Delete a Work Order Appointment

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Appointments can be deleted from the work order or the calendar. For instructions on deleting an appointment from the calendar, refer to the Calendar category.

To delete an appointment, access the work order from the customer record or by selecting the work order from Accounts Receivable > Work Orders > Open Work Orders tab.

Once the work order is open on your screen, click the **Edit** button at the upper right of the page.

The work order is displayed in edit mode. Click the Appointments tab. Locate the appointment you want to delete, and then click the delete button (trashcan icon).

A confirmation message is displayed. If you are certain you want to delete the appointment, click the Yes button.
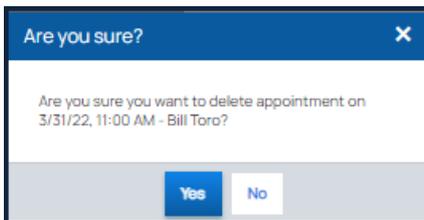
Lastly, click the **Save** button at the upper right of the Work Order page.