

# Cancelling a WOTY Table

Last Modified on 10/24/2024 8:55 am EDT

## Cancelling a WOTY Table

**Creation Date:** Oct 24, 2024  
**Created By:** Bridget Fairbanks

### 1. Click on Tables

Extensions

✖ Wall Of Recognition

✖ CP Submissions

✖ RSL Confirmations

✖ Additional notes

✖ WOTY Table Pre-...

✖ Event Sponsors

✖ Tables

✖ Web Logins

% Promotions

👥 Social Activity HL

✖ Event setup forms




✖ Communication Si...

✖ New Company Re...

✖ CP Exit Surveys

(Schubert, K...	...
(Guida) McColley,...	Atlas
(Imbriaco) Haas, ...	North Highland
(NS-DDU, B23-11...	Takeda Pharmace...
(Schen) Alix, Allison	Pfizer Inc.
(Segner) Bass, Ali...	CSL
(Wesche) Baars, K...	
, Chuyên Cá Cược...	
., Karishma	IQVIA RDS India P...
., Sanghamitra	Eli Lilly and Comp...
., ScalaCode	Medisca Inc.
.Barbery, Katuska	
0. 0	

### 2. SELECT THE TABLE AND THEN CLICK ON EDIT

UX 365 Online		Try the new look		
Grid view	Show Chart	 Edit	 Activate	 Deactivate
Tables - FINAL				
Table 1	Created On	Company	Account	
\$0.00	10/23/2024 1:00 PM	Leena & Test 12345678	Gademski, John	
\$0.00	10/22/2024 3:00 PM	Sample Test Company	Piceno, John	
\$0.00	10/22/2024 9:00 AM	Sample Test Company	Piceno, John	
\$0.00	10/22/2024 9:00 AM	Sample Test Company	Piceno, John	

3. CLICK ON RELATED EVENT REGISTRATIONS (SEATS)

X 365 Online

Try the new look

ive

Save & Close

New

Deactivate

Delete

Refresh

Check Acc

Premium Table - Front of Ballroom (1) - Saved

on

Table Description

Related Event Registrations (Seats)

Activities and Notes

Identifier	2025 WOTY Premium Table - Fron...	WOTY Meeting	2025 HBA V
	Sample Test Company	Registration Type for Seats	2025 Premi
ontact	Gademsky, Leena	Table Invoice	Product sal
	Purchase Complete - Table Unassign		
ention	---	Created On	10/22/2024 9:43 AM
le	---	Cancellation Request Online	No

#### 4. SELECT ALL 10 SEATS

ounts

tacts

ices

ice Details

ransactions

ls

ortunities


g


## 2025 WOTY Premium Tab


Table Information	Table Descri
Toggle selection of all rows	
<input checked="" type="checkbox"/>	Meeting ↑ ▾
<input checked="" type="checkbox"/>	<a href="#">2025 HBA Woman of the</a>
<input checked="" type="checkbox"/>	<a href="#">2025 HBA Woman of the</a>
<input checked="" type="checkbox"/>	<a href="#">2025 HBA Woman of the</a>
<input checked="" type="checkbox"/>	<a href="#">2025 HBA Woman of the</a>


5. CLICK ON MORE COMMANDS

Refresh


 Check Access




 Share



Activities and Notes    Related ▾

 Assign Event Registrati...



Invoice ▾

Partic

[Product sales-2025 WOTY...](#)

