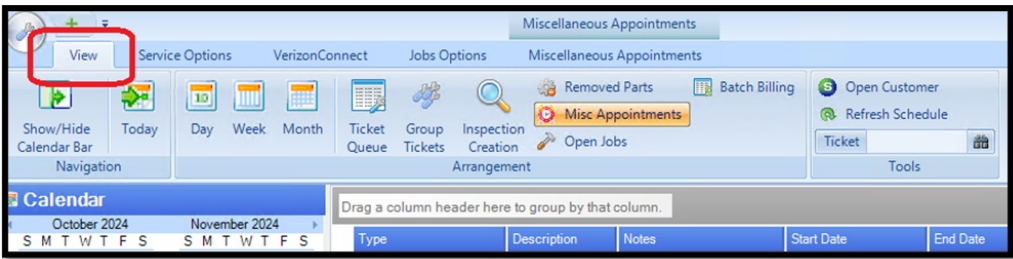


How to Add Miscellaneous Appointments to Multiple Techs at once

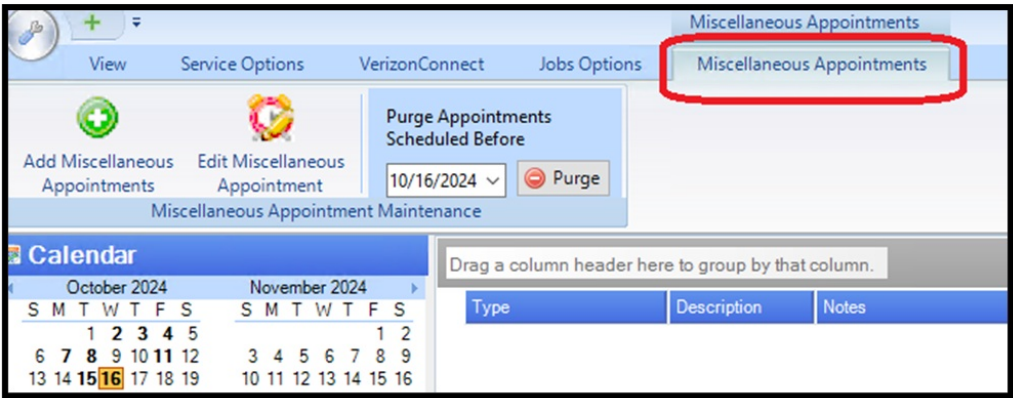
10/28/2024 11:45 am EDT

How do we add something like a lunch time to our techs? Doing it one at a time takes a long time because we have so many.

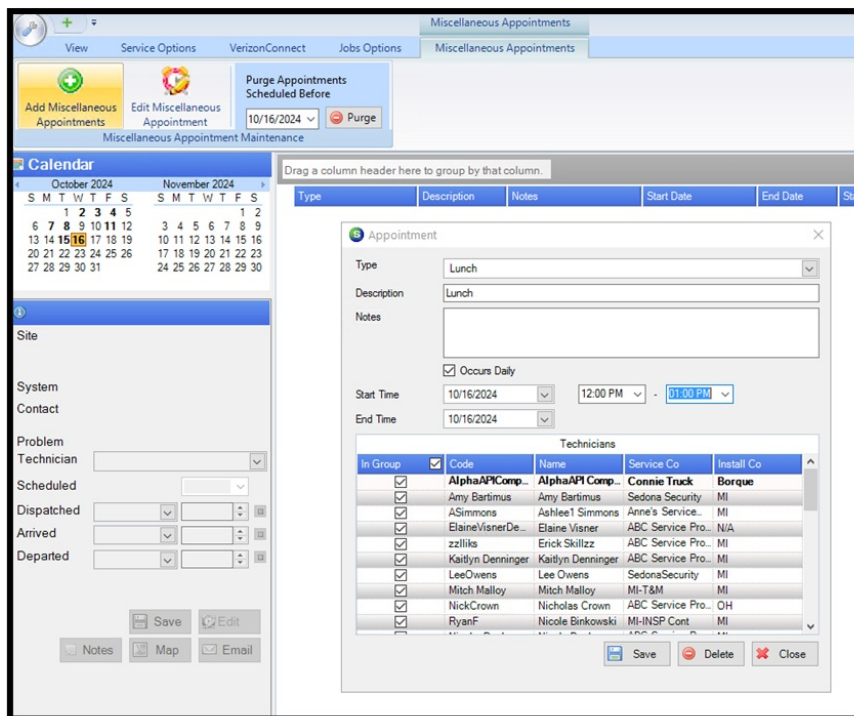
- 1. In Sedona Service module, go to View and select Misc Appointments



- 2. Select the Miscellaneous Appointments tab



- 3. Select the option to Add Miscellaneous Appointments



4. Once Add Miscellaneous Appointments is selected, the Appointment window will open.
 5. The options that have been added as appointment types should be selectable from the dropdown menu.
 6. Add the start time and select any techs you wish to apply the appointment to from the Group grid.
- The appointment will only continue for as long as the End Time allows for.

