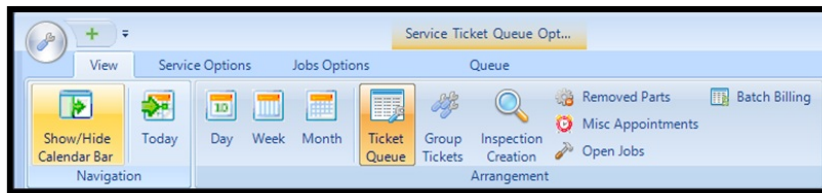


Adding Miscellaneous Appointments in Service Module

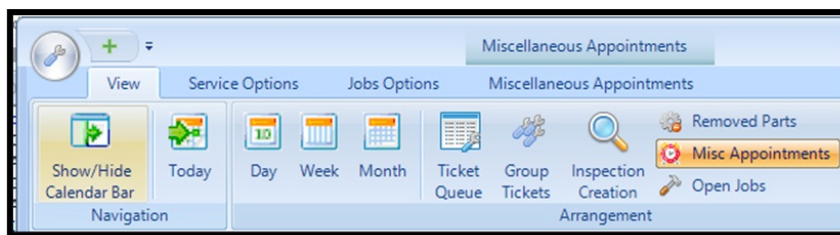
09/23/2024 5:47 pm EDT

How can we add Miscellaneous appointments to the Techs calendar?

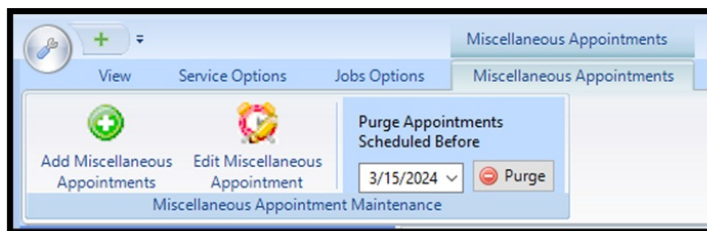
1. Open the Service Scheduler application.
2. Click the Misc. Appointments button in the Tool bar.



3. You should see a new tab at the top of the screen.
4. Click the Miscellaneous Appointments tab.



5. Click the Add Miscellaneous Appointments



This should open a new window to add the appointment.

6. Select the type, date range, and start and end time.
 - You can add additional text to the description or enter notes for the appointment.
7. Select the Techs to add the appointment to.
8. Click Save.

When you go back to the calendar view, you should see the new appointments on the Techs calendars.

S

Appointment

×

Type

Lunch

Description

Lunch

Notes

☒ Occurs Daily

Start Time

03/15/2024

12:00 PM

-

01:00 PM

End Time

03/30/2024

Technicians

In Group	☐	Code	Name	Service Co	Install Co
	☐	Acme	Acme Service	MI-T&M	MI
	☐	Mack.Knife	Bob Esquerra	MI-T&M	MI
	☒	James Maxwell	James Maxwell	OH-T&M	OH
	☒	John Doyle	John Doyle	OH-T&M	OH
	☒	JustinD	Justin DeBaggis	From Dispatch	OH
	☒	Madison.Morrison	Madison Morrison	MI-T&M	MI-ND
	☒	Mark.Taylor	Mark Taylor	MI-T&M	MI
	☒	Marshall.Watson	Marshall Watson	MI-T&M	MI
	☒	Mike.Walker	Mike Walker	MI-SVC Cont	MI
	☒	Milton.Morris	Milton Morris	CONV	MI

Save

Delete

Close