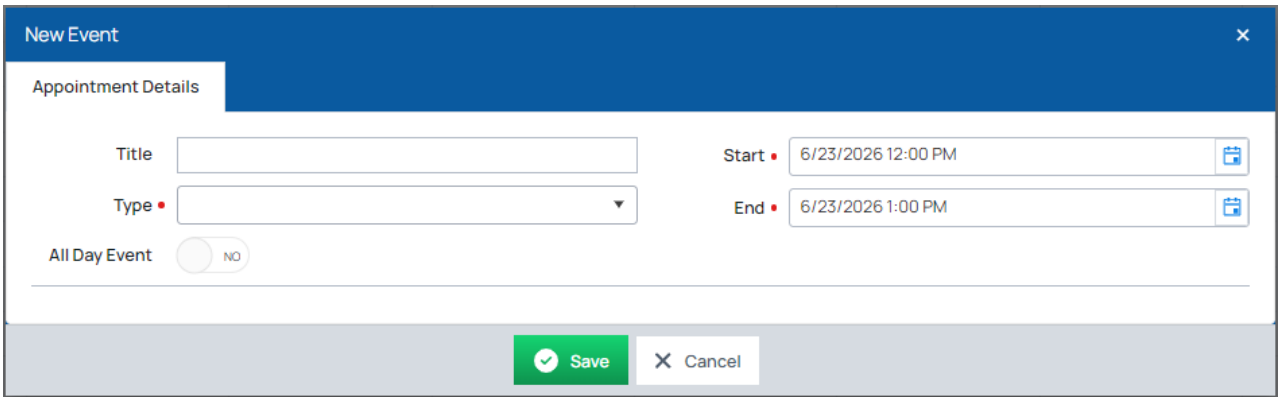
Add a Miscellaneous Appointment

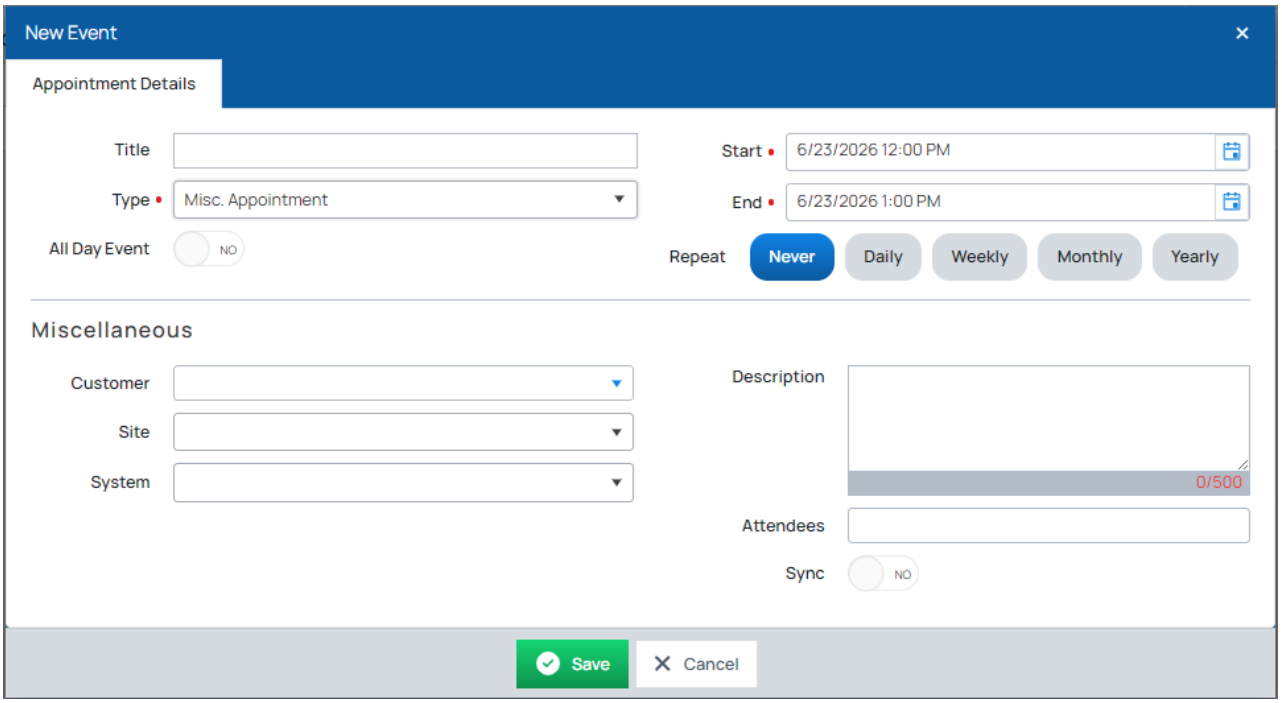
Last Modified on 06/24/2026 8:31 pm EDT

Miscellaneous appointments can be used for blocking out time on the calendar when technicians and salespersons are not available. This appointment type can also be used to schedule appointments for salespersons and can be linked to a customer only, a customer and a specific site, or a customer, site and system.

