

## Deleting an existing booking

To delete an existing booking which you have created through the system.

1. Upon login , Click on the Travel Review tab below :



### The Travel Review Screen will appear

The screenshot shows the 'Travel Review' screen. At the top, there are navigation tabs: 'Home', 'Travel Planner', 'Travel Review' (selected), 'Profile', and 'Admin'. Below these is a sub-menu with 'Planned Trip', 'Past Trip', 'Received Trip', and 'Trip Approval'. The main content area is titled 'Planned Trips' and contains a table with the following data:

Trip Name	Type	Status	Departs	Reference
None Singapore to Bangkok		Confirmed	05/1 at 8:45 AM	YXIFOG

Below the table, there is a 'Management options' link and two buttons: 'Repeat' and 'Display'.

Under the Planned Trip screen, it will show all your existing reservations done through the system which had yet to depart.

2. Simply select the booking which you wish to delete by click on the radio button at the side and click on Display button.

The system will now display the details of the reservations.

The screenshot shows the 'Trip Summary' screen. It displays the following information:

**Traveller :** Admin Dresser  
**Trip status:** Confirmed  
**Trip Reason:** business

**Trip Reservation Number:** YXIFOG  
**City Destinations:** Bangkok  
**Dates:** 05/1 to 05/5

Below this, there are icons for print, refresh, and a notification. A 'View all details' link is also present.

The main section is titled '371.00 SGD Purchase Conditions' and contains a table with the following data:

Singapore Airlines 060 E	05/1	Singapore (SIN) to Bangkok (BKK)	Economy restricted <a href="#">Seat(s)</a>	8:45 AM- 10:10 AM
Singapore Airlines 061 E	05/5	Bangkok (BKK) to Singapore (SIN)	Economy restricted <a href="#">Seat(s)</a>	7:45 AM- 11:10 AM

Confirmation number for Singapore Airlines: LS3UJH - Lowest priced flight: 371.00 SGD [View details](#)

**Total Trip Price: 371.00 SGD \***  
\*The total price may not reflect fluctuations in exchange rates used at time of payment.  
**Last day to ticket:** 05/1

At the bottom, there is a 'Management options' link and two buttons: 'Delete Trip' and 'Repeat'.

3. Click on the **Delete Trip** button found at the bottom of the screen.

The system will then pop-out a Message box re-confirming your decision to delete this booking.

The screenshot shows a web interface for a trip summary. At the top, there is a header "Trip Summary" with a help icon. Below this, travel details are listed: Traveller: Admin Dresser, Trip status: Confirmed, Trip Reason: business, Trip Reservation Number: YXIFOG, City Destinations: Bangkok, and Dates: 05/1 to 05/5. A "View all details" link is on the right. A table lists flight segments for Singapore Airlines 060 and 061. A modal dialog box from Microsoft Internet Explorer is overlaid on the table, asking "Do you really want to delete this trip?" with "OK" and "Cancel" buttons. Below the table, the total price is 371.00 SGD, and a "Delete Trip" button is visible at the bottom right.

**Trip Summary** ?

**Traveller :** Admin Dresser  
**Trip status:** Confirmed  
**Trip Reason:** business

**Trip Reservation Number:** YXIFOG  
**City Destinations:** Bangkok  
**Dates:** 05/1 to 05/5

View all details +

371.00 SGD Purchase **Modify** Confirmed

Singapore Airlines 060 E			Economy restricted <a href="#">Seat(s)</a>	8:45 AM- 10:10 AM
Singapore Airlines 061 E	05/5	Bangkok (BKK) to Singapore (SIN)	Economy restricted <a href="#">Seat(s)</a>	7:45 AM- 11:10 AM

Confirmation number for Singapore Airlines: LS3UJH - Lowest priced flight: 371.00 SGD [View details](#) +

**Total Trip Price: 371.00 SGD \***  
\*The total price may not reflect fluctuations in exchange rates used at time of payment.  
**Last day to ticket: 05/1**

[Management options](#) ◀

[Back](#) **Delete Trip** **Repeat**

Simply click on the OK button if you wish to delete this booking.

Upon successful cancellation of your booking the system will show an cancellation message and also at the same time a cancellation notification is sent out via e-mail

The screenshot shows a "Trip Cancelled" page with a header "Trip Cancelled" and a message: "Your trip has been successfully cancelled. Please make note of the trip number YXIFOG for your records."

**Trip Cancelled**

Your trip has been successfully cancelled. Please make note of the trip number **YXIFOG** for your records.