


Travel Agent - How to Cancel a Land Program for a Booking

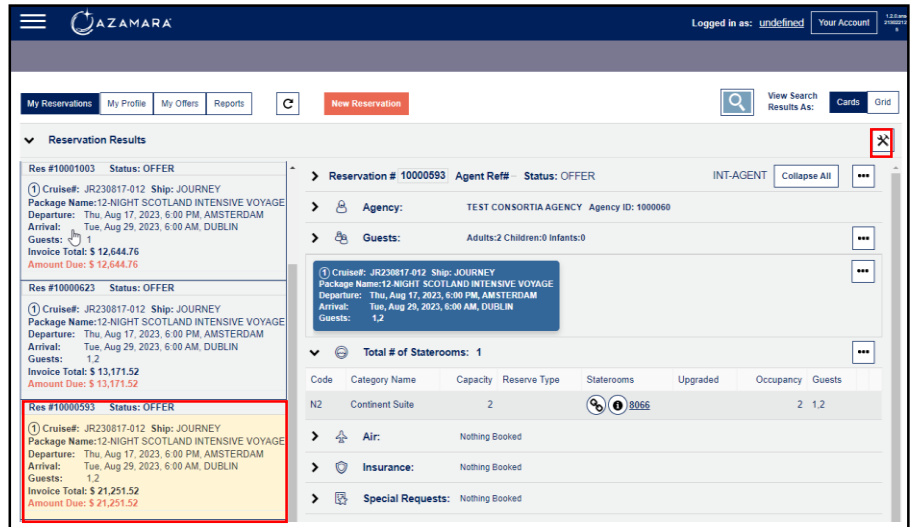
Step 1

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



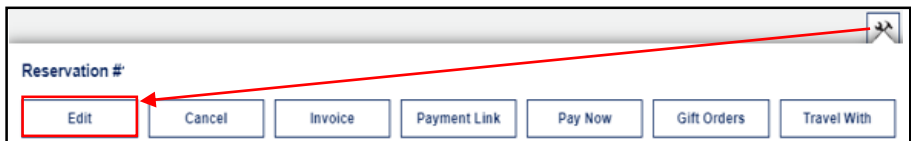
Step 2

Here you will be brought to the My Reservations screen. Under the **Reservation Results** section you will be able to see all our reservations. Click on the Reservation you want to work with, and it will become **highlighted**. Then go to the right side of the Reservation screen click the **Tools**  symbol.




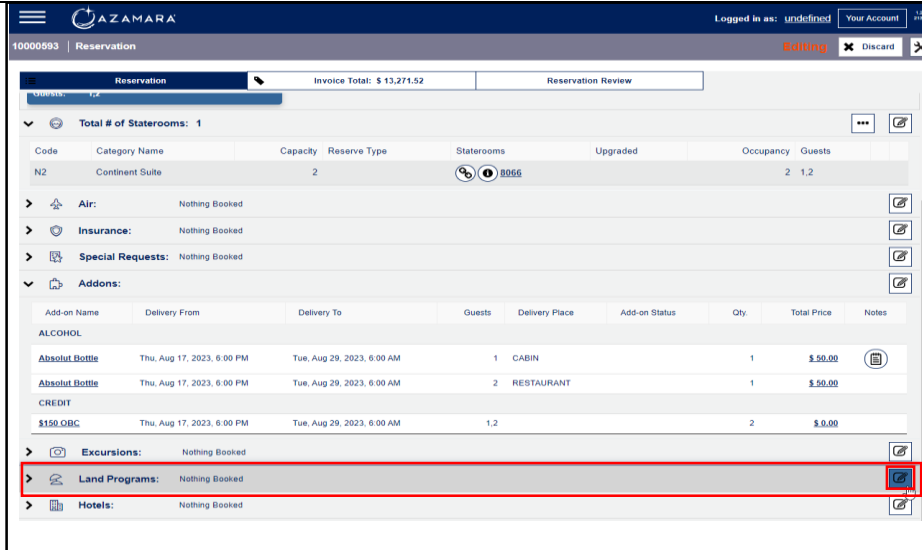
Step 3

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




Step 4

You will be brought to the Summary Screen. Scroll down to the **Land Programs** line. On the right side of the line click the **Pen & Pad**  symbol.



