

Visual Online Reservations - Deleting/Editing a Booking

First ensure that you are 'logged in'.

You should get a screen something like this:

The screenshot shows a web interface for 'Visual Online Reservations'. At the top, there is a navigation bar with links: Reservations Profile, Legend, Support, Inbox, Reports, Staff, Logout, and Info. Below this is a header area with a logo (a stylized yellow 'A' with wings), a date display 'Saturday, 6 May 2006', and navigation arrows. A sub-header shows 'Sunrise: 04:44, Sunset: 21:09'. Below that is a search area with a 'Go!' button, a date selector set to '6 May 2006', a calendar icon, and two checkboxes: 'Display Waiting List' and 'Display Freelance Instructors'. The main content is a calendar grid for the week of May 7-17, 2006. The grid has columns for each day and rows for different booking types: G-BOOL and G-BOHS. A booking 'JDR' is highlighted in light blue in the G-BOOL row for May 8-9. Other bookings are highlighted in green: 'JS' in the G-BOOL row for May 15-17, and 'GH' in the G-BOHS row for May 15.

	07	08	08	09	09	10	10	11	11	12	12	13	13	14	14	15	15	16	16	17	17	
G-BOOL		JDR														JS						
G-BOHS																	GH					

[If there is a dialogue box warning you that you have messages, click on the 'OK' button to get to the screen above.]

Go to the date of the booking.

NB You can only delete your own bookings.

Click on the initials on the booking you wish to delete (eg 'JDR' on the screen. Note that bookings made by other pilots are a different colour. In this example my booking is light blue, whereas the other bookings are green.)

A new screen will pop up giving you the possibility of editing the booking.

You can either:

- Edit the details, then click on 'Save'
- or Click on the 'Delete' button.

Job done!