

# Delete a Booking

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**Please be advised; once a booking has been deleted it will be permanently removed from the database, and it is not recoverable.**

Deleting cross rentals, purchase orders and transfers that are assigned to bookings can affect item availability in those bookings; this can cause unexpected shortages. Consider canceling the booking instead, please refer to the 'Cancel a Booking' section for more information.

To delete a booking right click and select Delete. You will be prompted to confirm. Once confirmed the system will ask for a deletion reason. This is a mandatory field. The system will also display a booking hardcopy for further confirmation. Once deleted the booking will no longer display in the main booking grid.

