

From the main calendar, click on the reservation to cancel.

reservation system

The Cayle Project

Person Band Equipment Inspect Help Logout Admin

4 May 2009 Go to day

Monday May 04, 2009

View day | View week | View month

<< Go to day before Go to today Go to day after >>

Period	Room 7	Room 8	Room 9	Room 10	Equipment
12:00	Wayne Newton	Wayne Newton		Wayne Newton	
12:30	Joe Cool	Joe Cool			
13:00	Jeff Cook	Hallie Pritchett			
13:30	Calvin Coolidge				
14:00	Wilson Phillips	Julius Erving			
14:30					
15:00	Jane Doe	Hawkeye Pierce		Neo Pritchett	
15:30					
16:00	US Grant				
16:30					
17:00	View Detail		Chuck Bass		
17:30	Duck N Cover		Hopping Madd	US Grant	
18:00	Nice New Person II			Solon Pritchett	
18:30					
19:00	Dot Dash				
19:30					
20:00					
20:30					
21:00					
21:30					
22:00					
22:30					
23:00					
23:30					
00:00					
00:30					
01:00					

April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

A product of the UGA Terry College of Business

Click the "Cancel Entry" link from underneath the room reservation information box.

reservation system

The Cayle Project

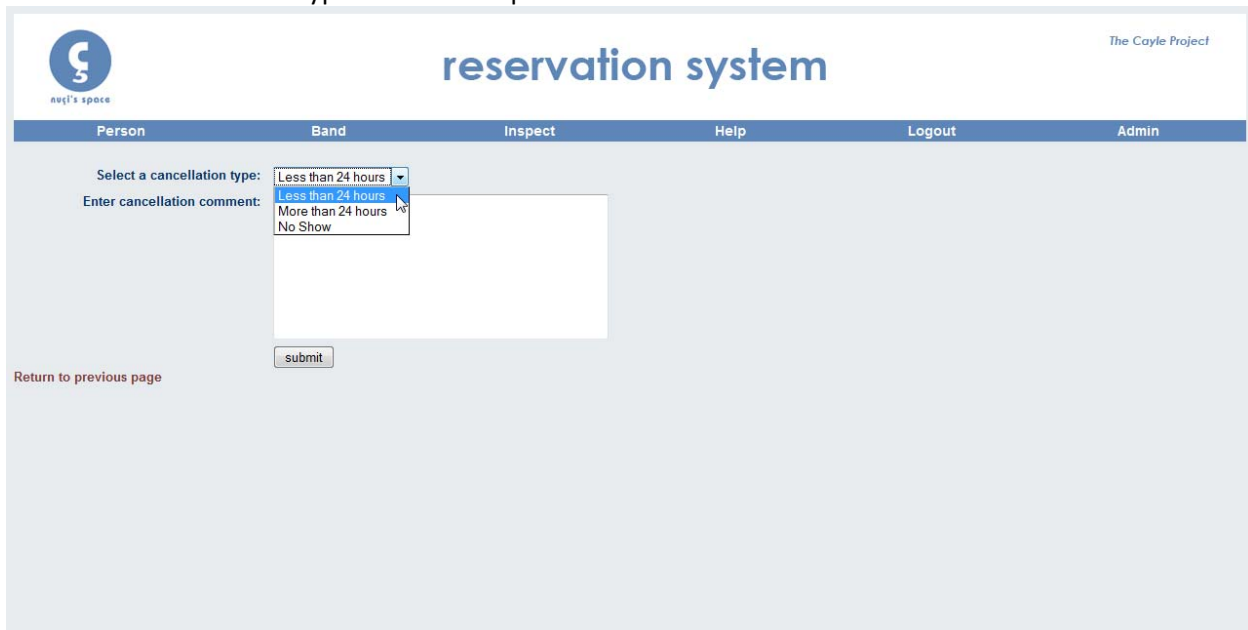
Person Band Equipment Inspect Help Logout Admin

Reservation details for Chuck Bass

Room	Equipment	Bar charges
Room: Room Reservation - Room 9 Start time: 17:00, Monday 04 May 2009 Duration: 30 minutes End time: 17:30, Monday 04 May 2009 Last updated: 18:39:22 - Sunday 03 May 2009 Repeat Type: None Actual start time: None Actual end time: None Comments:		--select a bar charge-- Qty: 1 Add
Edit entry Cancel entry	Add/remove equipment	

Check-in
Return to calendar

Choose the cancellation type from the dropdown menu.



