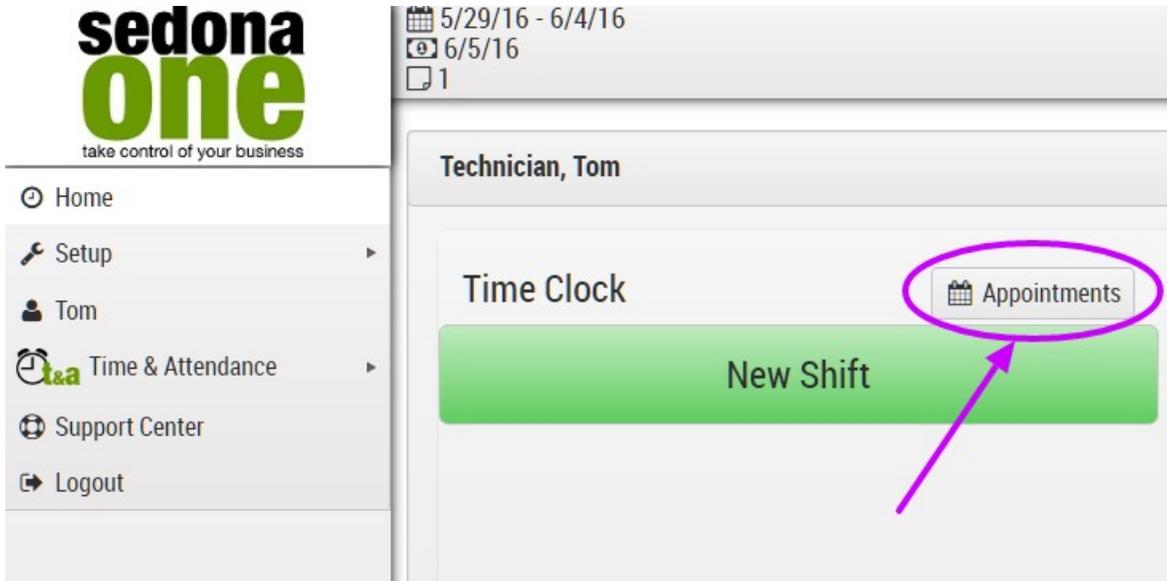


# Appointments

Last Modified on 11/07/2016 1:05 pm EST

Select Home on the far left navigation and then select the Appointments button.



The calendar will open up and appear the same way it does in AlarmBillr.

## Appointments

Scheduled  Dispatched  On Site  Completed  Confirmed  Declined

Today



📅 Wednesday, June 01, 2016

Wed 6/01

all day

2:00 PM

3:00 PM

4:00 PM

5:00 PM



WO#4/5 Technician, Tom - Burglar Alarm Installation

6:00 PM

Res. Installation | Harold Homeowner | Harold Homeowner | 310 Blackberry Ln. Willoughby, OH 44213

Click on appointment to dispatch. The Dispatch and Arrival codes default to the pay codes in Time & Attendance - Setup - Preferences.

Note: in order for the codes to default the Employee must have those Pay Codes added in their profile.

Event ×

**Address:**  Harold Homeowner - (555) 444-1212  
310 Blackberry Ln.  
Willoughby, OH 44213

**Title:**

**Start - End:**  
6/1/2016 5:00 PM   6/1/2016 6:30 PM  

**Status:**  
Scheduled 

**Dispatch:**  
   **Now**  
Dispatch 

**Arrival:**  
   **Now**  
Arrival 

**Completed:**  
   **Now**

**Description:**

**Save** **Cancel**

Select the Now button to the right of dispatch and then Save.

Event

**Address:**  Harold Homeowner - (555) 444-1212  
310 Blackberry Ln.  
Willoughby, OH 44213

**Title:**

**Start - End:**  
6/1/2016 5:00 PM   6/1/2016 6:30 PM  

**Status:**  
Scheduled 

**Dispatch:**  
   **Now**  
Dispatch 

**Arrival:**

The Work Order turns to blue for Dispatch.

5:00 PM	 WO#4/5 Technician, Tom - Burglar Alarm Installation		
6:00 PM	Res. Installation	Harold Homeowner	Harold Homeowner   310 Blackberry Ln. Willoughby, OH 44213

Time & Attendance starts a new Task. If a Shift had not yet been started, it will also start a Shift.

**Current Task** 

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days	hours	minutes	seconds
00	00	01	42

**Task Code:** Dispatch

**Shift Start:** 6/1/2016 10:38:58 PM -04:00

**Task Pay Code:** Dispatch ▼ Start Task

When the technician has arrived they go back to Appointment and select the Now button next to Arrival. The Dispatch, Arrival and Departure times are also in AlarmBillr.

Note: for the time being if a technician enter Dispatch, Arrival or Departure in AlarmBillr it is not sent to Time & Attendance. For the time being do those activities in Time & Attendance. Two way functionality will be added.