

# Adding and Deleting Bookings

## Adding Bookings to Existing Media Orders

To add additional bookings to an existing Media Order:

1. Open the Media Order.
2. Select the Media Order Lines' **option ( ⓘ ) menu** and choose **Add to Existing PO**.
3. Tick the booking(s) to be added.
4. Select **Add**.

The Media Order will update to include the new booking lines.

- The status will revert to **Amended** to allow the order to be approved once again.

## Deleting Bookings from Media Orders

To remove a booking from a Media Order:

1. Open the Media Order.
2. On the relevant booking line, select the **options ( ⋮ ) menu**.
3. Choose **Delete Line**.

The booking will be removed from the Media Order.

- The status will revert to **Amended** to allow the order to be approved once again.

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