Part

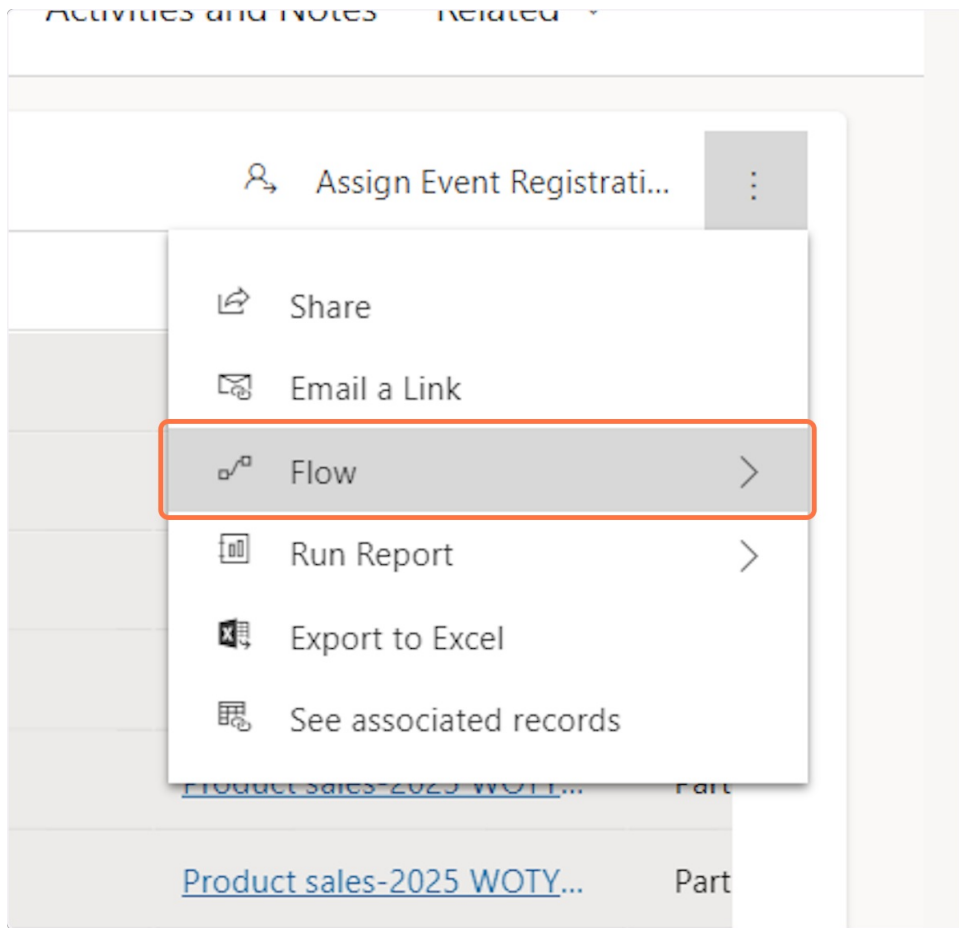
[Product sales-2025 WOTY...](#)

Part

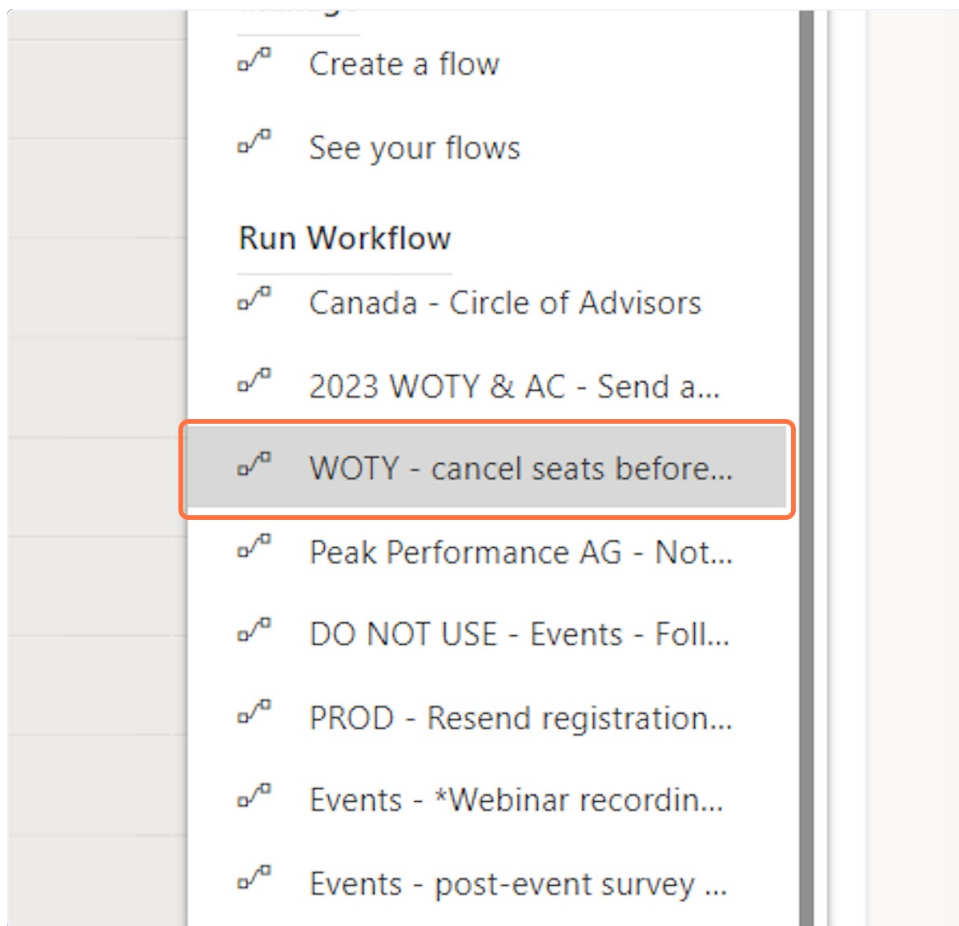
[Product sales-2025 WOTY...](#)

