

How to Cancel a Job in Office Toolbox

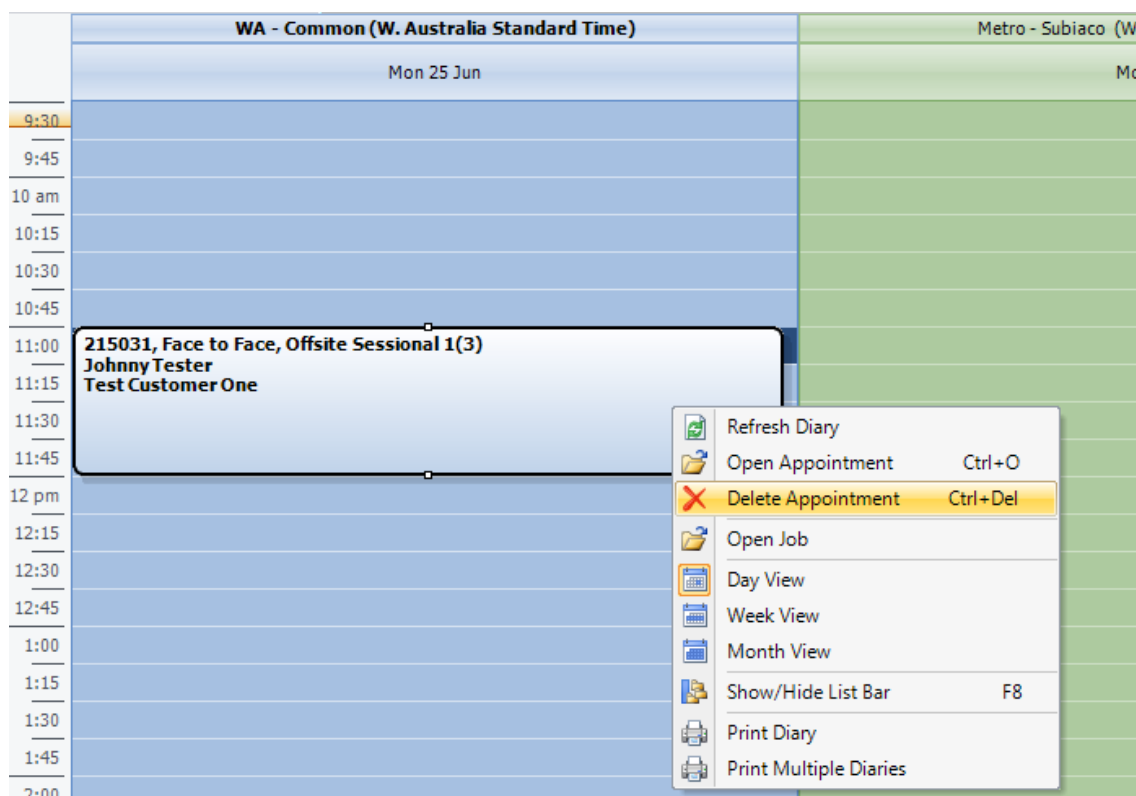
Step one

Go to the appointment in your diary that needs to be deleted or recorded as a Did Not Attend.



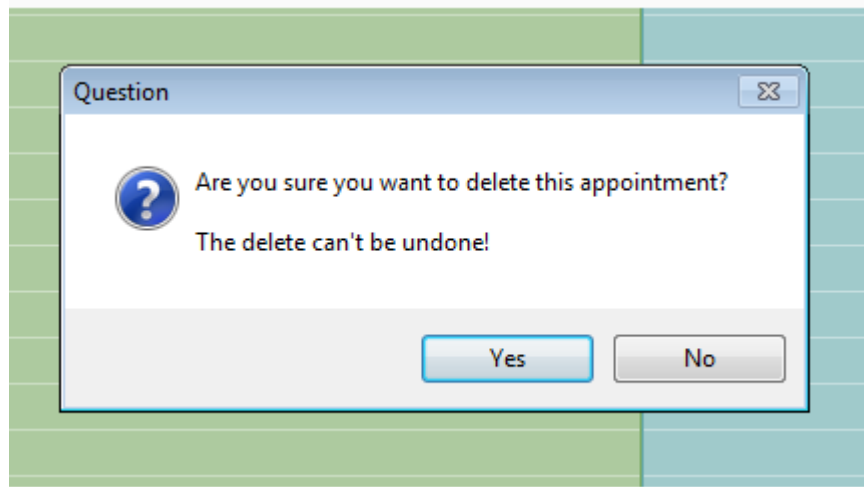
Step Two

Hover the cursor over the appointment and right click on the mouse. Select Delete Appointment.



