

Miscellaneous Appointments Overview and Topics

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A Miscellaneous Appointment is used to block out time on the Schedule Board to indicate the Technician is not available to be scheduled for tickets or jobs.

You may schedule a miscellaneous appointment for one or multiple Technicians at a time. These appointments may be for a single day, a portion of a day or several consecutive days. For example if several Technicians will be attending a meeting on the same date and time, you may setup all of these appointments at one time - this is considered a Group Appointment.

Once created, a Miscellaneous Appointment may be modified or deleted.

Follow the topic links below for step-by-step instructions.

[Create a Miscellaneous Appointment](#)

[Modify a Miscellaneous Appointment](#)

[Delete a Miscellaneous Appointment](#)