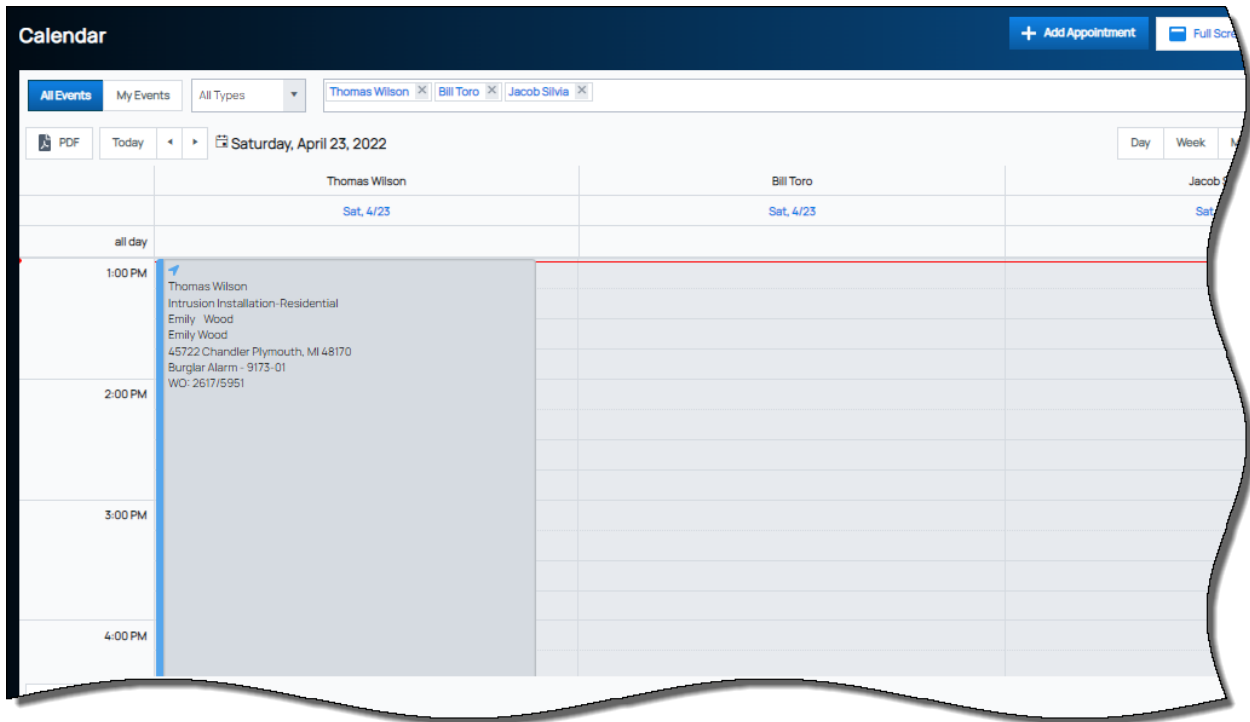


Dispatch an Appointment from the Calendar

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

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

Locate the appointment to be dispatched, and then double-click on the appointment.



The Appointment form will be displayed. Enter the dispatch times on the right side of the form. When finished, click the Save button.

A screenshot of the 'Appointment #5951 / Work Order #2617' form. The form has a blue header with a close button and navigation buttons: 'Customer', 'Work Order', 'System', 'Notify Customer', and 'Deliver'. Below the header are tabs for 'Appointment Details', 'Location', and 'Breaks'. The form contains several input fields and dropdown menus. The 'Title' field is empty. The 'Type' dropdown is set to 'Work Order'. The 'Start' field is '4/23/2022 1:00 PM' and the 'End' field is '4/23/2022 7:00 PM'. The 'All Day Event' toggle is set to 'NO'. Under the 'Work Order' section, the 'Customer' dropdown is 'Wood, Emily - 3719', the 'Work Order' dropdown is 'Intrusion Installation-Residential - 2617', and the 'Description' field is empty. The 'Dispatch' field is '4/23/2022 12:30 PM' with a 'Now' button. The 'Arrival' and 'Completed' fields are empty with 'Now' buttons. The 'Technician' dropdown is 'Thomas Wilson'. There is an 'Additional Technicians' field and a 'Sync' toggle set to 'NO'. At the bottom, there are 'Cancel', 'Save', and 'Delete' buttons.