How to cancel an appointment on the ASKFIRST APP



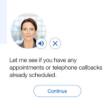
LOGIN

Login to the AskFirst App or via your practice website 'Askfirst' widget, you can login by selecting 'Sign in'



Manage appointments

On the main menu, scroll down and select 'Manage appointments'



SEARCH FOR APPOINTMENT

The app will say 'let me see if you have any appointments or telephone callbacks already scheduled' you need to select 'continue'

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Friday, January 13th 11:55 an Ms. Ana Mangu

CANCELLING

You will then see a list of all your appointments, click on the appointment you wish to cancel



CONFIRMATION

You will be asked what you would like to do, you need to select 'Cancel appointment'

Another prompt will ask if you are sure you want to cancel, you can then select 'yes' - THE PRACTICE SYSTEM WILL UPDATE IMMEDITELY

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