

Add New Event

Last Modified on 11/07/2016 12:52 pm EST

Add New Event

Double click on a blank space on the calendar around when you would like the event to be scheduled.



	Oliver Astra Tue 7/12	Sam Clyde Tue 7/12	Ethan David Tue 7/12	Lorena Mobley Tue 7/12	Unassigned Salesperson Tue 7/12	Barbie Savani Tue 7/12	Brad Solomon Tue 7/12	Ian User Tue 7/12
all day								
7:00 AM	WO#1408/1284 Astra, Oliver - Inspection Inspection Apple Lane Matt Grossman 137 Schofield Avenue Dudley,							
8:00 AM				WO#1308/1285 Mobley,				
9:00 AM								



an Event Page will appear.

Event

Title:


Type: **None** ▼


Start:  

End:  

All day event:

Description:

Attendees:  Sam Clyde ×


Sync: 

Save **Cancel**

*Note: Fields will be pre-populated based on the date, time, and technician (if you added an event in the technician calendar view) you clicked on when adding the event. all these fields can be overridden.

There are three event types: Miscellaneous Events, Work Order Appointments, and Recurring Work Order Appointments. Event type is selected from dropdown box next to the "Type" field.

Event ×

Title: <input type="text"/>	Description: <input type="text"/>
Type: None ▼	Attendees:  Sam Clyde ×
Start: 7/12/2016 8:00 AM <input type="button" value="📅"/> <input type="button" value="🕒"/>	Sync: <input type="checkbox"/>
End: 7/12/2016 8:15 AM <input type="button" value="📅"/> <input type="button" value="🕒"/>	
All day event: <input type="checkbox"/>	

The following will outline how to schedule each event type ([hyperlinks](#)).