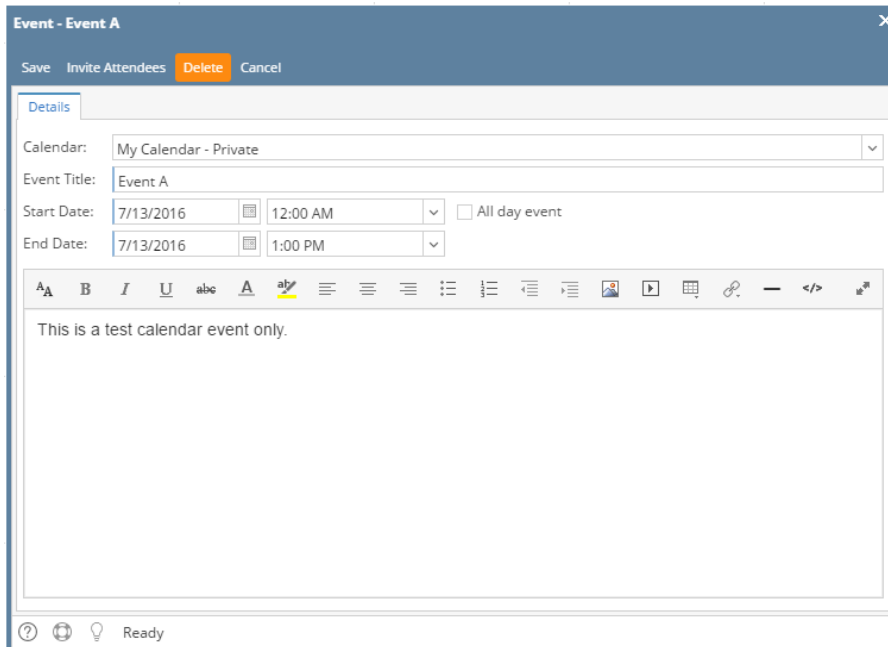


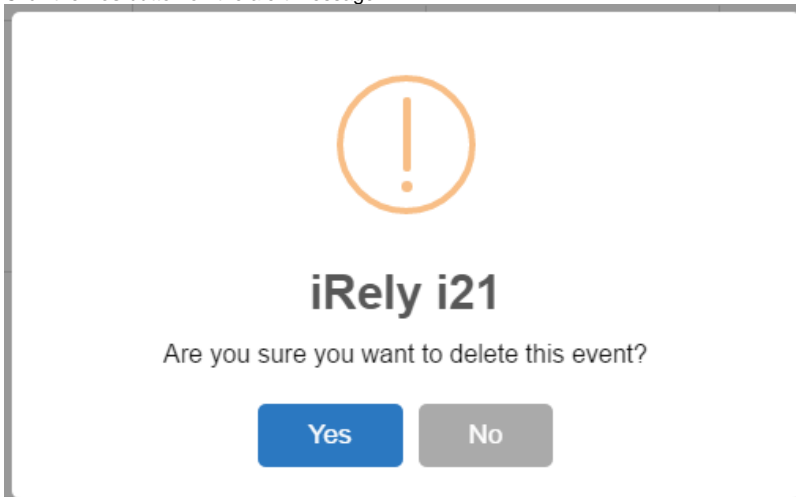
How to Delete a Calendar Event

1. On the user's menu panel go to **Common Info** folder then click **Calendar**
2. Click on an event in the calendar to open the **Event** form
3. Click the **Delete** button



The screenshot shows a web application window titled "Event - Event A". At the top, there is a navigation bar with buttons: "Save", "Invite Attendees", "Delete" (highlighted in orange), and "Cancel". Below the navigation bar is a "Details" tab. The form contains the following fields: "Calendar:" with a dropdown menu showing "My Calendar - Private"; "Event Title:" with a text input field containing "Event A"; "Start Date:" with a date picker showing "7/13/2016" and a time dropdown showing "12:00 AM"; "End Date:" with a date picker showing "7/13/2016" and a time dropdown showing "1:00 PM"; and an "All day event" checkbox which is unchecked. Below these fields is a rich text editor with a toolbar and a text area containing the text "This is a test calendar event only." The status bar at the bottom shows a question mark icon, a globe icon, a lightbulb icon, and the text "Ready".

