

How to cancel a booking in ORB

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

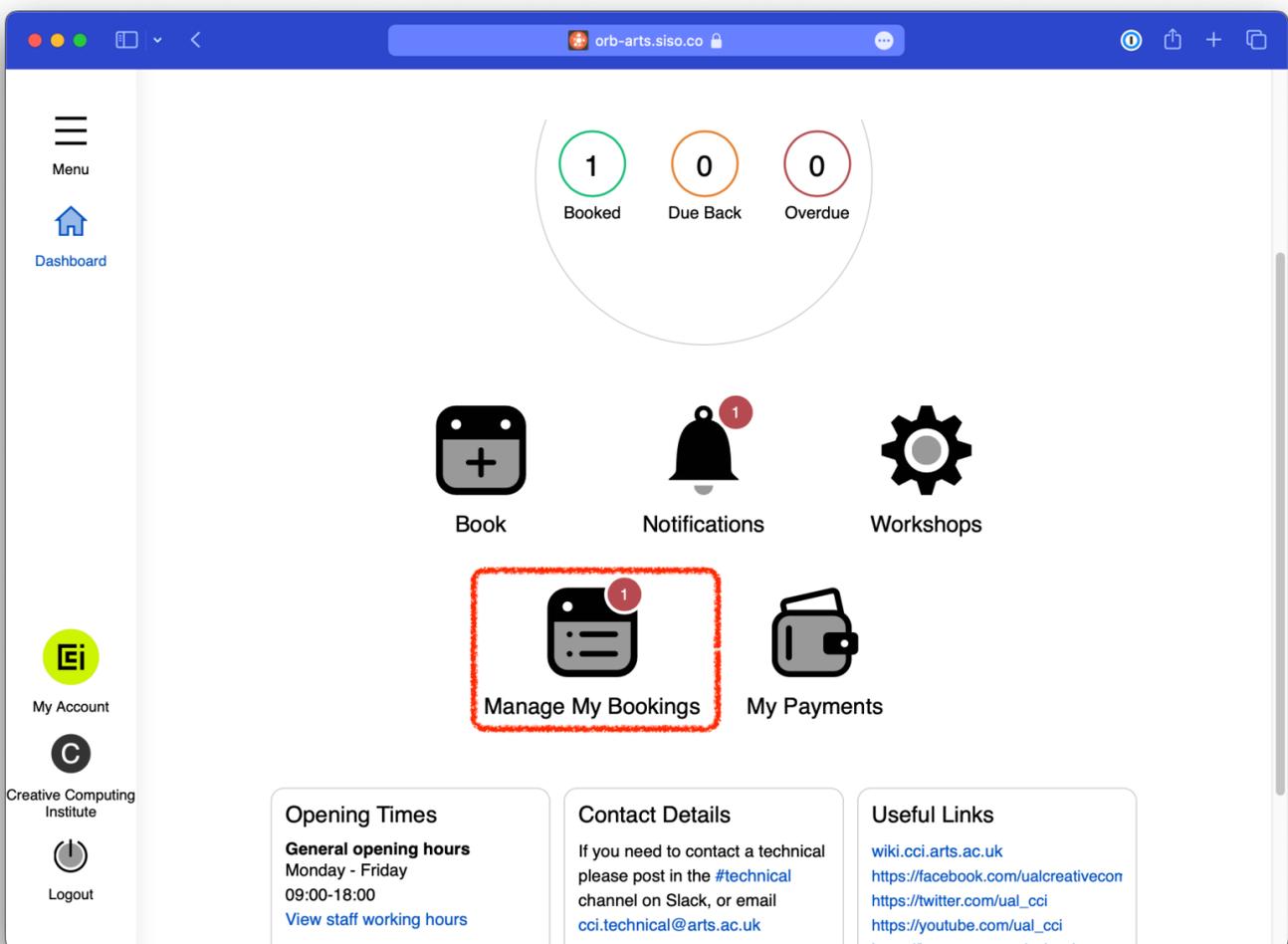
You can book a space at CCI by using the [SISO app](#) or in a [web browser](#).

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.

Q Search...

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

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