


Travel Agent - How to Cancel an Addon Off a Booking

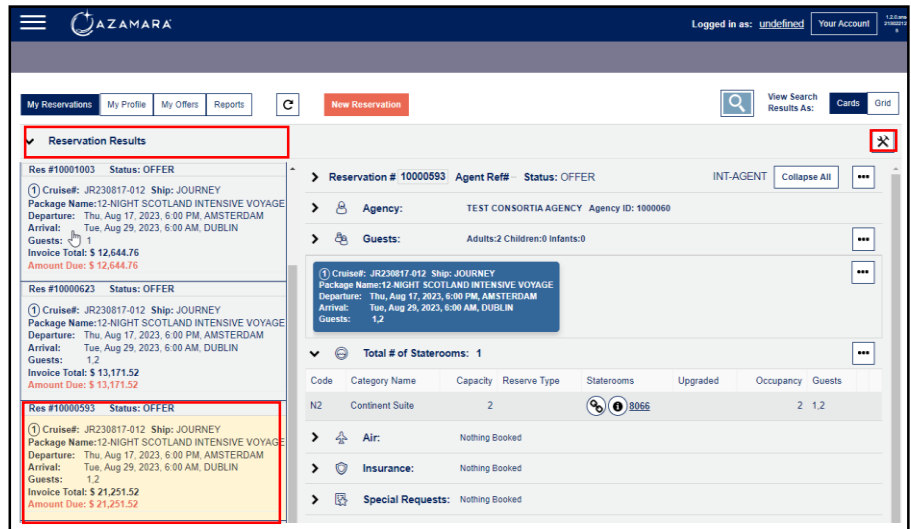
Step 1

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



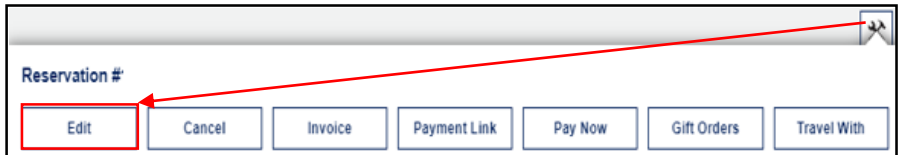
Step 2

You will be brought to My Reservation screen. Find the reservation you wish to work with under the **Reservations Results** column. Click on the Reservation you are working with, and it will become **highlighted**. Then go to the right side of the Reservation screen click the **Tools**  symbol.