Part

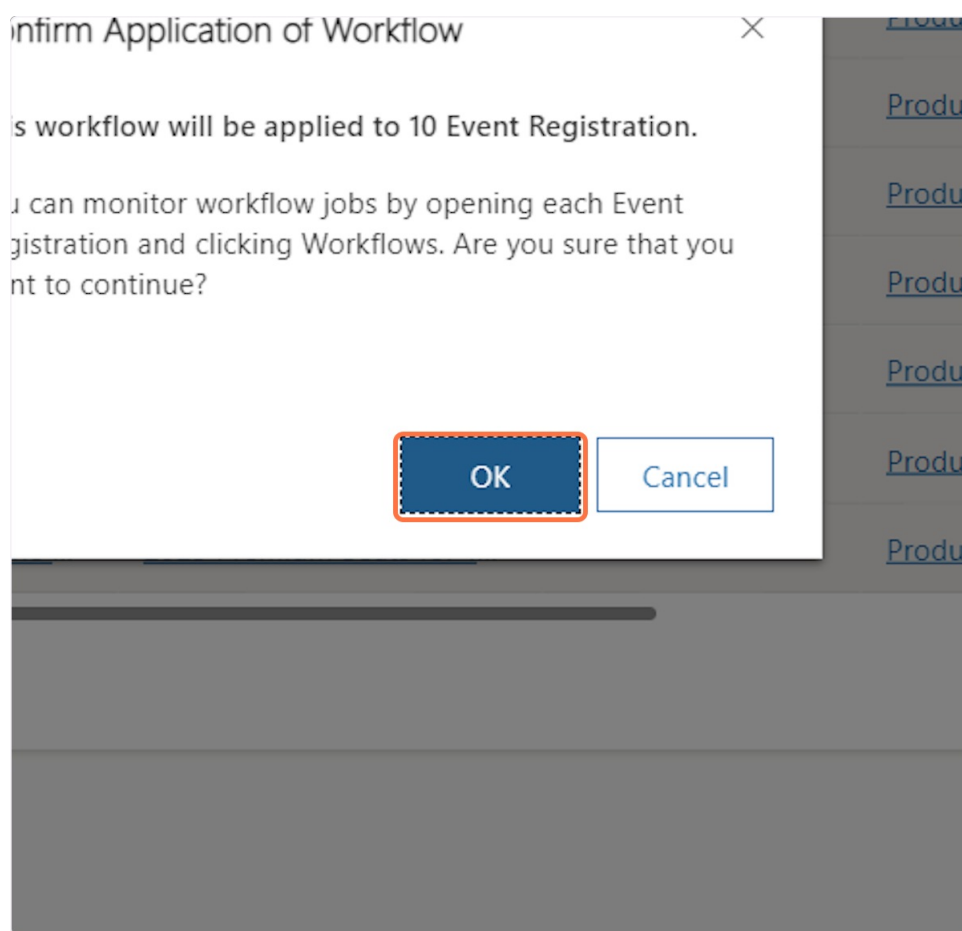
6. CLICK ON FLOW



7. CLICK ON WOTY - CANCEL SEATS BEFORE DELETING THE TABLE







8. CLICK ON OK





9. CLICK ON REFRESH





Try the new look ☐




 Deactivate

 Delete

 Refresh


 Check Access





### Room (1) - Saved


Event Registrations (Seats)


Activities and Notes

Related 

 Assign Event Registrations



Contact 

Invoice 

[Seats for T...](#)

[Product sales-2025 WOTY...](#)

[Seats for T...](#)

[Product sales-2025 WOTY...](#)

[Seats for T...](#)

[Product sales-2025 WOTY...](#)