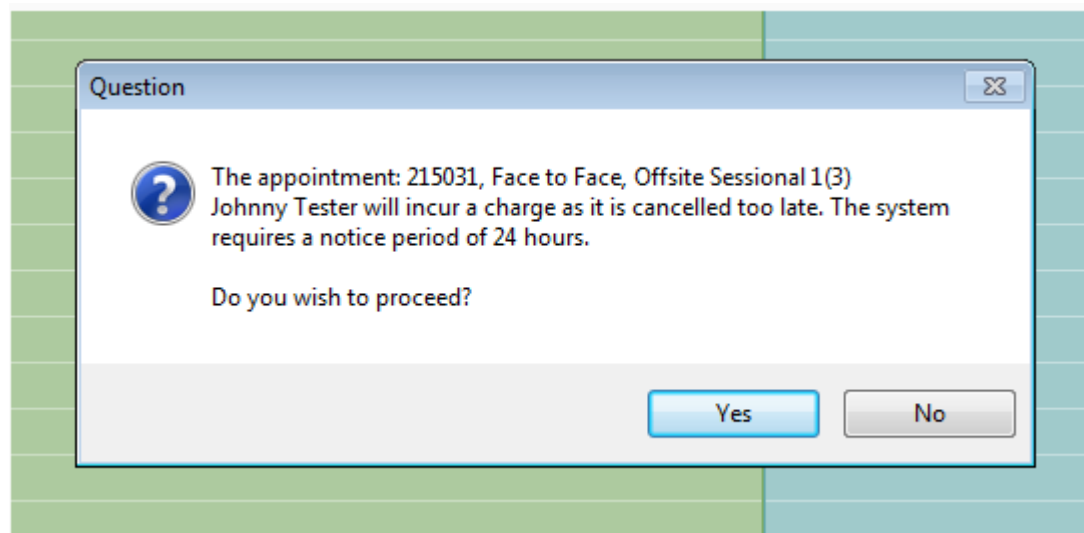
Step Three

You will then be asked if you are sure you want to delete the appointment. Click Yes.



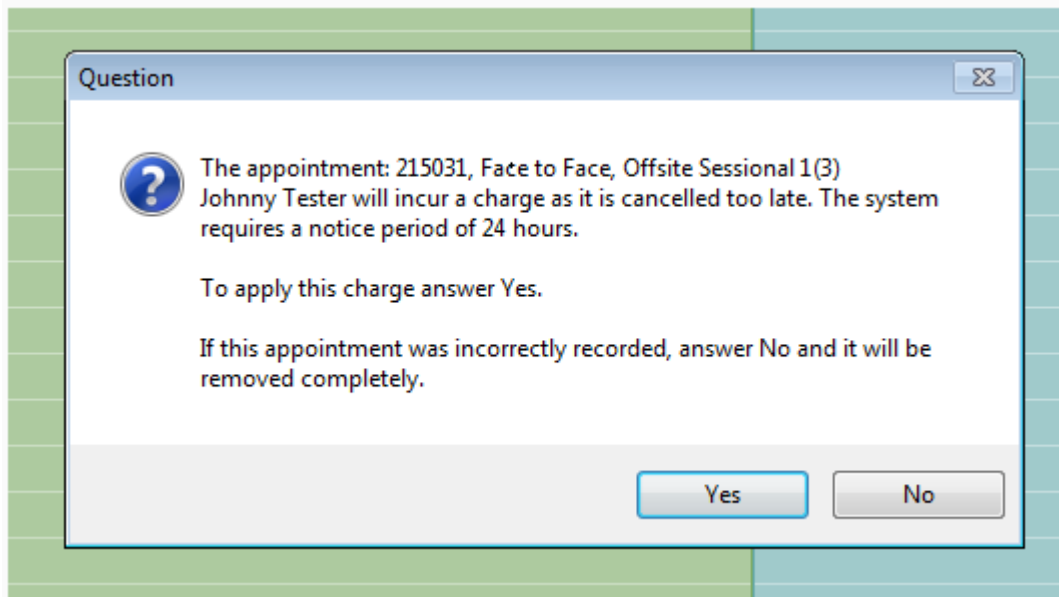
Step Four

You will be asked if you wish to proceed. Click Yes.



Step Five

You will be asked to confirm if this is chargeable – if you have received less than 24 hours notice click Yes



Step Six

A red cross will now appear over the appointment in your Office Toolbox diary.

