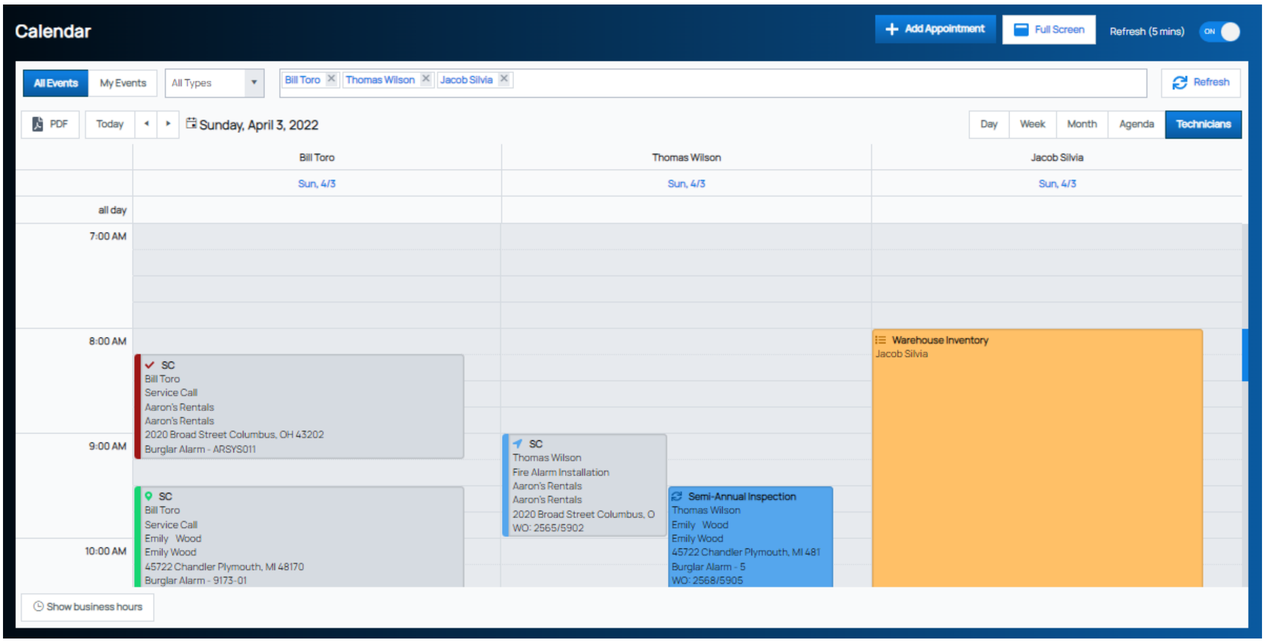
Edit an Appointment

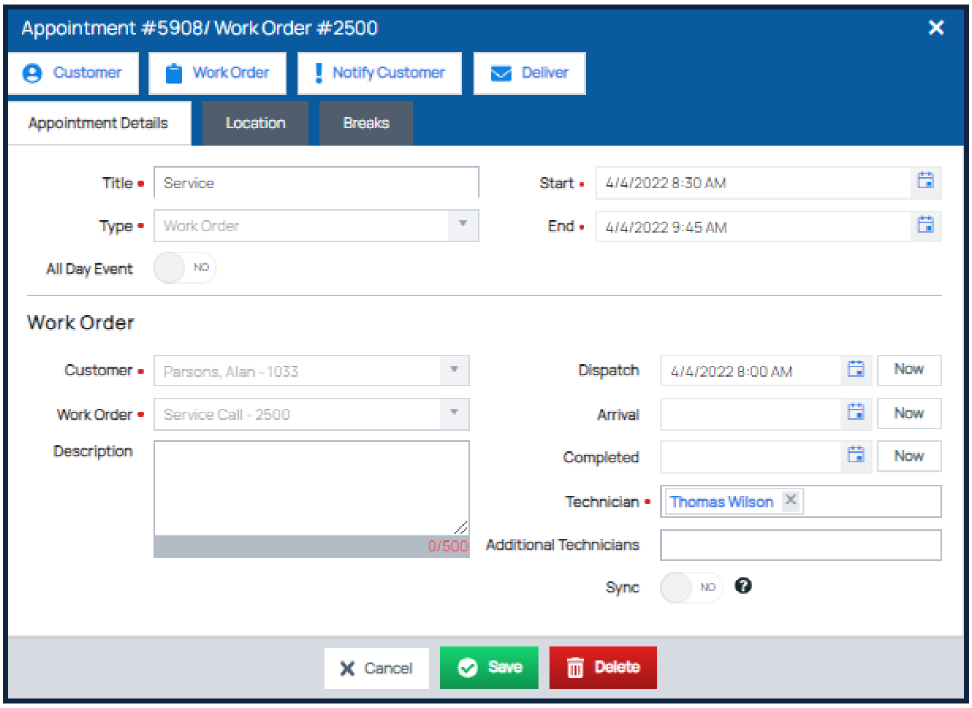
Last Modified on 05/05/2022 2:26 pm EDT

To edit an appointment, navigate to Accounts Receivable > Calendar.

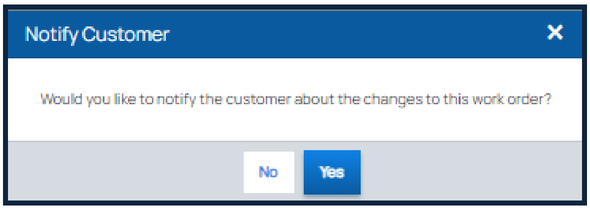
Double-click on the appointment to be edited.



The Appointment page will be displayed. Make the necessary changes, and then click the Save button when finished.



The Notify Customer dialog box will be displayed asking whether you want to notify the customer of the changes. If there is an email address on file for the customer, an email will be sent to the customer indicating the changes made to the appointment.


Notify Customer
Would you like to notify the customer about the changes to this work order?
No
Yes