Miscellaneous Event

Last Modified on 11/08/2016 10:12 pm EST

Information on adding a miscellaneous event. Please read "Adding a new Event" before continuing.

Miscellaneous Event Type

To schedule a miscellaneous event, such as an office meeting, select "Misc" from the dropdown box next to the "Type" field.

Fill Out Fields

Title

Enter the event title.

Start

Select the date and time this event is beginning

End

Select the date and time this event is ending.

All Day Event

Check this box if this is an all day event

Repeat

If you would like this event to recur, select the repetition frequency from the dropdown box. A series of fields will appear.

Repeat Every

Select how frequently you would like this event to repeat. For example if you select weekly in the repeat field, then choose to repeat every 2 weeks, the meeting be scheduled every other week.

Repeat on

Select which day you would like the event to repeat. This does not apply to daily events.

End

Select if you would like this event to end after a certain number of occurrences or after a certain date.

Customer

If this event is linked to a customer, select that customer's name from the dropdown box.

Site

If this event is linked to one of the the customer's sites, select that site from the dropdown box.

System

If this event is linked to one of the customer's systems, select that system from the dropdown box.

Description

enter a brief description of the event.

Attendees

Add or remove employees you would like to attend this even. Add an employee by selecting their name from the dropdown box that appears when you begin typing. remove an employee by clicking the "x" to the right of their name. You can add or remove as many employees as you wish.

Sync

Check this box if you would like AlarmBiller to automatically notify attendees if the event is changed.

Save

click save in the bottom right corner to update.

The Misc event will appear on your calendar in orange on the date and time you selected.

Select Employees...

▼ Filter / Refresh

| Today | ◄ | ► | 📅 Tuesday, July 12, 2016 | | | | | Day | Week | Month | Agenda | Technicians | 📄 PDF |

	Oliver Astra	Sam Clyde	Ethan David	Lorena Mobley	Unassigned Salesperson	Barbie Savani	Brad Solomon	Ian User
	Tue 7/12	Tue 7/12	Tue 7/12	Tue 7/12	Tue 7/12	Tue 7/12	Tue 7/12	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	office meeting:	office meeting:	office meeting:	office meeting: WO#1308/12		•		
9:00 AM								