## How to Remove the "Firm" Flag from an Appointment

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## **Schedule Board**

- 1. To Remove the "Firm" Flag from an Appointment go to the Schedule Board.
- 2. Click once on the "Firm" Appointment and then Right-click.
- 3. Select the "Firm Appointment" Option.

This will remove the "Firm" flag and the bright pink color will be removed.