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How do I delete a payment or attachment for a booking?

3 years ago · Updated

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Bookings > (Unit Number)

1. Click **Bookings** at the Showroom homepage
2. Click on the specific booking you would like to edit
3. Scroll down to the **Payment** section
4. Click on the blue icon, ()
5. Click **Cancel Transaction**

You may also choose to only delete the **Attachment** of the payment.

1. Click **Bookings** at the Showroom homepage
2. Click on the specific booking you would like to edit
3. Scroll down to the **Payment** section
4. Click on the file tied to the **Attachment**
5. Click on the red icon, () to remove the attachment
6. Upload a new attachment if needed

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