



Case Study 20: How to release a reservation

In order to alter data, make comments etc. it is essential to have ownership.

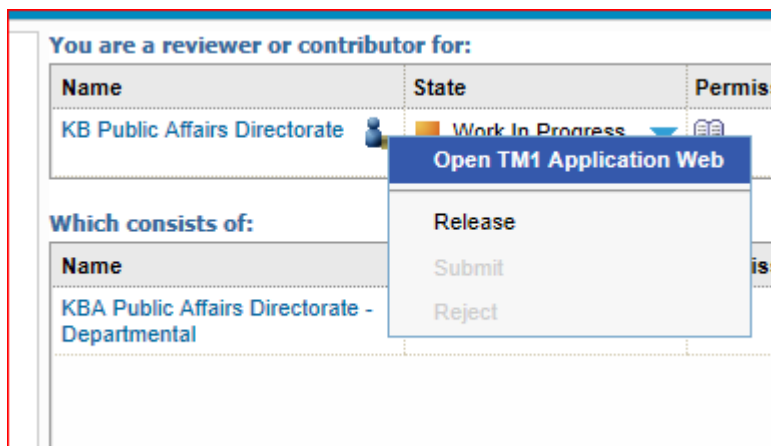
On the workflow hierarchy screen this appears as a person icon on the cost centre or roll up level where the planner took ownership (cost centres/roll up levels beneath this show a kind of grid iron icon).

It is good practice to keep the ownership as clear and clean as possible

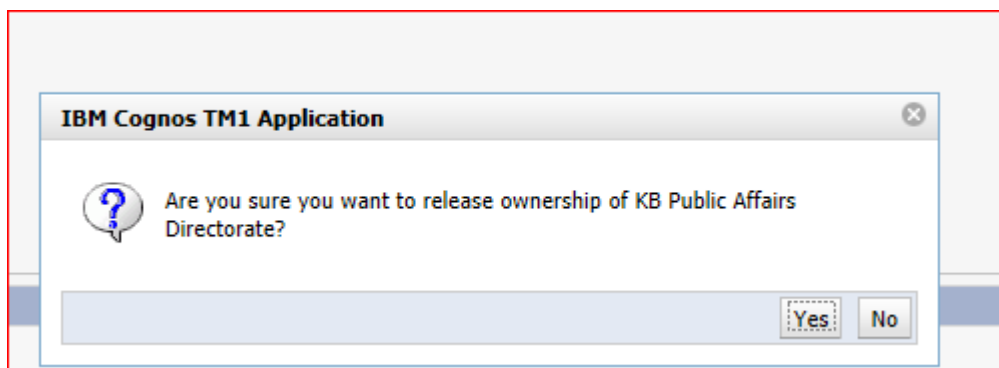
- release your reservation when you have finished actively changing data,
- avoid taking ownership at the top of a big department, or division since you may take ownership from co-workers!
- avoid taking ownership at both a high level (such as a whole department) and an individual cost centre, this can give rise to error messages.

Therefore it is useful to know how to release your reservation

1. Right click on the “head and shoulders” icon. Click on Release.



2. You will get a confirmation message. Click yes



3. Once this is done your reservation will be released. This takes a few seconds to be reflected on the workflow screen. If you either refresh the screen or click away the head and shoulders icon will disappear.