

# Labor Toolbar-Appointments

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The Appointments button on the Job Labor toolbar is used to setup single Job appointment for Installers. To schedule an appointment with an Installer, place your mouse in the white area of the Appointments form, right-click then select the Add New Appointment option. Selecting this option will open the Appointment Scheduling form to select the Installer and date/time slot on which the Installer will be scheduled for work. If more than one Installer is being scheduled or you need to schedule multiple appointments for the same Installer, repeat the process for each appointment needed for the Job.

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