Editing a Booking

1. Under Reservations, click View My Requests to open the Reservation Summary page.
2. Select the reservation request for which you are editing one or bookings. The reservations Details tab on the Reservation Summary page displays summary information for the selected reservation and all its bookings.

3. Click the Edit icon next to the booking that is to be edited. A Request page opens.

   *The Request page that opens depends upon the type of booking that you are editing—a booking for reserving a room, a booking for requesting a room, or a booking for services only.*

4. Edit the information for the booking as needed.

   *Required fields are marked with a red asterisk (*).*

5. At the bottom of the Room Request page, or Room Request Form page, click Update Booking. A message opens indicating that the booking was successfully updated.
6. Click OK. The message closes. You return to the Reservation Summary page with the new or modified information for the booking displayed.