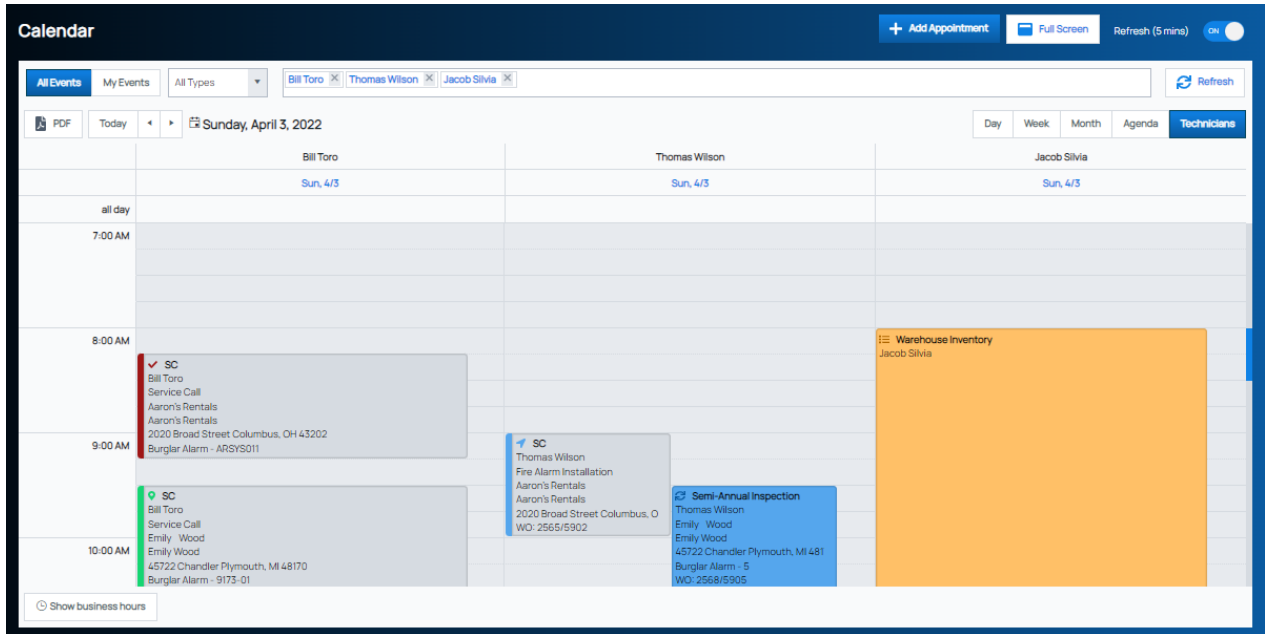


Edit an Appointment

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 screenshot shows the 'Appointment #5908 / Work Order #2500' form. The form is divided into sections: Appointment Details, Location, and Breaks. The Appointment Details section includes fields for Title (Service), Type (Work Order), Start (4/4/2022 8:30 AM), and End (4/4/2022 9:45 AM). The Work Order section includes fields for Customer (Parsons, Alan - 1033), Work Order (Service Call - 2500), Description, Dispatch (4/4/2022 8:00 AM), Arrival, Completed, Technician (Thomas Wilson), and Sync (NO). The form also includes buttons for Cancel, Save, and Delete.

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