



QuickStart Guide

Deleting an Appointment

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Deleting an Appointment

ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to cancel an existing appointment.

1. Get to the Open Repair Orders list screen.

- a. Take option **1=Repair Orders** from the Service Department menu.
- b. Key in your service writer password and press [FIELD EXIT] to display the Open Repair Orders list screen.

2. Find the existing appointment.

- a. Use function **F6=Appointments** to display all appointments.
- b. Use function **F5=Name Sequence** to sort the appointment by name.
- c. Key in the first few characters of the customer's last name and press [ENTER] to position to the customer name.

3. Delete the appointment.

- a. Take option **4=Delete Appointment** by the appointment and press [ENTER] to confirm.