10. CLICK ON RELATED EVENT REGISTRATIONS (SEATS)

X 365 Online
Try the new look

ive
Save & Close
New
Deactivate
Delete
Refresh
Check Acc

Premium Table - Front of Ballroom (1) - Saved

on
Table Description
Related Event Registrations (Seats)
Activities and Notes

Identifier	2025 WOTY Premium Table - Fron...	WOTY Meeting	* 2025 HBA V
	Sample Test Company	Registration Type for	* 2025 Premi
ontact	Gademsy, Leena	Table Invoice	Product sal
	Purchase Complete - Table Unassign		
ention	---	Created On	10/22/2024
			9:43 AM
le	---	Cancellation Request	No
		Online	

11. MAKE SURE ALL 10 SEATS WERE REMOVED. IF NOT, CLICK REFRESH AND THEN REPEAT STEPS 9 & 10 UNTIL ALL SEATS ARE GONE.

TECH UX 365 Online Try the new look

Save Save & Close New Deactivate Delete Refresh Check Access Share

2025 WOTY Premium Table - Front of Ballroom (1) - Saved

Table

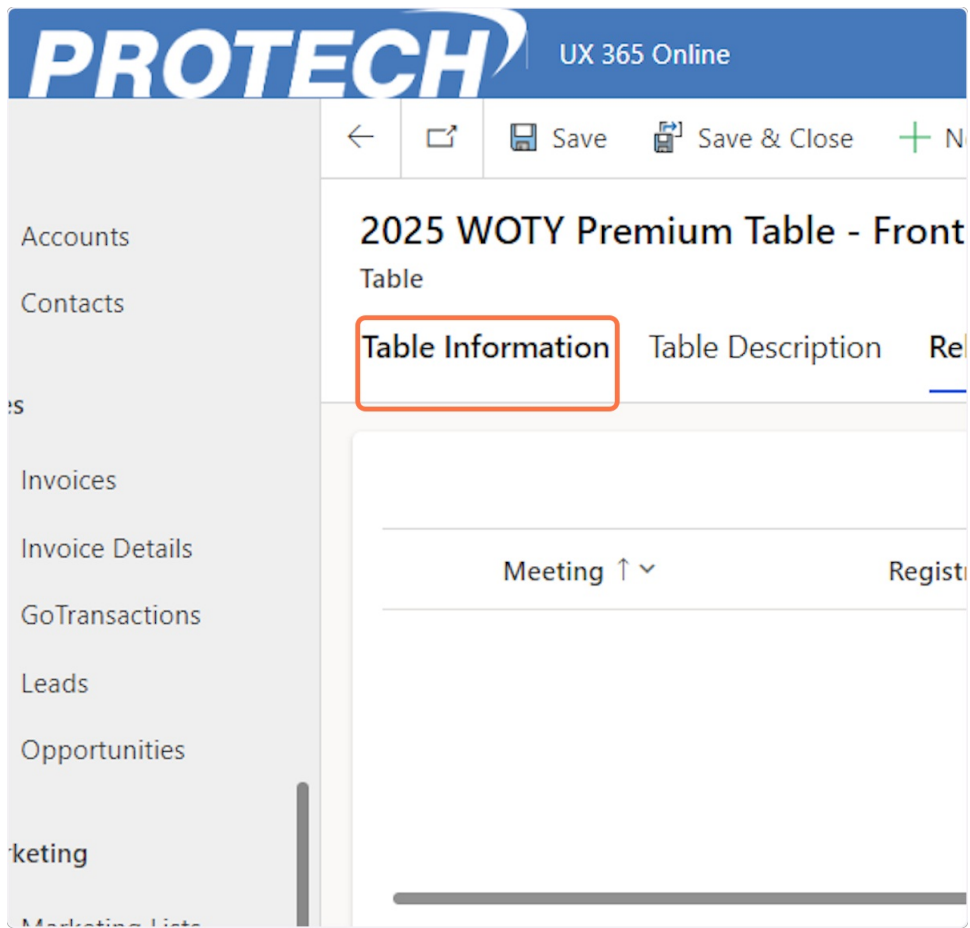
Table Information Table Description **Related Event Registrations (Seats)** Activities and Notes Related

Refresh Flow

Meeting ↑	Registration ↑	Contact	Invoice	Parti
No data available				

0 - 0 of 0 Page 1


12. CLICK ON TABLE INFORMATION






13. CLICK ON TABLE INVOICE


Activities and Notes    Related

---

ing    \*     2025 HBA Woman of the Year (WO...

