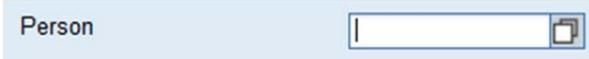


Cancel a Program Subscription

- 1) Click Maintain Bookings/Email



- 2) Enter the employee's personnel number into the Person field near the middle of the screen.



- 3) Click the Cancel Participation button at the top of the screen.

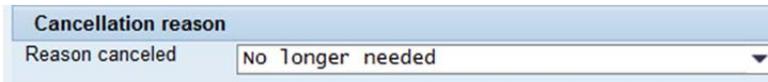


- 4) Select the program to be cancelled.



01/03/2012	12/28/2012	CPTP Supervisory Group 1 Program	CPTPSupGrp1	Course Pr
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- 5) Select the appropriate reason for cancellation.



Cancellation reason
Reason canceled: No longer needed

- 6) Click Cancel. The course program pop-up box may appear with any courses already booked as part of the program. For any courses you do NOT wish to cancel, be sure to deselect the trash can icon to keep the seat.