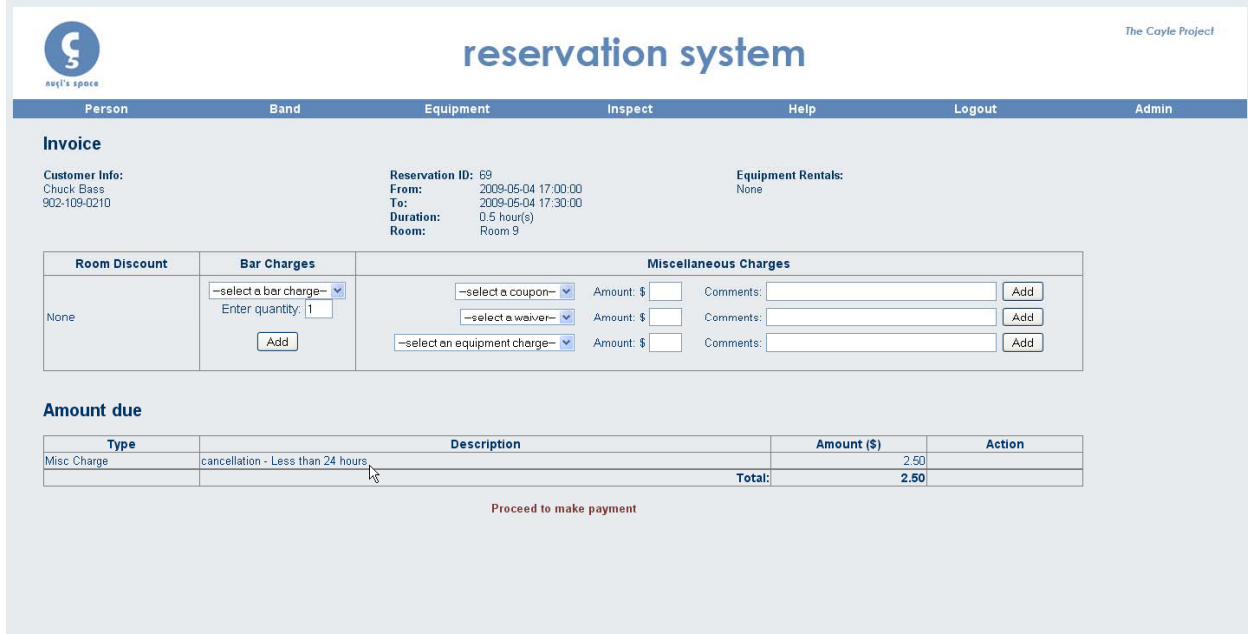
The screenshot shows the 'reservation system' interface. At the top left is a logo with a stylized 'S' and the text 'not's space'. At the top right is the text 'The Cayle Project'. Below the header is a navigation bar with links: Person, Band, Inspect, Help, Logout, and Admin. The main content area has a form with two fields: 'Select a cancellation type:' and 'Enter cancellation comment:'. The 'Select a cancellation type:' dropdown menu is open, showing three options: 'Less than 24 hours' (highlighted), 'More than 24 hours', and 'No Show'. Below the dropdown is a large text input box for the comment. A 'submit' button is located below the comment box. On the left side of the form, there is a link 'Return to previous page'.

Enter the initials of the employee cancelling the reservation in the Comments box and click Submit.



The screenshot shows the 'reservation system' interface. At the top left is a logo with a stylized 'S' and the text 'not's space'. At the top right is the text 'The Cayle Project'. Below the header is a navigation bar with links: Person, Band, Inspect, Help, Logout, and Admin. The main content area has a form with two fields: 'Select a cancellation type:' and 'Enter cancellation comment:'. The 'Select a cancellation type:' dropdown menu is closed, showing the selected option 'Less than 24 hours'. The 'Enter cancellation comment:' text input box is filled with the text 'band flaked on me - bmd'. Below the comment box is a 'submit' button. On the left side of the form, there is a link 'Return to previous page'.

The cancellation type “Less than 24 hours” will automatically create an invoice for that customer with a charge for half the scheduled room time.



reservation system The Cayle Project

Person Band Equipment Inspect Help Logout Admin

Invoice

Customer Info:
Chuck Bass
902-109-0210

Reservation ID: 69
From: 2009-05-04 17:00:00
To: 2009-05-04 17:30:00
Duration: 0.5 hour(s)
Room: Room 9

Equipment Rentals:
None

Room Discount	Bar Charges	Miscellaneous Charges	
None	--select a bar charge-- Enter quantity: 1 <input type="button" value="Add"/>	--select a coupon-- Amount: \$ <input type="text"/> Comments: <input type="text"/> <input type="button" value="Add"/>	--select a waiver-- Amount: \$ <input type="text"/> Comments: <input type="text"/> <input type="button" value="Add"/>
		--select an equipment charge-- Amount: \$ <input type="text"/> Comments: <input type="text"/> <input type="button" value="Add"/>	

Amount due

Type	Description	Amount (\$)	Action
Misc Charge	cancellation - Less than 24 hours	2.50	
Total:		2.50	

[Proceed to make payment](#)

The employee can also choose the cancellation type “No Show” from the dropdown box. The system will automatically choose this category if a reservation is not checked-in within 30 minutes of its scheduled start time. If the employee chooses this cancellation type, s/he must enter his/her initials in the Comments box and click Submit.



reservation system The Cayle Project


Person Band Equipment Inspect Help Logout Admin

Select a cancellation type: No Show

Enter cancellation comment: no show no call - bmd

[Return to previous page](#)

The “No Show” cancellation type, when created by the employee or the system, will automatically create an invoice for the customer with a charge for the full amount of room time scheduled.

 **reservation system** The Cayle Project

PersonBandEquipmentInspectHelpLogoutAdmin

Invoice
Customer Info:
Dot Dash
Reservation ID: 120
From: 2009-05-04 19:00:00
To: 2009-05-04 19:30:00
Duration: 0.5 hour(s)
Room: Room 7
Equipment Rentals:
None

Room Discount	Bar Charges	Miscellaneous Charges			
None	<div>—select a bar charge—</div> <div>Enter quantity: 1</div> <div>Add</div>	<div>—select a coupon—</div> <div>Amount: \$</div>	<div>—select a waiver—</div> <div>Amount: \$</div>	<div>—select an equipment charge—</div> <div>Amount: \$</div>	<div>Comments:</div> <div>Add</div>

Amount due

Type	Description	Amount (\$)	Action
Misc Charge	cancellation - No Show	4.00	
Total:		4.00	

Proceed to make payment