

## Cancelling an Appointment Request

To cancel an appointment (Submitted, Approved, Arrived or No Show/Delivery Failure):

1. From the selected page, **right-click on the desired appointment** and select **Cancel Appointment**. The Cancel window is displayed.
2. In the Reason Code field, **select a reason for the cancellation**.
3. In the Comment field, **enter any comments**.
4. Click **Save** to cancel the appointment or click **Cancel to return to the appointment page**.