



Editing Reservations by Cancelling Segment

1

- (1) Retrieve RESERVATION
- (2) Ensure SEGMENT section is active

2

Click CHANGE SEG [ctrl + 2]

3

- (1) Highlight the segment to be cancelled
- (2) Click CANCEL SEG [ctrl + 4]
- (3) Input cancellation charge, if applicable

4

- (1) Click CONTINUE [ctrl + 9]
- (2) CLOSE [ctrl + c]

5

Proceed to next function