

Appendix E – Cancel Booking

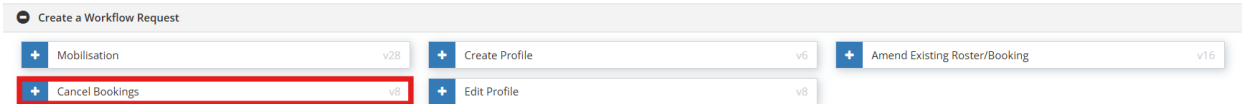
Step by step guide for cancelling an approved and committed travel booking within +Process.

This workflow is for cancelling travel only and any site entry cancellation needs to be advised by email to the Site Administrator / Site Contact.

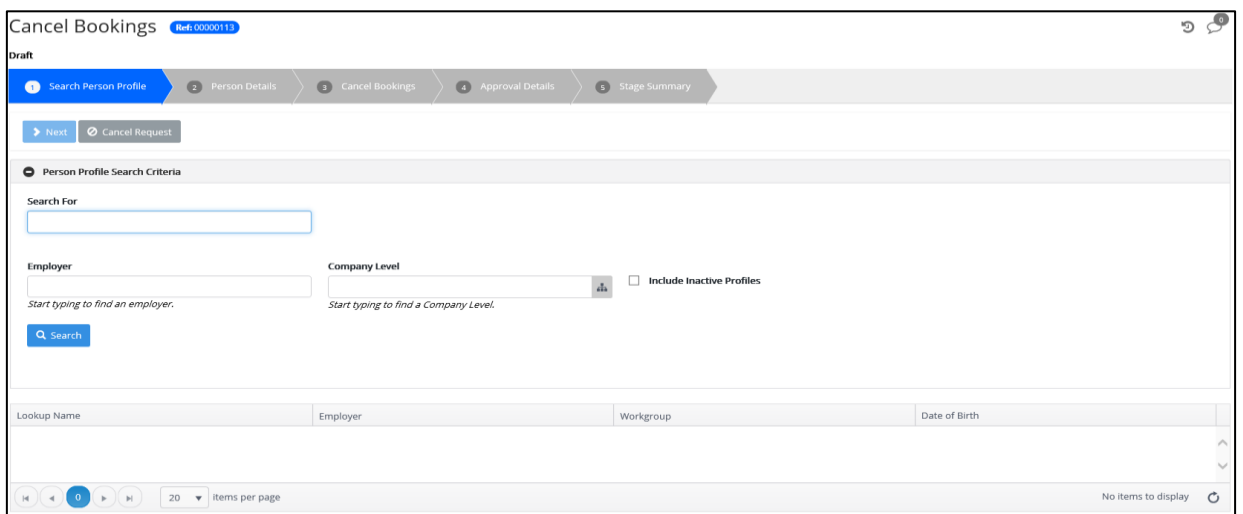
Note: If a Site Entry Profile hasn't been approved and committed it can be cancelled within the request.

1. Open the +Process module using the following link <https://northernstarresources-process.inxsoftware.com/>

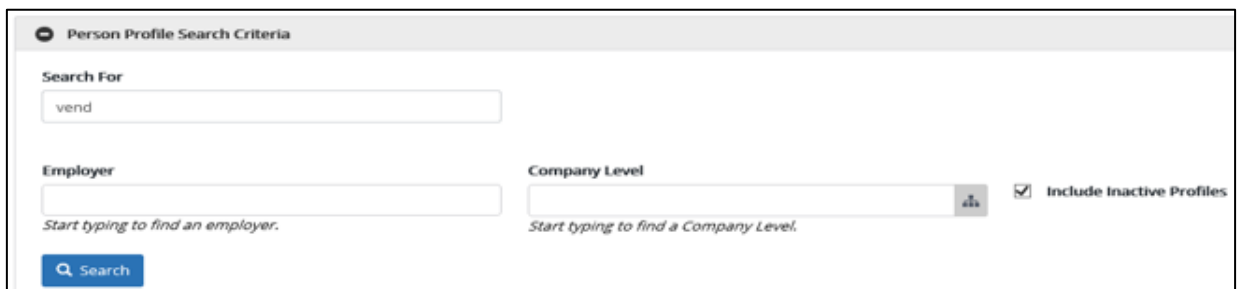
2. The Dashboard will open, click on the 'Cancel Bookings' tab under 'Create a Workflow Request'.



