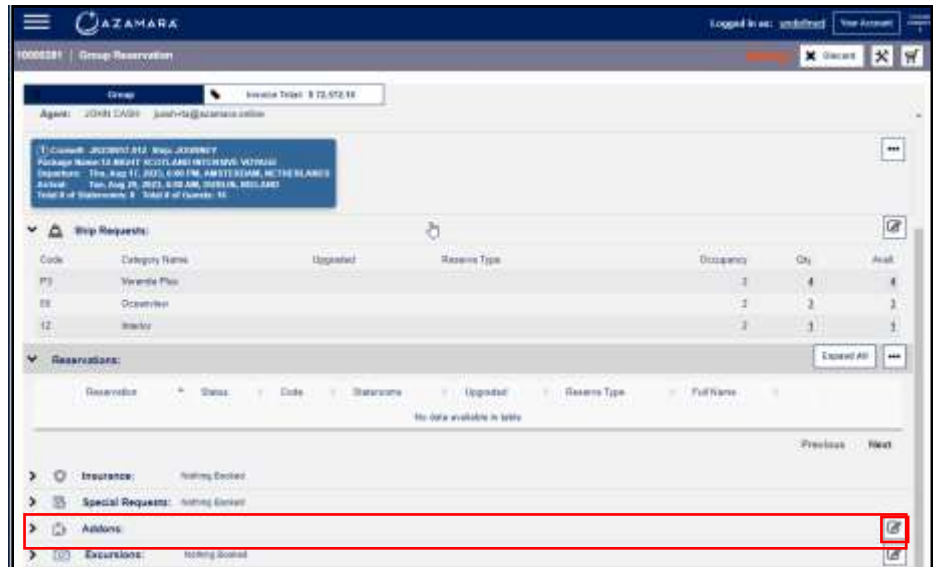
Step 4

The Group Results menu will open. Click on the Group Reservation you wish to work with, and it will become **Highlighted**. Then click the **EDIT** tab inside the Group booking.



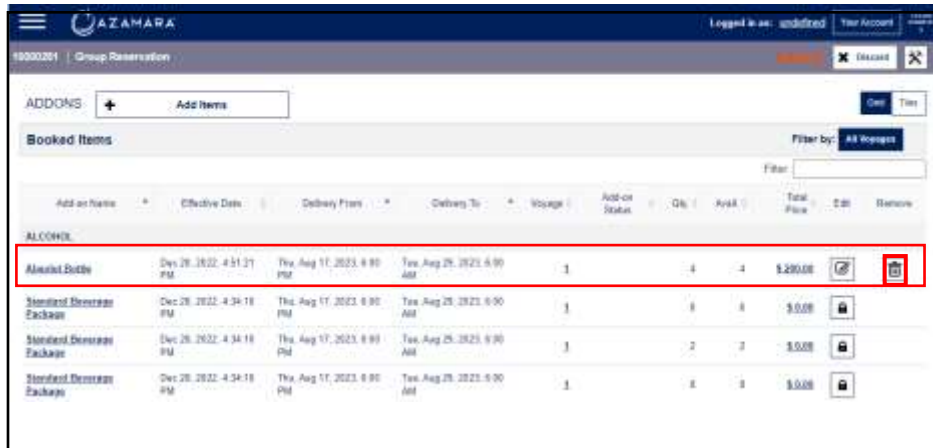
Step 5

This will take us to the Review Group screen. Scroll down to the **Addons** line. On the right side of the **Addons** line click the **Pen & Pen** symbol.



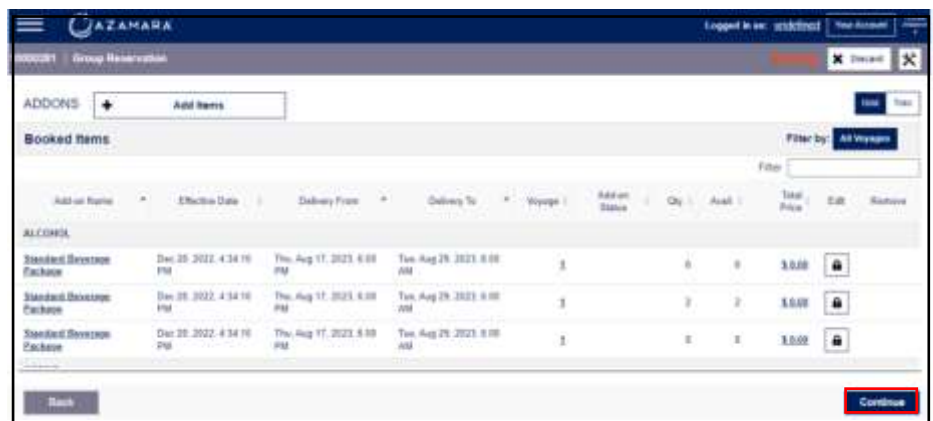
Step 6

We will be brought to the Addons screen. Under the Booked Items scroll down to the **Alcohol/Absolut Bottle** line. Here we will see four bottles of Absolut on the Addon. To **Cancel** this Addon, go to the right side of the **Absolut Bottle** line. Here we will see a **Trash Can** symbol. Click on the **Trash Can** symbol.



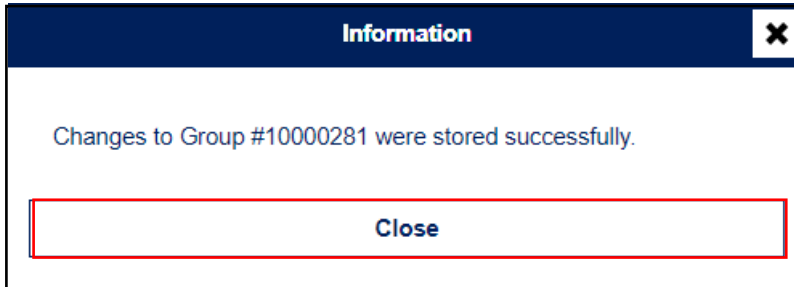
Step 7

This will bring us back to the Booked Item screen. Here we will see under the Alcohol section the Absolut Bottle Addons have been canceled. Click **Continue** at the bottom of the screen.



Step 8

We will receive an Information message letting us know the changes to our Group Reservation were stored successfully. Click the **Close** tab.



Step 9

This will conclude the process by taking us back to the **Review Group** screen.

