## ¿Cómo cancelar un salón reservado?

## OFICINAS

1. Si eres usuario Oficina debes ingresar a un espacio, dar click en el ícono del directorio a mano derecho "My reservations" e ingresar a la reserva en cuestión

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2. Dentro de la reserva, ubicarse en "Time and room information" y dar click en el ícono "Edit". Luego chequear con un chulo el box del estatus del salón y presionar el ícono en rojo de cancel, dar click en "save" y colocar un comentario opcional al aprobador del espacio sobre la razón de la cancelación. Con esto estará finalizada tu cancelación de salón

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PERSONAS (Estudiantes, profesores o funcionarios)

 Si eres usuario Personas debes ingresar a un espacio, dar click en el ícono del directorio a mano derecho "My bookings" en caso de ser estudiante o "My request" en caso de ser profesor o funcionario e identificar la reserva en cuestión

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2. Ir al ícono de "Cancel" dar click y con esto el salón reservado ha sido cancelado

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