

# How to cancel a booking in ORB

You can cancel a booking by visiting ORB on the [SISO app](#) or in a [web browser](#).

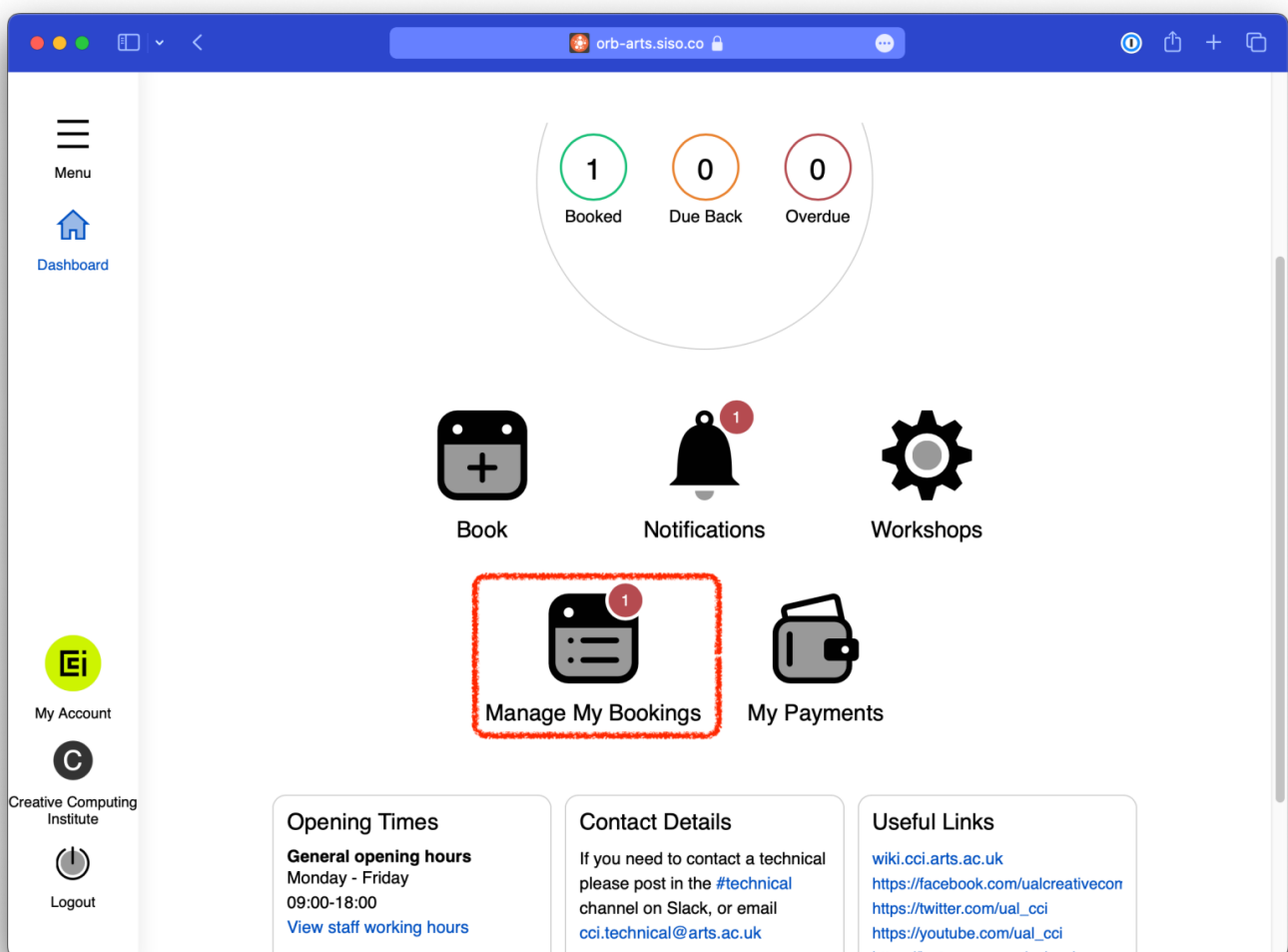
You can book a space at CCI by using the [SISO app](#) or in a [web browser](#).

## Step 1 - Login

For more information, see our [guide on how to login to ORB and check your store](#).


## Step 2 – Dashboard


From the Dashboard, when you first log in, scroll down a bit and click "Manage My Bookings":





## Step 3 – Find the Booking to cancel


Find the cancel button next to your booking, it may read "Cancel All" this will only cancel the booking inside its next to.


Show Filters 


Thu 18th Apr 2024 - 01:30  1



 **Collect:** Thu 18th Apr 2024 - 01:30

 **Return:** Thu 18th Apr 2024 - 03:30

 **Booking Duration:** 2 hrs

 **Store:** Creative Computing Institute

Edit All

Cancel All

## Step 4 – Reason

Put a reason if there is one; this is not required, and confirm the cancellation.

Please don't leave important information in this box as it may not be seen, you can always post in Slack or ask a technician for help.

## Cancel Booking



PC: D0064

Collect: 18/04/2024 01:30

Return: 18/04/2024 03:30

Reason for Cancelling

Reason for Cancelling

Cancel Booking

## Step 5 – Cancelled

You'll see a red box confirming the booking was cancelled.



**Booking Cancelled**

---

Revision #7

Created 11 April 2024 14:44:13 by Tom Lynch

Updated 29 April 2024 22:23:02 by Tom Lynch