Edit an Event

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Edit an Event

Double click on an event to begin editing (this applies to all types of events).

If the event is recurring, select if you would like to edit this event only or the entire series of events.

Edit Fields

A page will appear where you can edit event information.

View Connected Pages

You can view detail pages for the the site, system, work order, recurring work order, or customer manager page linked to this event (if applicable) by clicking the corresponding buttons at the top of the page.

Download Event to Personal Calendar

Download or email this event to your calendar by clicking the download/email icon at the top of the page.

Save

Click "Save" in the bottom right corner to update.