
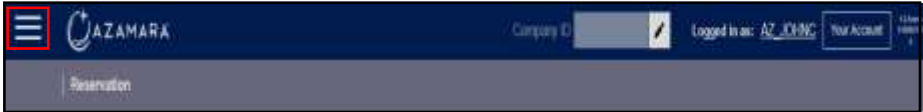





Travel Agent - How to Cancel an Excursion On a Group Booking

<p>Step 1</p> <p>Let us start on the Reservations screen. Click the 3 Bars  symbol on the left side of the screen.</p>	
<p>Step 2</p> <p>This will open the Main Menu screen. Click on the Find Group line.</p>	
<p>Step 3</p> <p>We will arrive on the Groups screen. Under the Find Groups section enter the Group RES booking number in the Group # field. Then click the Search button.</p>	
<p>Step 4</p> <p>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.</p>	

Step 5

This will take us to **the Review Group** screen. Scroll down to the **Excursions** line. Here we will the Excursion we would like to Cancel. On the right side of the **Excursions** line click the **Pen & Pen** symbol.

Group Reservation

Insurance: Nothing Booked

Special Requests: Nothing Booked

Address:

Address Code	Address Name	Delivery From	Delivery To	Qty	Avail
PACKAGES					
ENJOY	ENJOYMENT PACKAGE	Aug 17, 2023	Aug 29, 2023	1	1
ALCOHOL					
ACEITY	Alcohol Excl	Aug 17, 2023	Aug 29, 2023	1	1
CREST					
YACBC	\$150.00	Aug 17, 2023	Aug 29, 2023	15	15
ALCOHOL					
STREET	Standard Beverage Package	Aug 17, 2023	Aug 29, 2023	15	15

Excursions:

Location	Package Type	Package Name	Start Time	Date	Duration	Occupancy	Qty	Avail
OBA-005	Scenic Self Island	June 27, 2023	7:00:00 AM	Aug 29, 2023	3h 00m	1	1	1

Step 6

We will be brought to the Excursion screen. Under Booked Excursions we will see the excursion we wish to Cancel. On the right-side of the **OBA-005** excursion line click the Trash Can symbol.

Excursions

Booked Excursions

Package Type	Package Type Name	Effective Date	Date	Time	Duration	Location	Voyage #	Total Price
OBA-005	Scenic Self Island	Dec 28, 2022, 8:01:24 PM	Aug 29, 2023	2:00 PM	3h 00m	OBA- SCOTLAND, UNITED KINGDOM	1	\$ 0.00

Step 7

Here we will now see under the Booked Excursions section the Excursion has been canceled and removed. Click the **Continue** button at the bottom of the screen.

Excursions

Booked Excursions

Package Type	Package Type Name	Effective Date	Date	Time	Duration	Location	Voyage #	Total Price
No data available in table								

Continue

Step 8

We will be brought back to the Review Group screen. Here we will see under the **Excursions** line the excursion has been **Canceled**. The canceled excursion has been stored in the Group Reservation as nothing booked. No further action is required.

The screenshot displays the 'Review Group' screen for a group reservation. The 'Excursions' section is highlighted with a red box, showing a table with columns: Location, Package Type, Package Name, Start Time, Date, Duration, Occupancy, QTY, and Avail. The table shows 'Nothing Booked' for the excursion.

Location	Package Type	Package Name	Start Time	Date	Duration	Occupancy	QTY	Avail