

How to Copy and Paste a Tech Appointment

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The Copy & Paste function is a huge time-saver if you need to create multiple appointments for a Ticket:

- A different Technician on the same day
- The same Technician on the same day in a different time-slot
- The same Technician on a different day
- A different Technician on another day

You may copy and paste an appointment an unlimited number of times.

Schedule Board

To copy and paste an appointment, from the Schedule Board, click once on the Ticket Appointment you want to copy.

Right-click and select the Copy Appointment option.

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The appointment is now placed on your clipboard.

If the appointment will be pasted onto the same day, click on the desired Technician time-slot, right-click and select the Paste option.

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If the appointment needs to be scheduled on a different day, first click on the Calendar to select the date, then use the Paste function.