3. Search Person Profile page will open.



4. To search, type part of the person's first or last name (not both) in the search box and then click on the search button.



5. Profiles matching the naming description will then display at the bottom of the page. Check the date of birth matches the profile of the person requiring their booking cancelled and then double click on the Lookup Name to open the profile.

Lookup Name ↑	Employer	Workgroup	Date of Birth
DESERT GOLD VENDING - KIUNDANA Inactive	Desert Gold Vending Machines	KAL - EKJV - RHP Mining - Tech - UG Contractor	
GOVENDER, Indran Inactive	Baseline Group	PAU - Administration - Surface Contractor	23/02/1969
INX, Vendor	INX SOFTWARE	ALL - Site Transfers	01/01/1900
KAL - DESERT GOLD VENDING - KB Inactive	Desert Gold Vending Machines	KAL - KB - Mgmt Admin - Surface Contractor	

Prepared by:	Jessica Woodall	Document Status:	Controlled
Approved by:	Superintendent – H&S – Tech Data	Review Date:	18/09/2028
		Approver's Signature:	Candice Boyd

Document No:	NSR-OHS-022H-GUI
Revision No:	3.0
Issue Date:	18/09/2026
Page No:	1 of 5

6. The People Profile details will appear automatically populated and are un-editable within this tab. Click on 'Next' to progress to the Cancel Bookings tab.

Personal Details

First Name Vendor	Last Name INX	Lookup Name INX Vendor	Employment Class Long Term Contractor
Date of Birth 01-Jan-1900	Workgroup ALL - Site Transfers	Gender Unknown	Home Port Perth
Work Site -	Employer INX SOFTWARE	Role LMS Test Role	Roster Sick Leave
Date Commenced 01-Jul-2018			

7. On the Cancel Bookings details tab, complete all mandatory fields that have a red asterisk next to them:

Roster Preview

Roster Preview for Period: Nov 2019 Days (1-35)

Refresh

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Proposed																														
Actual																														
Planned	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO	RR	RR	RR	RR	RR	RR	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO	KDO

Cancellation Selection

Select 'Show Bookings' to review cancellations.

Cancel Date From * Cancel Date To * Reason *

Show Bookings

Work Status Code *

Select the Work Status Code

Comments

Comments

- Cancel Date From = first date of the booking that needs cancelling
- Cancel Date To = last date of the booking that needs cancelling
- Reason = explanation on why the booking is being cancelled
- Work Status Code = -- Revert to Planned --
- Comments = any additional comments for the Site Administrator, if required

Cancellation Selection

Select 'Show Bookings' to review cancellations.

