

LSO Supervisor Canceling Bookings/Prebookings for Employees

As a supervisor, you can also use the **“Manage Participation”** function to cancel your employees from trainings, cancel their prebookings or modify their existing prebookings with a new date or location.

To cancel an employee booking:

1. Click on the **“Manage Participation”** link in your left-hand navigation bar.
2. Use the **LSO search procedure** to find the employee.
3. Click the box next to the employee’s name.
The name and information is highlighted in yellow.
The employee’s current training activities populate.
4. Click the box next to the course name.
The course is highlighted in yellow.
5. Click the **“Cancel Participation”** button
A pop-up box appears asking you to select a reason code for the cancellation.
6. Select **“Supervisor cancels attendance booking.”**
7. Click “OK.”
8. Click the **“Next”** button.
The confirmation screen appears.

To change or cancel an employee Prebooking

1. Complete steps 1 – 3 above.
2. Select the **“Prebooked Courses”** tab.
3. Click the box next to the course name.
The course is highlighted in yellow.
The **“Delete Prebooking”** and **“Change Prebooking”** buttons are active.
4. a. Click the **“Delete Prebooking”** button to delete.
A confirmation pop-up box appears.
Click **“Yes.”**

b. Click the **“Change Prebooking”** button to modify.
A pop-up window appears which gives you the option of changing the validity dates and/or location.
Click **“OK”** after making your changes.
5. Click the **“Next”** button.
The final confirmation screen appears.