	Navigation Note	IT System	**Group Account**
SIEMENS Gamesa RENEWABLE ENERGY	**How to cancel or change a No Name booking**	Date Owner	30/06/2021 **SGRE HR ORG&DEV WU**

Phase	Explanation	Navigation
Find the user	1. From the main SG Training Web page go to **My Group Account.** 2. Write down % in the department field (it will allow you to see all the group members) 3. Click the **search** button.	> My Group Account **Department:** % search
Go to booking administration	1. Select **Booking Administration** tab	Booking Admin.
Find the relevant No name bookings	1. Select what **kind of booking** you are searching 2. Adjust the **timespan** 3. Finish by clicking **Search**	⦿ NoName bookings ◯ NoName bookings and personalized bookings from Apr 2017 ⌄ to Sep 2017 ⌄ search
Cancel a No Name booking	If you need to **cancel** the No Name booking: 1. Expand the month with No Name booking by clicking the + 2. Select the action icon 3. Select **Cancel this Noname-booking** button	⊞ July 2017 (43) ✎ Cancel this NoName-Booking
Change a No Name booking	If you need to **change** the No Name booking: 1. Expand the month with No Name booking by clicking on the + 2. Select the action icon 3. Type in the participant's surname or/and GID 4. Click the **Search** button 5. Apply changes by clicking the 'replace' icon	⊞ July 2017 (43) ✎ Surname GID Search ⥂
Submit all modifications	1. Click **Submit all modifications** to save your changes	Submit all modifications