Cancel Date From * Cancel Date To * Reason *

28-Nov-2019 30-Nov-2019 Working Onsite Show Bookings

Work Status Code *

-- Revert to Planned --

Select the Work Status Code

Comments

Comments

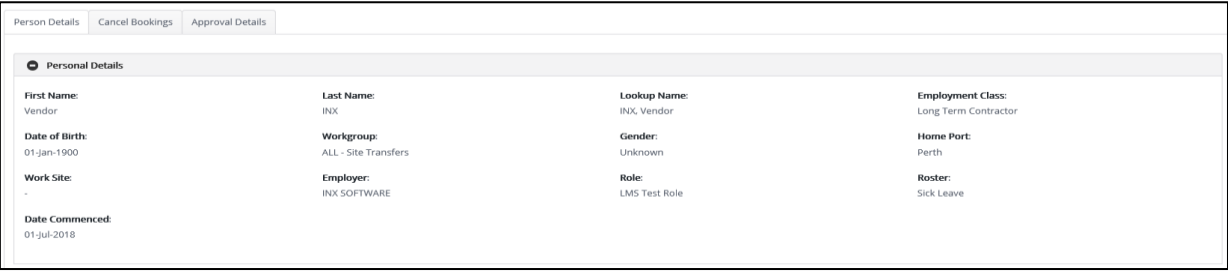
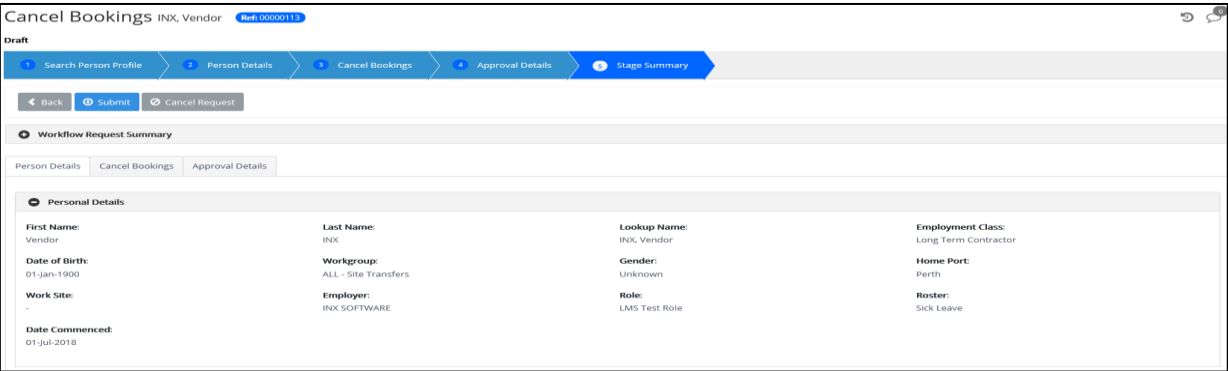
Once all mandatory fields have been completed, click on 'Save'.

Note: If mandatory fields are not completed the following error message will appear and you won't be able to continue to the next page until the fields have been populated.

Unable to submit the page as one or more validation errors occurred.

Prepared by:	Jessica Woodall	Document Status:	Controlled
Approved by:	Superintendent – H&S – Tech Data	Review Date:	18/09/2028
		Approver's Signature:	Candice Boyd

Document No:	NSR-OHS-022H-GUI
Revision No:	3.0
Issue Date:	18/09/2026
Page No:	2 of 5

8.	Once the Cancel Bookings details have been completed, click on the 'Next' button, at any stage you wish to exit and return later click on the 'Save' button. If you do not want to go ahead with the profile click on 'Cancel Request'. 
9.	On the 'Approval Details' tab, one level of approval will need to be selected. 
10.	Click in the 'Approver' drop down list and select the applicable Site Administration. Approver *  <i>Start typing to find an approver.</i> Once the 'Approval Details' have been completed, click on the 'Next' button, at any stage you wish to exit and return later click on the 'Save' button. If you do not want to go ahead with the profile click on 'Cancel Request'. 
11.	The 'Stage Summary' tab will summarise all of the details provided for the Cancel Booking request. Note: All changes / amendments to the travel will be highlighted in blue.  Click on each tab and review the details that have been supplied, if any changes are required click on the 'Back' button which will take you back to the editable profile where you can move back through the tabs. 
12.	Once the profile is complete and all information provided is correct click on the 'Submit' button. The profile will then be sent to the Site Administrator for approval. Click on the Dashboard to exit the profile. 

Prepared by:	Jessica Woodall	Document Status:	Controlled
Approved by:	Superintendent – H&S – Tech Data	Review Date:	18/09/2028
		Approver's Signature:	Candice Boyd

Document No:	NSR-OHS-022H-GUI
Revision No:	3.0
Issue Date:	18/09/2026
Page No:	3 of 5

13. **Note:** At any stage you would like to communicate or leave a message for the Administrator you are able to insert a comment within the request.

At the top right hand corner of the profile there is a speech bubble that will show all communication / comments.

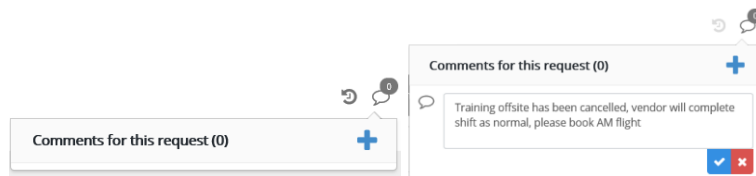


Once a comment has been added to the system it can't be deleted and will remain within the profile where both the Administrator and Initiator will be able to view.

