

# Edit an Event

Last Modified on 11/08/2016 10:18 pm EST

## 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.

Appointment #1289 / Work Order #1412

Download Envelope View System View Work Order Notify Customer Customer Manager

**Customer:** Matt Grossman - 1028  
**Site:** Brian Lattman - 3  
**System:** Burglar Alarm - 555

4 Cypress Drive  
Monroe Township, AL 08831  
(555) 555-5555 ext. [Map](#)

Title:

Type:

Status:

Start:

End:

All day event:

Dispatch:

Arrival:

Completed:

Description:

Tech:


Sync:

## 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.

Appointment #1289 / Work Order #1412

Completed Scheduled Declined Proposal

 [View System](#) [View Work Order](#) [Notify Customer](#) [Customer Manager](#)



**Customer:** Matt Grossman - 1028  
**Site:** Brian Lattman - 3  
**System:** Burglar Alarm - 555



4 Cypress Drive  
Monroe Township, AL 08831  
(555) 555-5555 ext. [Map](#)

Title:



Type:



Status:



Start:   

End:   


All day event:


Dispatch:   

Arrival:   

Completed:   

Description:

Tech:  Barbie Savani



Sync: 

## 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.

Appointment #1289 / Work Order #1412

Completed Scheduled Declined Proposal

  View System View Work Order Notify Customer Customer Manager


**Customer:** Matt Grossman - 1028  
**Site:** Brian Lattman - 3  
**System:** Burglar Alarm - 555

4 Cypress Drive Map  
Monroe Township, AL 08831  
(555) 555-5555 ext:

Title: Inspection  
Type: Work Order  
Status: Scheduled  
Start: 7/18/2016 8:00 AM  
End: 7/18/2016 8:30 AM  
All day event:

Dispatch:  Now  
Arrival:  Now  
Completed:  Now

Description: Burglar Alarm Inspection

Tech:  Barbie Savani ×

Sync:

Delete Save Cancel

## Save

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