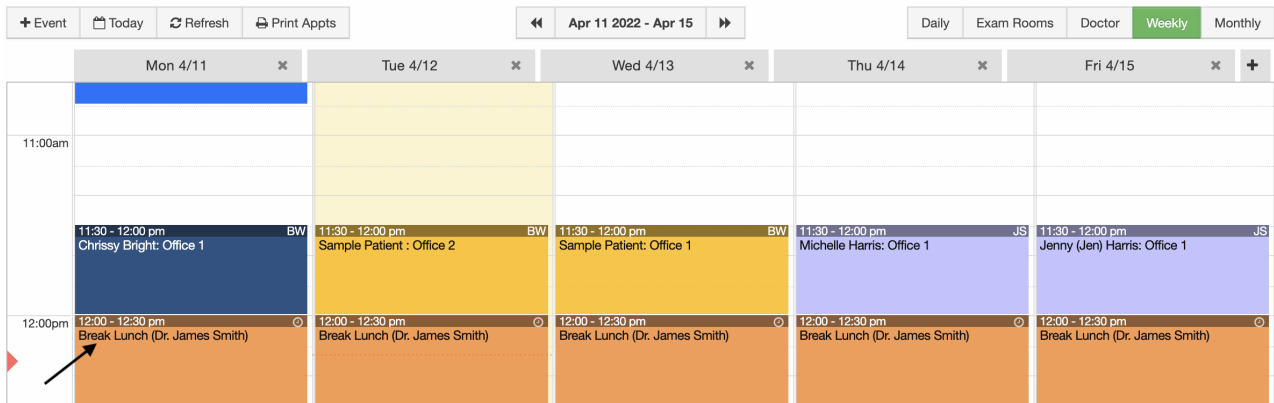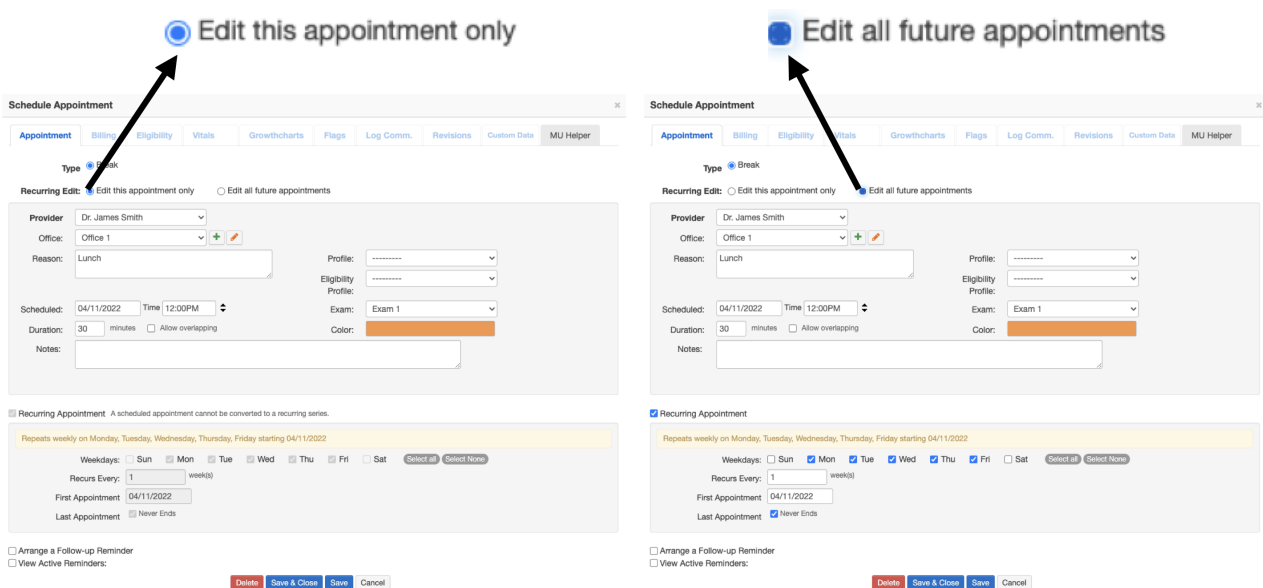# How do I delete a break from the schedule?

07/24/2024 3:55 pm EDT

You can easily remove a break from your calendar.

1. Go to the schedule and select the break you would like to remove from the calendar.

2. Above you have the option to either **Edit this appointment only** or **Edit all future appointments**.

3. To delete the appointment, click **Delete**. This will either delete one break or all recurring breaks based on your selection.

Schedule Appointment   ✕

| Appointment | Billing | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper |

Type ⦿ Break

Recurring Edit: ○ Edit this appointment only   ⦿ Edit all future appointments

Provider: Dr. James Smith

Office: Office 1 ➕ ✏️

Reason: Lunch

Profile: ---------

Eligibility Profile: ---------

Scheduled: 04/11/2022   **Time** 12:00PM ⬍

Duration: 30 minutes   ☐ Allow overlapping

Exam: Exam 1

Color: 🟧

Notes:

☑ Recurring Appointment

Repeats weekly on Monday, Tuesday, Wednesday, Thursday, Friday starting 04/11/2022

Weekdays: ☐ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☐ Sat   Select all Select None

Recurs Every: 1 week(s)

First Appointment 04/11/2022

Last Appointment ☑ Never Ends

☐ Arrange a Follow-up Reminder
☐ View Active Reminders:

Delete   Save & Close   Save   Cancel