Note: Email notifications will not occur for internal comments. Once a comment has been added, to view the person must click on the speech bubble icon within the request.

Notifications for comments will only occur via email when the profile has been declined or returned to the initiator.

To create a new comment, click on the speech bubble and a notification drop down box will appear, click on the blue + button to add a new comment. Once a comment has been added click on the blue tick to save or on the red cross to delete.



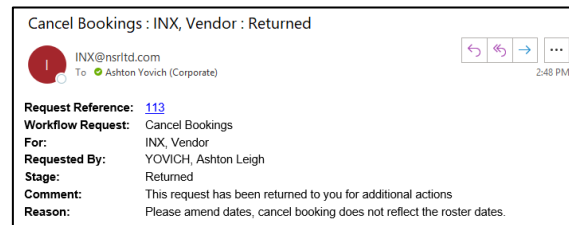
Approval Notifications:

14. **Returned for Editing:**

If the cancel booking request has been returned the following email notification will be sent.

Within the email refer to the comments and the reason behind the return.

You will need to go back into the request, (click on the request reference number to open the profile), edit the profile as requested and then re-submit for approval.



15. **Committed:**

If the cancel booking request has been approved the following email notification will be sent.

All roster / travel changes have uploaded into INX and no further action is required for this request.



Prepared by:	Jessica Woodall	Document Status:	Controlled
Approved by:	Superintendent – H&S – Tech Data	Review Date:	18/09/2028
		Approver's Signature:	Candice Boyd

Document No:	NSR-OHS-022H-GUI
Revision No:	3.0
Issue Date:	18/09/2026
Page No:	4 of 5

16. Declined or Cancelled:

If the cancel booking request has been declined or cancelled the following email notifications will be sent and the request will then be closed in the system and will not upload to INX.

For further information regarding the decline or cancellation please see the Site Administrator.

Cancel Bookings : INX, Vendor : Declined



INX@nsr ltd.com
To Ashton Yovich (Corporate)

2:51 PM

Request Reference: 114

Workflow Request: Cancel Bookings

For: INX, Vendor

Requested By: YOVICH, Ashton Leigh

Stage: Declined

Reason: Cancel booking has been declined, incorrect details provided.

Comment: This request has been declined

Cancel Bookings : INX, Vendor : Cancelled



INX@nsr ltd.com
To Ashton Yovich (Corporate)

2:49 PM

Request Reference: 113

Workflow Request: Cancel Bookings

For: INX, Vendor

Requested By: YOVICH, Ashton Leigh

Stage: Cancelled

Comment: This request has been cancelled

Dashboard Home Page

17. At any stage, if you have saved and exited the Cancel Booking workflow, you can reopen and continue editing the profile.

Go to the Dashboard on the +Process home page, navigate down to the In Tray - under 'Cancel Booking', click on 'My Draft'.

 Dashboard

Create a Workflow Request

+ Mobilisation v6

+ Change Roster / New Booking v6

+ Cancel Bookings v5

+ Edit Profile v5

In Tray

Cancel Bookings 3 Total

 My Draft 1

 My Cancelled 1

 My Declined 1

Change Roster / New Booking 3 Total

Edit Profile 3 Total

Mobilisation 5 Total

The workflow request screen will open, click on the reference number to open the Cancel Booking request.

	↓ Re...	Workflow Type	Status	Initiator	Person	Employer	Employment Class	Cancellation Date From	Cancellation Date To
	155	Cancel Bookings	Draft	YOVICH, Ashton Leigh					
	166	Cancel Bookings	Draft	YOVICH, Ashton Leigh					

The profile will open to the last screen that was saved and editing can continue.

REVISION HISTORY

Revision Number	Date	Changes made to document
1	20/01/2020	New Document
2	17/05/2023	Full revision of content.
3	18/09/2026	Full review complete for Quartex Outage

Prepared by:	Jessica Woodall	Document Status:	Controlled
Approved by:	Superintendent – H&S – Tech Data	Review Date:	18/09/2028
		Approver's Signature:	Candice Boyd

Document No:	NSR-OHS-022H-GUI
Revision No:	3.0
Issue Date:	18/09/2026
Page No:	5 of 5