



Choose appropriate month




Adelaide Microscopy

Managing Bookings

By clicking any of these calendar options, you can click on an existing booking and, at the bottom of the new window that appears, press the edit (pencil) button or delete button.

By clicking '**Monthly Bookings**' you can see a list of your bookings for that month, and there are edit and delete buttons for each of the bookings.

Alternatively, you can go to **Booking** **My Bookings** from the left menu, select the date range you wish to search in and choose the booking you would like to edit from the available list.

-  New booking icon: click this if you want to make a new booking for the same item. The booking window will open - follow the steps in the AM Booking Equipment guide.
-  Edit icon: click this to edit the booking details such as date, time, equipment, project, comment or accessories. Click '**Update**' to confirm.
-  Delete icon: click this to delete the booking. You will be prompted to confirm the deletion.