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How to Delete an Appointment

1. Login to Visitor Watch with a username that has the appropriate permissions.
2. Select the appointment and click on the Visit Details tab.

Visitor Watch - Database: visitorwatch60

File Edit Record Utility Reports View Help

Visit Details **Visitor List**

All					Pending		Arrived	
Visitor Name	Visitor Company	Host Name	Job Title	Department	Arrival Date	Arrival Time	Longterm Date	
Castro, Claidia	Oppenheimer Funds	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Delmar, Marcelo	UBS	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Flanagan, Tom	Stone Harbor	Butler, Lisa	Manager	Sales	9/6/2007	1:12:23 PM		
Goldstein, Leo	Finifterre	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Grills, Jeff	JPMIM	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Guerrero, Kim	Depfa	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Hepworth, Cathy	Prudential	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Knudsen, Christian	Republic of Colombia	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Lannigan, Peter	HMC	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Leonard, Heather	HMC	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Madinaeittia, Edgar	UBS	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Miguens, Lisandro	JP Morgan	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Newman, Sean	GE	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Ng, Betty	Bear Steams	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Nsouli, Karim	Moore	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Ortiz, David	All-Star ID	Host, Test	Dev	Dev	9/6/2007	12:00:00 AM	9/28/2007	
Pedersen, Lars	Amaranth	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Rice, Jim		Butler, Lisa	Manager	Sales	9/6/2007	12:00:00 AM	8/13/2008	
Romary, William	Nomura	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Silva, Lauren	Brown Brothers	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Silvani, Matias	JPMIM	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Simon, Denise	HSBC	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		
Souza, Benjamin	MS Prop	Butler, Lisa	Manager	Sales	9/6/2007	12:15:00 PM		

Find Filter All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Rice, Jim Find Next View By All Gates

Add Visit Contractor Equipment Edit Save Filter Quick Find Find Visits Print

Filtered By Today 9/6/2007 4:51 PM INS NUM CAPS

3. Click on the Record menu and then click Delete. Click Yes to confirm.

