

**Deem Training Clip -
Cancelling a Trip
(Version 2, March 28, 2014)**

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1 Topic Overview

1.1 Series Objective

Outline several diverse topics within Deem@Work.

1.2 Document Objective

Provide the steps to successfully cancel a trip previously put on hold or purchased.

2 Cancelling a Trip

1. Sign into **Deem@Work** with your Username and Password. Click the **Sign In** button.
2. From the **deem@work home** page expand the trip to be cancelled by either clicking on the arrow in front of the trip, or the trip name.
3. The trip is expanded. Click the **Cancel this trip** link.
4. The Travel | Cancel Trip Assistant page is displayed. Click **the Confirm Cancellation** button.
5. The Travel | Cancel Trip Assistant page is displayed. Click **Done**.
6. An email is sent to the traveler with the trip cancellation details. The status of the trip in **Upcoming Reservations** is now "Cancelled".

7.