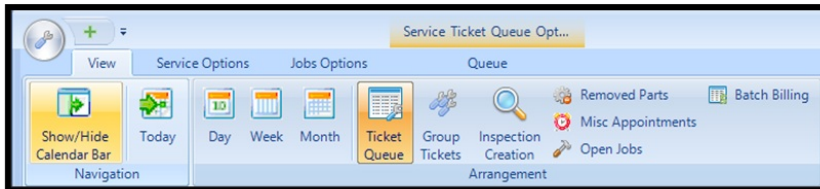


Adding Miscellaneous Appointments in Service Module

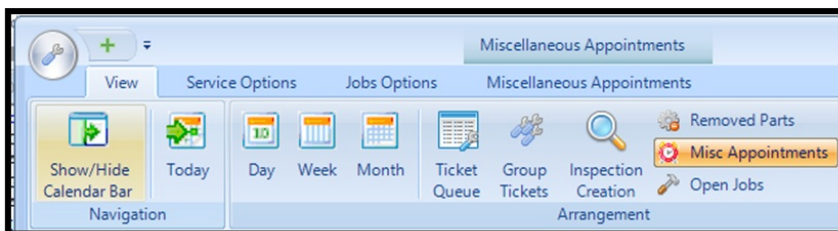
Last Modified on 09/23/2024 5:47 pm EDT

How can we add Miscellaneous appointments to the Techs calendar?

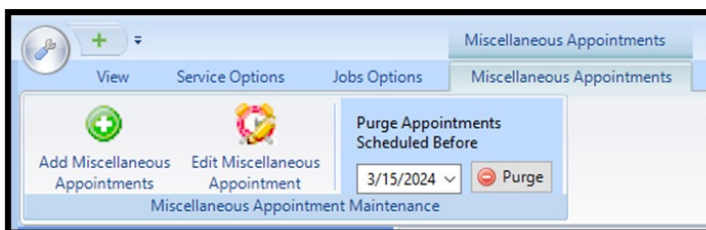
1. Open the Service Scheduler application.
2. Click the Misc. Appointments button in the Tool bar.



3. You should see a new tab at the top of the screen.
4. Click the Miscellaneous Appointments tab.



5. Click the Add Miscellaneous Appointments



This should open a new window to add the appointment.

6. Select the type, date range, and start and end time.
 - You can add additional text to the description or enter notes for the appointment.
7. Select the Techs to add the appointment to.
8. Click Save.

When you go back to the calendar view, you should see the new appointments on the Techs calendars.

S Appointment ✕

Type:

Description:

Notes:

Occurs Daily

Start Time: -

End Time:

Technicians

In Group	Code	Name	Service Co	Install Co
<input type="checkbox"/>	Acme	Acme Service	MI-T&M	MI
<input type="checkbox"/>	Mack.Knife	Bob Esquerra	MI-T&M	MI
<input checked="" type="checkbox"/>	James Maxwell	James Maxwell	OH-T&M	OH
<input checked="" type="checkbox"/>	John Doyle	John Doyle	OH-T&M	OH
<input checked="" type="checkbox"/>	JustinD	Justin DeBaggis	From Dispatch	OH
<input checked="" type="checkbox"/>	Madison.Morrison	Madison Morrison	MI-T&M	MI-ND
<input checked="" type="checkbox"/>	Mark.Taylor	Mark Taylor	MI-T&M	MI
<input checked="" type="checkbox"/>	Marshall.Watson	Marshall Watson	MI-T&M	MI
<input checked="" type="checkbox"/>	Mike.Walker	Mike Walker	MI-SVC Cont	MI
<input checked="" type="checkbox"/>	Milton.Morris	Milton Morris	CONV	MI