

Modify a Miscellaneous Appointment

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If any change needs to be made to a Miscellaneous Appointment; the length of time or the date range, follow the instructions below.

From the Schedule Board, double-click on the Miscellaneous Appointment to be modified.

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The Miscellaneous Appointment form will be displayed. Make the desired changes to the date and/or time ranges. When finished, click the Save button and the Schedule Board will be updated with your changes.

□ **Note:** If the Miscellaneous Appointment was originally scheduled for multiple Technicians, any changes made to the date and/or time ranges will affect all Technicians where there is a checkmark to the left of their name.

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