

## QUICKSTART

A series of helpful guides provided by the Information Technology Department

## **Cancelling Procedures**

• In Scheduling Appointment Book, navigate to the appropriate bookshelf.



- Find the appointment to be modified.
- Right click on the appointment.
- Select Actions.
- Select Cancel.

CHW OR 01		CHW OR 02		CHW OR 03			CHW OR
08:30 TRAIN, Surginet	0	08:30 Birman, Catherine F		08:30 Lawrence, Torey Fu.		nce, Torey Fu	00:00 Emerg Out-
09:00 Procedure - Electi		Actions		•		Confirm	
10:00		Add New Appointment Book Request Confirm Request				Contact	
10:30						Modify	
11:00						Reschedule	
11:30		Remove Request				Hold	
12:00		Recur Appointment				Cancel	
12:30 Meal Break						No Show	

- The Cancel window will appear.
- Select a reason for the reschedule. Remember to use a reason with an SN prefix.
- Click OK.



• The appointment will no longer be in Scheduling Appointment Book.