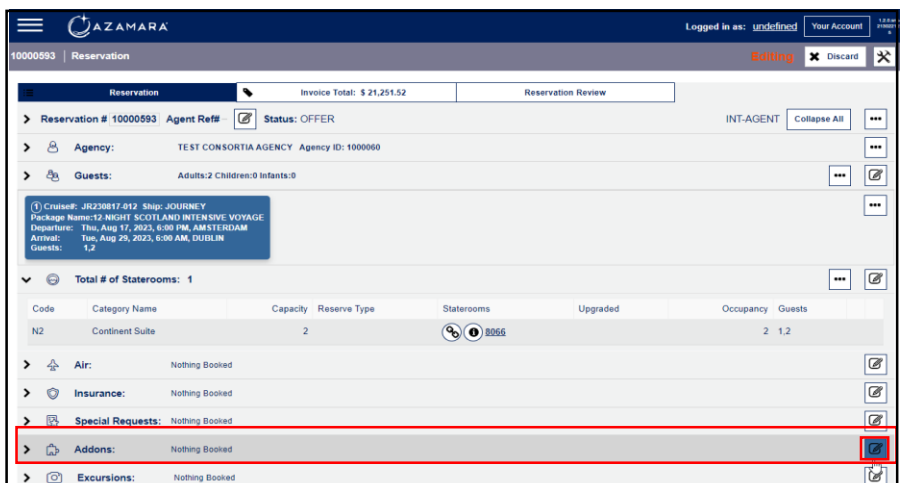
Step 3

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





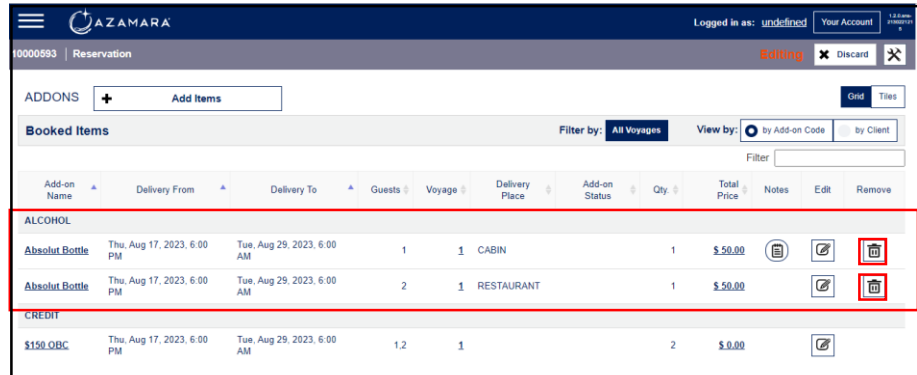
Step 4






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



Step 5

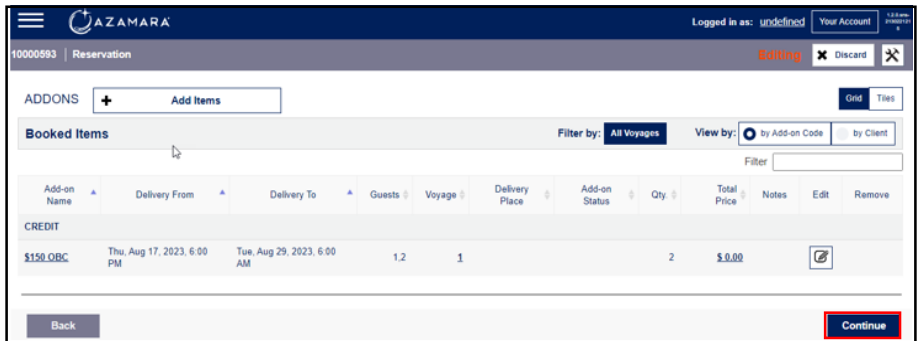
This will take us to the Addon screen. Under the Booked Items sections, you will see our Addons. To Cancel an Addon, go to the Addon line. On the right side of the line, you will see a **Trash Can**  symbol. Click the **Trash Can**  symbol.




Add-on Name	Delivery From	Delivery To	Guests	Voyage	Delivery Place	Add-on Status	Qty	Total Price	Notes	Edit	Remove
ALCOHOL											
Absolut Bottle	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1	1	CABIN		1	\$50.00			
Absolut Bottle	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	2	1	RESTAURANT		1	\$50.00			
CREDIT											
\$150 OBC	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1,2	1			2	\$0.00			

Step 6

The Addon will be removed from the Booked Items section. Click the **Continue** button at the bottom of the screen.



Add-on Name	Delivery From	Delivery To	Guests	Voyage	Delivery Place	Add-on Status	Qty	Total Price	Notes	Edit	Remove
CREDIT											
\$150 OBC	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1,2	1			2	\$0.00			

Back Continue

Step 7

You will be brought to the Summary screen. The Addons have been removed. Now click the **Store** button at the bottom of the screen.

10000593

Reservation

Editing

✕ Discard

✕

Reservation

Invoice Total: \$ 13,171.52

Reservation Review

> Reservation # 10000593

Agent Ref#

Status: OFFER

INT-AGENT

Collapse All

...

> Agency:

TEST CONSORTIA AGENCY

Agency ID: 1000060

...

> Guests:

Adults:2 Children:0 Infants:0

...

...

(1) Cruise#: JK230817-012 Ship: JOURNEY

Package Name:12 NIGHT SCOTLAND INTENSIVE VOYAGE

Departure: Thu, Aug 17, 2023, 6:00 PM, AMSTERDAM

Arrival: Tue, Aug 29, 2023, 6:00 AM, DUBLIN

Guests: 1,2

> Total # of Staterooms: 1

...

Code	Category Name	Capacity	Reserve Type	Staterooms	Upgraded	Occupancy	Guests
N2	Continent Suite	2		8066		2	1,2

> Air:

Nothing Booked

> Insurance:

Nothing Booked

> Special Requests:

Nothing Booked

> Addons:

Add-on Name	Delivery From	Delivery To	Guests	Delivery Place	Add-on Status	Qty	Total Price	Notes
CREDIT								
\$150 OBC	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1,2			2	\$0.00	

> Excursions:

Nothing Booked

> Land Programs:

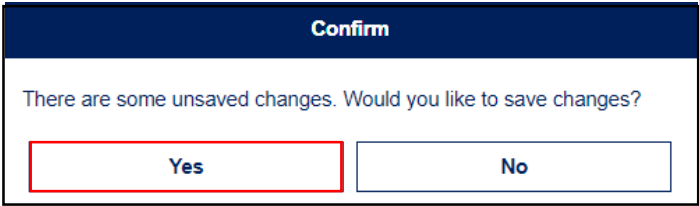
Nothing Booked

Store

Pay Now

sign=864d40bd-a7f8-4786-ac6e-ca9e0c81a9f8



<p>Step 8</p> <p>You will receive a Confirm message asking to Save Changes. Click the Yes tab to continue.</p>	
<p>Step 9</p> <p>Here again you will receive another Confirm message telling us that 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>	