How to Add Miscellaneous Appointments to Multiple Techs at once

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How do we add something like a lunch time to our techs? Doing it one at a time takes a long time because we have so many.

1. In Sedona Service module, go to View and select Misc Appointments

30 + ·			Mi	iscellaneous Appointn	nents		
View Servio	e Options VerizonC	onnect Jobs O	ptions N	/liscellaneous Appoint	ments		
Show/Hide Today Calendar Bar	Day Week Month	Ticket Group Queue Tickets	Inspection Creation	 Removed Parts Misc Appointmer Open Jobs 	Batch Billin	g ③ Open Custom @ Refresh Sched Ticket	dule
Navigation		Arrangement			Tools	Tools	
Calendar Drag a column header here to group by that column.							
October 2024 SMTWTFS	November 2024 → SMTWTFS	Туре	Des	cription Notes		Start Date	End Date

2. Select the Miscellaneous Appointments tab

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0	View	Service Options	VerizonC	onnect Jobs Optio	ons Miscellaneo	ous Appointments
Add I Ap	Wiscellaneous pointments Miscellaneous	Edit Miscellaneous Appointment scellaneous Appointm	Purge Sched 10/16 ent Mainte	e Appointments duled Before 5/2024 ~ O Purge		
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SM	TWTF	S SMTWI	FS	Туре	Description	Notes
6 13 1	1 2 3 4 7 8 9 10 11 4 15 16 17 18	5 12 3 4 5 6 19 10 11 12 13 1	1 2 7 8 9 4 15 16			

3. Select the option to Add Miscellaneous Appointments

(p) + =	Miscellaneous App	pointments			
View Service Options VerizonCo	onnect Jobs Options	Miscellaneous Ap	pointments		
Add Miscellaneous Appointments Miscellaneous Appointment Miscellaneous Appointment Mainte	Appointments luled Before /2024 ~ O Purge nance	-			
Calendar	Dana a seluma handar han	to group by that cal			
October 2024 November 2024	Drag a column neader nen	s to group by that con	umn.		
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1 2 3 4 5 1 2 6 7 8 9 10 11 12 3 4 5 6 7 8 9 13 14 15 16 17 18 19 10 11 12 13 14 15 16 20 21 2 2 3 2 4 2 5 6 17 18 19 20 21 22 23	(3) Appointm	nent			×
27 28 29 30 31 24 25 26 27 28 29 30	Туре	Lunch			\sim
	Description	Lunch			
0					
Ch.	Notes				
Site					
		Occurs Daily			
System	Start Time	10/16/2024	12:00 PM	. 01-00 PM	
Contact	Start Time	10/10/2024			
	End Time	10/10/2024			
Problem			Technicians		the second s
i echnician	In Group	Code	Name	Service Co	Install Co
Scheduled V		AlphaAPlCom	AlphaAPI Comp	Connie Truck	Borque
Dispatched		Amy Bartimus	Amy Bartimus	Sedona Security	MI
		ElaineVisnerDe	Flaine Visner	ABC Service Pro	N/A
Arrived		zzlliks	Erick Skillzz	ABC Service Pro.	MI
Departed 🗸 🗘		Kaitlyn Denning	er Kaitlyn Denninger	ABC Service Pro	MI
		LeeOwens	Lee Owens	SedonaSecurity	MI
		Mitch Malloy	Mitch Malloy	MI-T&M	MI
		NickCrown	Nicholas Crown	ABC Service Pro	OH
Save 😥 Edit		RyanF	Nicole Binkowski	MI-INSP Cont	MI
🔄 Notes 📓 Map 🖾 Email				Save 🤤 D	elete 🗱 Close

- 4. Once Add Miscellaneous Appointments is selected, the Appointment window will open.
- 5. The options that have been added as appointment types should be selectable from the dropdown menu.
- 6. Add the start time and select any techs you wish to apply the appointment to from the Group grid.
 - The appointment will only continue for as long as the End Time allows for.

S Appointment	:	×				
Туре	Lunch	\sim				
Description	Lunch					
Notes	1					
	C Occurs Daily					
Start Time	10/16/2024 V 11:00 AM V - 12:00 PM V					
End Time	07/11/2026					
Technicians						