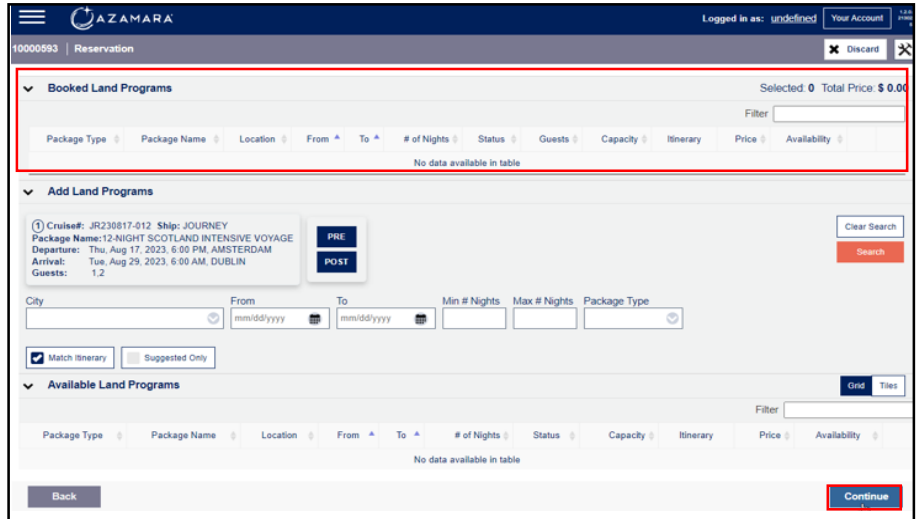
Step 5

This will bring us to the Booked Land Programs screen. Under the Booked Land Programs section, you will see our Land Program. On the right side of our Land Program line click the Trash Can  symbol.



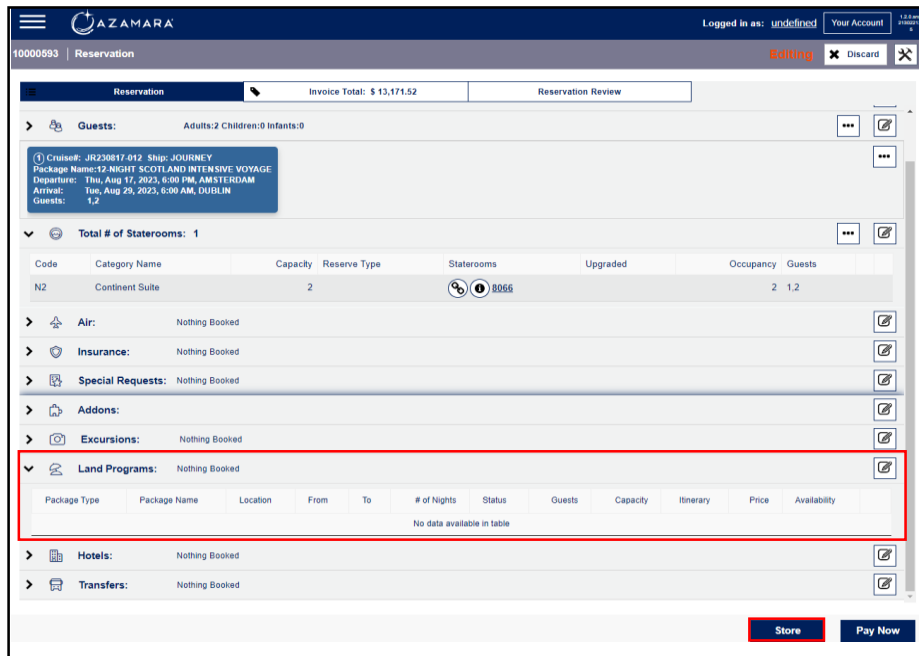
Step 6

The Land Program will be cleared from the Booked Land Programs section. Go to the bottom of the screen and click the **Continue** button.



Step 7

This will take us back to the Summary screen. Here you will see the Land Program has been removed from the summary. Go to the bottom of the screen and click the **Store** button.



<div>Step 8</div> <div> <p>You will receive a Confirm message asking would you like to save the changes. Click the Yes button.</p> </div>	<div> <div>Confirm</div> <div> <p>There are some unsaved changes. Would you like to save changes?</p> <div> <div>Yes</div> <div>No</div> </div> </div> </div>
<div>Step 9</div> <div> <p>This will give us another Confirm message telling us the reservation has been stored successfully.</p> <p>Yes – To Continue No – To End the process Print/View Confirmation – Print and View the reservation.</p> </div>	<div> <div>Confirm</div> <div> <p>Reservation #10000593 is stored successfully.</p> <p>Would you like to continue working with the reservation?</p> <div> <div>Yes</div> <div>No</div> <div>Print/View Confirmation</div> </div> </div> </div>