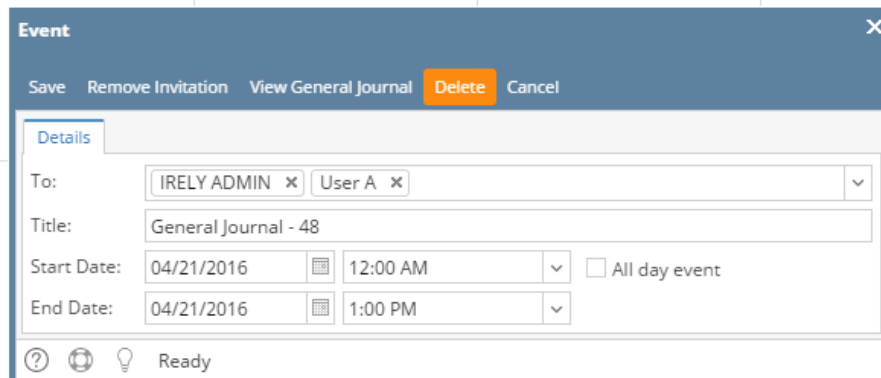
4. Click the **Yes** button on the alert message



The screenshot shows a confirmation alert dialog box. At the top center is a large orange circle containing a white exclamation mark. Below this is the text "iRely i21" in a bold, sans-serif font. Underneath is the question "Are you sure you want to delete this event?". At the bottom are two buttons: "Yes" (highlighted in blue) and "No" (gray).

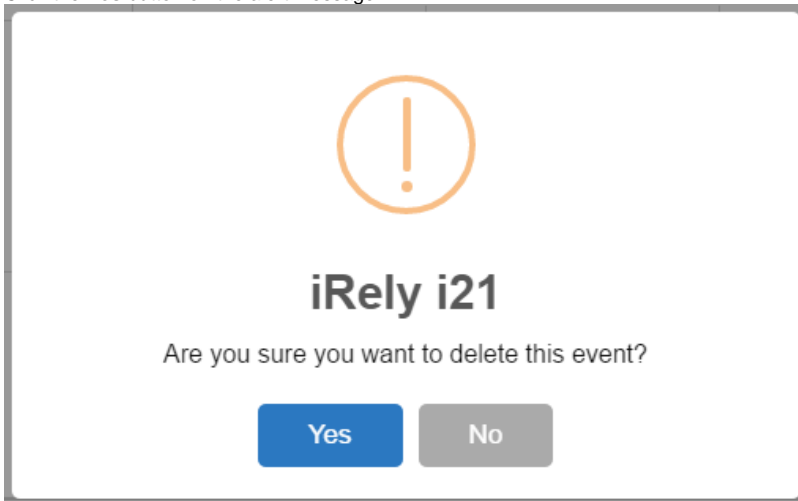
Event will be removed from the user's and invited attendees' calendar

1. On the user's menu panel go to **Common Info** folder then click **Calendar**
2. Click on an event in the calendar to open the **Event** form
3. Click the **Delete** button



The screenshot shows a web application window titled "Event". At the top, there is a navigation bar with buttons: "Save", "Remove Invitation", "View General Journal", "Delete" (highlighted in orange), and "Cancel". Below the navigation bar is a "Details" tab. The form contains the following fields: "To:" with a dropdown menu showing "IRELY ADMIN" and "User A"; "Title:" with a text input field containing "General Journal - 48"; "Start Date:" with a date picker showing "04/21/2016" and a time dropdown showing "12:00 AM"; "End Date:" with a date picker showing "04/21/2016" and a time dropdown showing "1:00 PM"; and an "All day event" checkbox which is unchecked. The status bar at the bottom shows a question mark icon, a globe icon, a lightbulb icon, and the text "Ready".

4. Click the **Yes** button on the alert message



Event will be removed from the user's and invited attendees' calendar