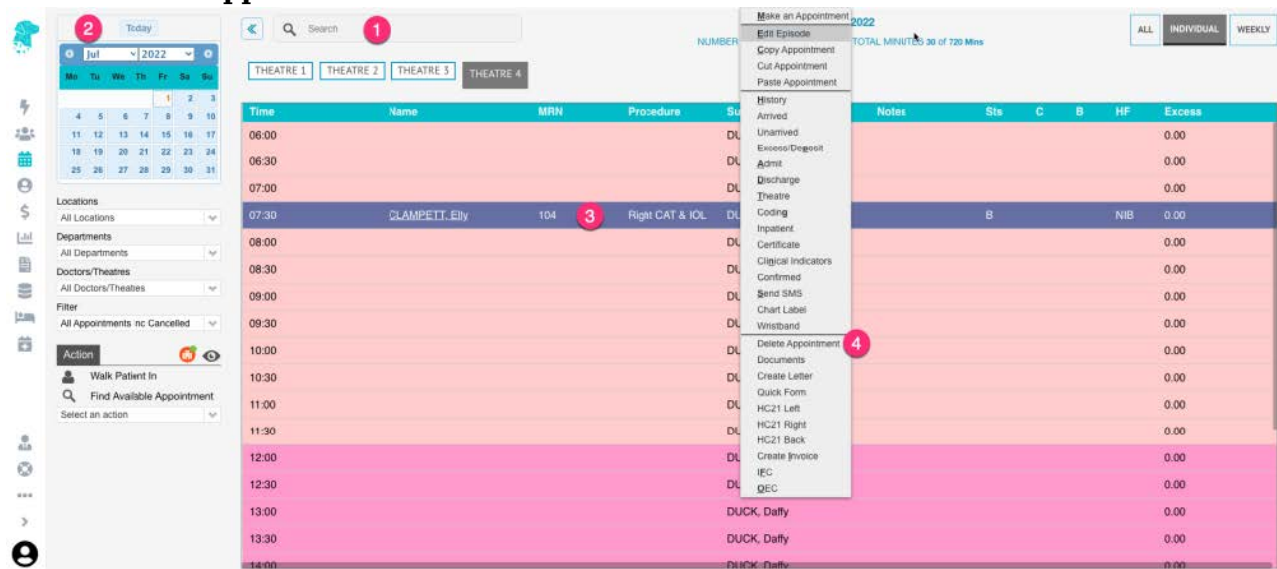# Delete a Hospital Booking

If an appointment is required to be removed from the system

1. Search for the patient **OR**
2. Navigate to the date & theatre that the patient is booked for
3. Select the patient & right click to open menu
4. Select **Delete Appointment**

5. You will be prompted to **confirm** that you are sure you want to delete the appointment
6. Click **Yes**
7. This action is permanent & is not advised if you are required to collate data on cancelled bookings. If statistical information on the cancellation is required then please see instructions on how to **Cancel a Booking** at https://wiki.fydo.cloud/cancel-a-booking/