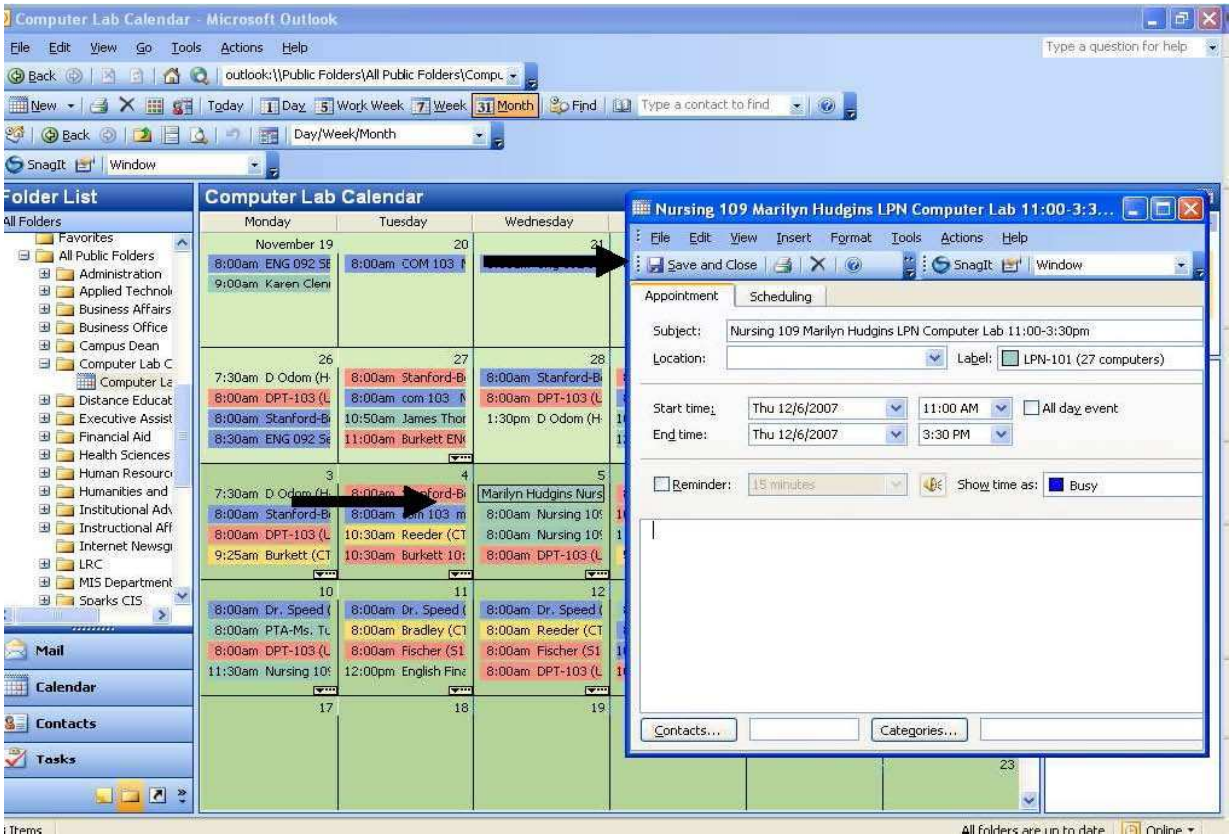
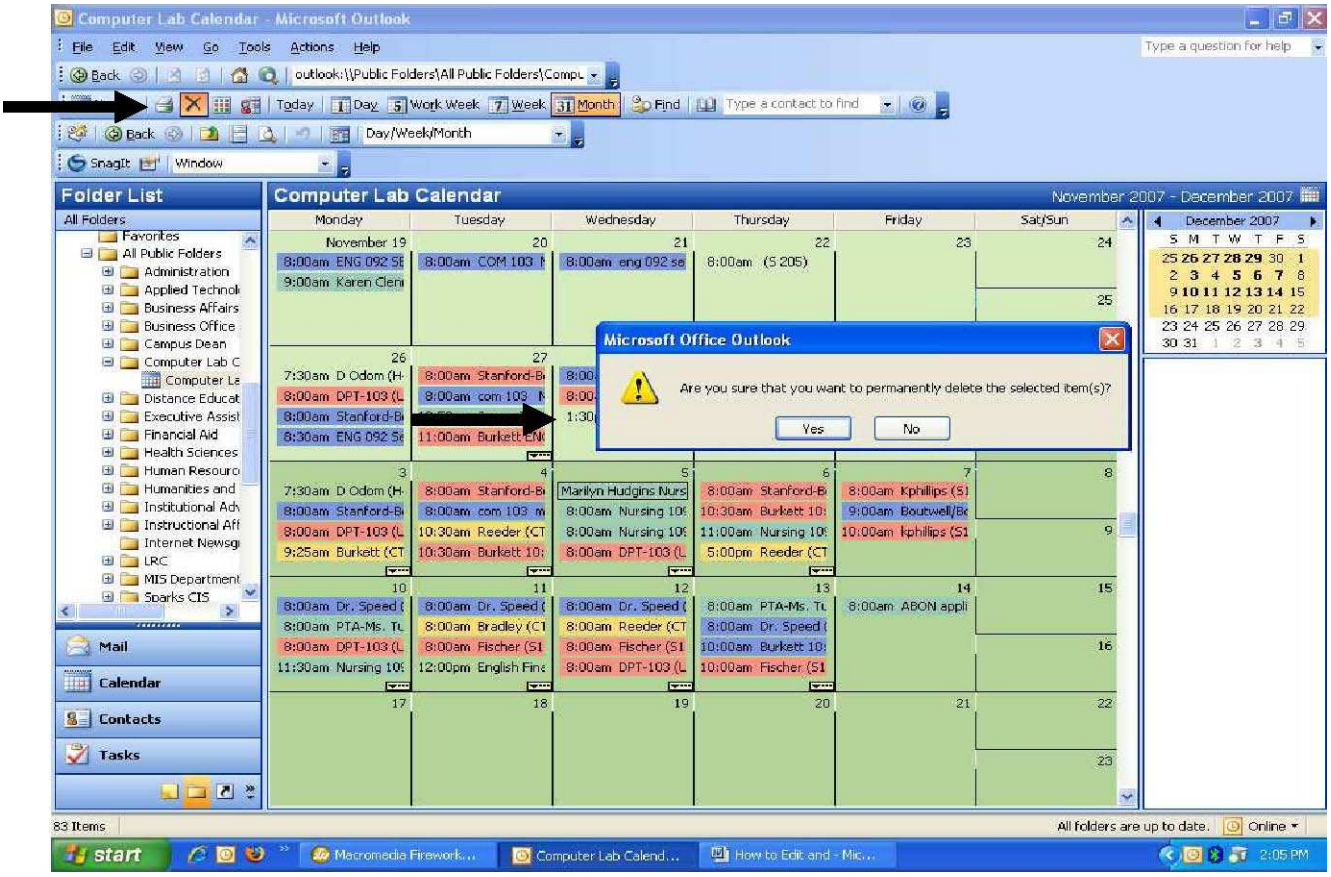
How to Edit and/or Delete a Calendar Entry

Editing a Calendar Entry: Double click on the calendar entry that you would like to edit. It will pull up the calendar schedule screen and you can make changes, as needed. When finished, click on the Save and Close button on the task bar at the top of the calendar schedule screen.



Deleting a Calendar Entry: Click once on the calendar entry that needs to be removed. On the task bar, click on the X and a box will pop up asking if you would like to permanently delete the selected item. Select yes and this will delete the calendar entry.



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