

## **CANCELING BID FA & RES FA TRIP REQUESTS**

Within all folders in Flica, if the status of your request is marked **“Pending”** you may cancel it by clicking on the “Cancel / Hide” button located in the “Submit or View Requests” link.

If however, you have already received an acknowledgment with an **“Approved”** status (please remember this is not an actual approval in the Trip Request folders) or it is marked as **“Processing”**, **you will need to submit a new request in order to cancel it.**

**EX:** Please cancel my request to pick up 6705 on MAR 10

Contact: [halflica@hawaiianair.com](mailto:halflica@hawaiianair.com) if you have questions or need assistance. You may also visit [www.halflica.net](http://www.halflica.net) for more information.