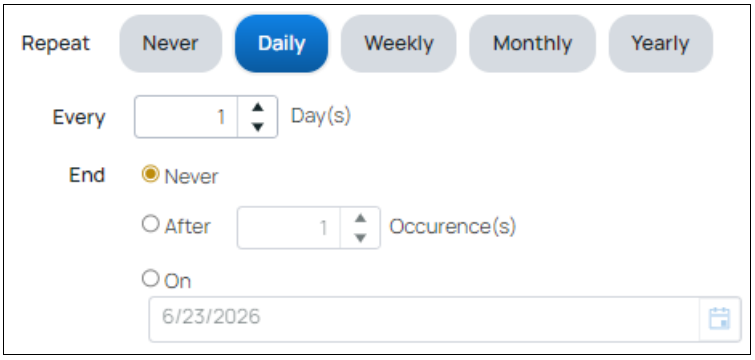
On the Calendar page, click the **Add Appointment** appointment button at the top of the page. The New Event form opens.

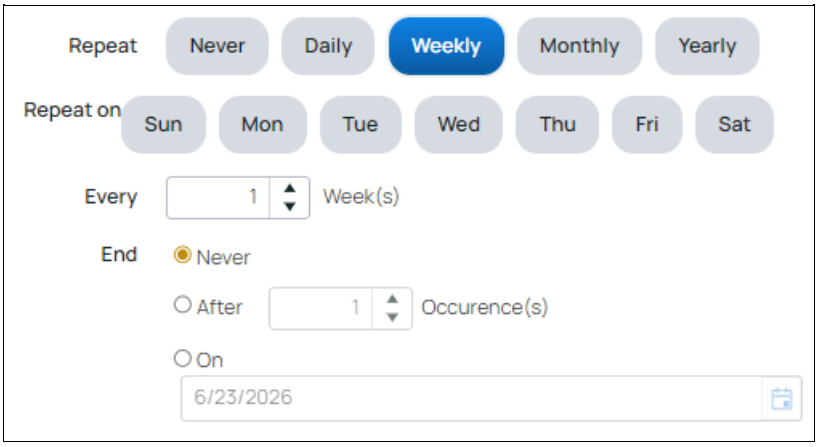


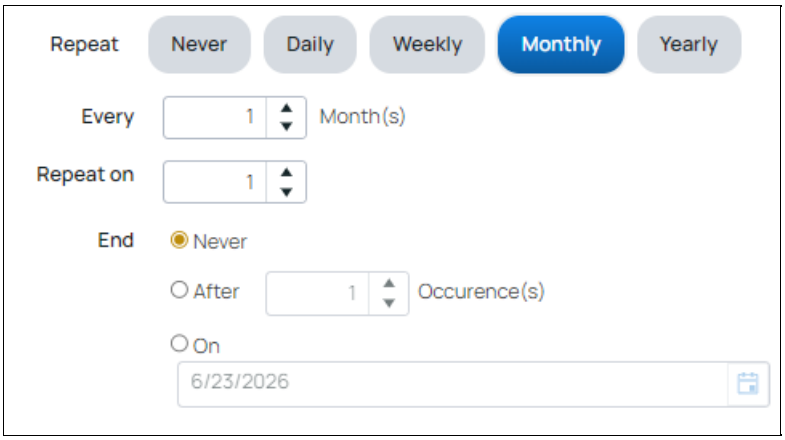
- **Title**: Type a title for the appointment
- **Type**: From the drop-down list, select Misc. Appointment. This expands the form showing additional fields.
- **All Day Event**: If the appointment will last from 8:00 AM to 5:00 PM, set this toggle button to YES.
- **Start**: Enter the start date/time.
- **End**: Enter the end date/time.

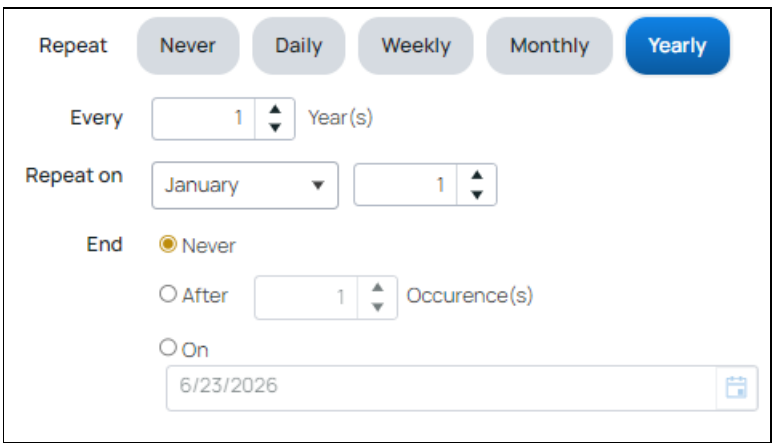


- **Repeat**: If the appointment occurs on a periodic basis, click the appropriate button.
  - If you choose an option other than Never, the form expands to make additional selections:









- **Customer**: Select a customer for the appointment.
- **Site**: Select a customer site.
- **System**: Select a customer system.
- **Description**: Type a description for the appointment. Note: Be careful adding personal information. The

description is visible on the calendar. Maximum of 500 characters allowed.

- **Attendees**: Click in the white box to select the employee for the appointment. If this appointment applies to multiple employees, check the box to the left of each person.
- **Sync**: If this button is set to Yes, if a change is made to the appointment, an email will be sent to the employee(s) selected in the Attendees field.

When finished, click the **Save** button at the bottom of the form.