Type for    \*     2025 Premium Seats for Table Purc...

e     Product sales-2025 W...    X    

10/22/2024    

9:43 AM

n Request    **No**

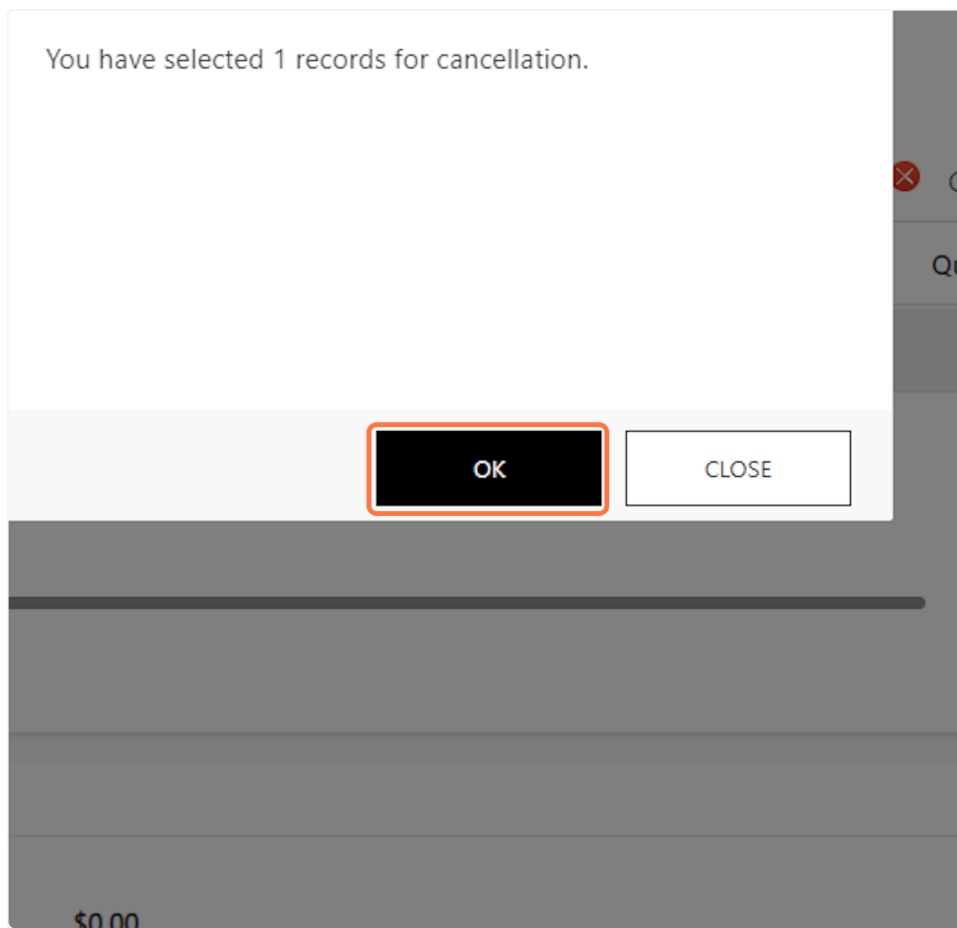
14. SELECT THE TABLE LINE ITEM AND THEN CLICK ON CANCEL

Cancel

Edit Properties

atch ▾	Price Pe... ▾	Quantity ▾	Discount ▾
8906	\$9,000.00	0.00	\$0.00

15. CLICK ON OK



16. CLICK ON SAVE & CLOSE


TECH


UX 365 Online


T


←

↗

 Save

 Save & Close

 Select Batch

 Add

!

You are working in batch number: 018906. Batch Date: 10/24/2024 - Daily USD Bat

Product sales-2025 WOTY Premium Table - Front c

Invoice

Summary

Addresses

Administration

Notes

Related


▼

Product

Email Confirmation

Sent Date

---

 VAT Invoice Number

---

PO Number

---




Tax Exempt Number


---


17. CLICK ON DELETE





Try the new look ☐




 New

 Deactivate

 Delete

 Refresh

 Check Ac

Front of Ballroom (1) - Saved


Related Event Registrations (Seats)

Activities and Notes

Premium Table - Fron...

WOTY Meeting


\*

 2025 HBA

Test Company


Registration Type for

\*

 2025 Prem

sky, Leena

Table Invoice

 Product sa

omplete - Table Unassign

10/22/2024

18. CLICK ON DELETE

## Confirm Deletion



Do you want to delete this Table? You can't undo, but you can request an admin attempt to recover the Table if needed.

See Recycle Bin (<https://go.microsoft.com/fwlink/?linkid=2264254>) for more details.

Delete

Cancel

No