Deleting or Making a Session Inactive

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> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Deleting or Making a Session Inactive

If a session is no longer occurring and you want to remove it from the calendar you can:

- Delete the session
- Make the session Inactive

> **Notice**
>
> You cannot **delete** a session if appointment have been booked into it.
>
> You cannot make a session **inactive** if there are open/non-cancelled appointments in the session.
> - A session can be made inactive once all appointments within it have been cancelled/rescheduled.

Delete or Inactivate a session

1. Click **Administration.**
2. Select **Appointments**.
3. Select **Calendar Sessions**.
4. Choose a provider from the list.
5. Enter a date to sessions.
6. Find the session you wish to delete.
7. Next to the edit button, Delete will appear if no appointments have been booked into the session.
   a. Click **Delete**.
8. If delete does not appear, it means appointments have been booked in the session, so follow these steps:
   a. Open up the Appointment screen in a new tab.
   b. Click **Find** and select the day of the session.
   c. Any appointments need to be rescheduled or moved to the wait list. All appointments must have an cancelled appointment status.
   d. To check this, no appointment should appear on the Appointments screen once you have finished.
   e. Go back the **Administration > Appointments > Calendar Sessions** tab.
   f. Click **Edit** on the session.
   g. Tick **inactive**.
   h. Click **Save**.

i. If no active appointments exist within the session, then the record will save.

j. If a message appears saying "Can't have active appointments. Please cancel all active appointments for this session before deactivating." then you'll need to repeat steps 6a-c.