HOW TO CANCEL AND/OR DELETE AN EVENT OR ROOMBOOKING IN BANNER SIS
Event Form (SLAEVNT)

General:

Unlike 25E, there will be no on-line <CAN> on cancelled roombookings showing on a list (i.e. no history). If you delete a room in Location Management or a line of DATES/DAYS/TIME information or an entire Event, it's gone forever. It will not show on any on-line list or printed report.

You can however delete/cancel just the BLDG/ROOM and leave the Meeting Times and the Event Information. Events can exist in Location Management that have no Building/Room (roombookings) on their Meeting Times. Events can even exist with no DATES/DAYS/TIMES!

Therefore, if you think you may "re-use" an Event, don't delete the Event, simply cancel (delete) the rooms you booked for it.

- To cancel a room, simply delete the Room field in the Meeting Times block and **Save**. If you wish, you can leave the Building field as is. *You may want to do so as a reminder of what Building the contact wanted.*

- To delete an entire line of DATES/DAYS/TIMES and BLDG/ROOM, put your cursor in any field on the line you want to delete (the line will be yellow and highlighted) and click on **Record** from the File Menu. Select **Remove** from the pull-down menu. **Or** press **Ctrl-R**, then **R** again. You may also use the **Record Remove** icon from the tool bar and **Save**. Repeat for any other lines of DATES/DAYS/TIMES that you want to delete.

- To delete an entire Event, you must delete all lines of DATES/DAYS/TIMES and Save (Meeting Times block must be empty). Then in the Event Information block, click on Record from the File Menu. Select **Remove** from the pull-down menu. Or press **Ctrl-R**, then **R** again. You may also use the **Record Remove** icon from the tool bar and **Save**. An **Error** message will display on the Auto-Hint line: "*ERROR* All event data will be deleted, SAVE to continue, CTRBLK to quit." Once you press SAVE, it's gone.

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