

## How do I remove a slot from my schedule?

To remove a provider or assignment from your schedule in Viewer, navigate to the date you'd like to make your change on.

In the schedule, **right click** on the provider or assignment you'd like to remove, and click **Remove**.

Fr 10/07		Sa 10/08	
Posey		Green	
Wondolowsk	i	Posey	
Durant		Curry	
Curry		Curry	
Curry		Bumgarner	
Green		Durant	
Durant		Curry	
Bumgarner	HIGH	ILIGHT "BUMGARNER"	
Fr 10/14	C> REM	OVE	
Green	≓ REPL	ACE	
Posey			
Curry		Curry	

Here, Bumgarner will no longer be working on 10/7, so we will need to remove him from the schedule.

In the pop-up that appears, confirm your choice:

REVIEW	BACK SUBMIT	×
REMOVE <u>Bumgarner</u> from:		
FRI, OCT 7, 2016		
Off		
We 10/12	Th 4	0/12



Click **Submit** to finalize your change. The schedule will then update to reflect Bumgarner's removal:

Fr 10/07
Posey
Wondolowski
Durant
Curry
Curry
Green
Durant
<b></b>