QUICKSTART

A series of helpful guides provided by the Information Technology Department
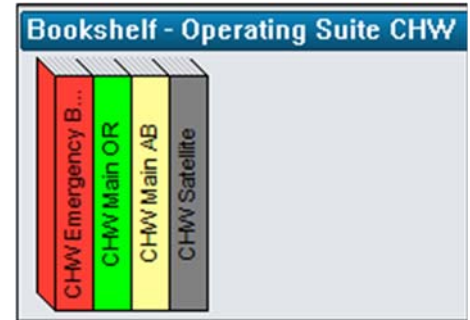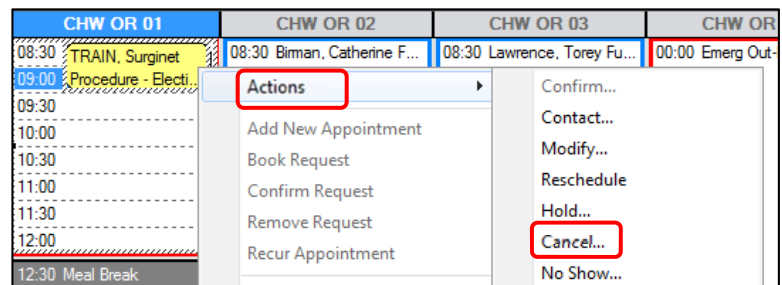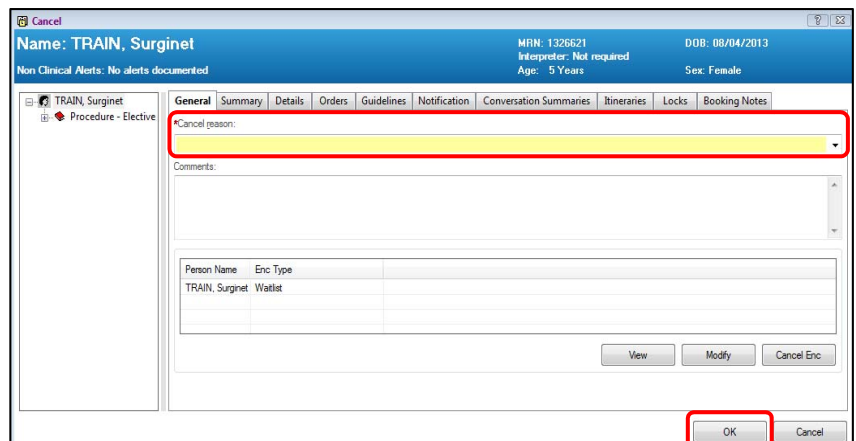
Cancelling Procedures

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

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

- 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.