

Appointment Types

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Miscellaneous appointments are used primarily to block out time on the Schedule Board for when a Technician is not available to schedule for appointment.

When scheduling a Miscellaneous Appointment, an Appointment Type must be selected by the User. SedonaSchedule is delivered with seven default Appointment Types; Holiday, Lunch, Meeting, Misc, Other, Sick and Vacation. These default appointment types may not be modified or deleted.

You may create as many additional Appointment Types as needed by your company.

To create new Appointment Types, click on the Service Options tab located at the upper left of SedonaSchedule. Several new Ribbon Groups will be displayed. On the Service Setup Tables Ribbon Group, click on the Appointment Types button.

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The Appointment Type setup form will be displayed.

To create a new Appointment Type, click the New button located at the lower right of the form. Enter a Code and Description, then click Save. The Description field will automatically populate with the value entered in the Code field; you may change the Description if desired.

You may add as many appointment types as desired.

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When finished, to return to the Schedule Board, click on the View tab.

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