Releasing a Reservation

Last Modified on 02/05/2019 7:24 am ACST

A Reservation can be removed without converting it to an appointment.

To release a reservation:

- 1. In the Calendar right-click the reservation.
- 2. Select Release.
- 3. Confirm the action.

If you are not the user who created the reservation a prominent notice will be displayed indicating it is another user's reservation and a confirmation check box will need to be selected to successfully release the reservation.