

[MHub Support](#) > [Showroom](#) > [Bookings](#)



Articles in this section



How do I Cancel a Booking?

3 years ago · Updated

[Follow](#)

▼ Not available for Agent and Basic Siteplan user access role
View [User account types](#) for more info

Bookings > (Unit #/Purchaser's Name) > Booking Overview

1. Click **Bookings** at the Showroom homepage
2. Click on the unit number you would like to cancel (Use the search function to search for the specific unit number or purchaser's name)
3. Select **Cancelled by developer** at the status dropdown
4. Select the **Cancellation Reason** from the drop-down, and enter any relevant notes.
Cancellation Reason can be configured manually using [these steps](#).

Change status to Cancelled by Developer?

Cancellation reason* (required)
Cancelled by Developer

Update Notes* (required)
Completed all deposit payment

☒ **Cancel all pending loan applications**

Cancel **Confirm**

5. Select checkbox **Cancel all pending loan applications**

This will cancel the loan process and automatically inform all bankers about the cancellation via SMS

6. Click **Confirm**

Was this article helpful?

☒ Yes ☐ No

1 out of 2 found this helpful

Have more questions? [Submit a request](#)

Return to top

Related articles

[How to setup Cancellation Reasons?](#)

[User Account Types](#)

[How do I approve or decline a reserved booking?](#)

[Credit Check Status](#)

[How can Headquarters \(HQ\) Role Reset Password](#)

