March 17, 2009 revision

Attention RTEs:
                Below are the steps to perform if you wish to cancel an EDO day that you have already booked.

Step 1: Access Screen 20 in MAC4
Step 2: Press F10 'SHOW REQUESTS'
Step 3: Place a 'x' next to the date which you want to cancel
Step 4: Press ENTER
Step 5: Press F9 to delete
Step 6: Press F3 to exit

Your EDO day should now be cancelled, and you may re-book when you wish as long as it is 72 hours in advance. Please be reminded that EDOs may be booked through the VRU or on your local CMA kiosk. The cancellation process, however, can only be done by using the above steps on the CMA kiosk. The booking and cancellation of EDO days are entirely managed by the individual, and the CMC is not able to arrange EDO days for you.

Thank you,
        CMC Management