

# **Dispatch Console Calendar**

In the **Calendar** view, you can view all the appointments to which service resources have been assigned, Holidays in the organization, and the Time Off taken by the resources. You can view all the service appointments on a day irrespective of the service resources or territories. You can also see the details using the Month, Week, Day, and List views.

## **Calendar Filters**

**Appointment Date/Time**: In this filter, if you select **Schedule**, then the entries for service appointments will be shown at the times that correspond to their Scheduled Date/Time. If you select **Live**, then the entries for service appointments will be shown at the Actual Date/Time of the service appointments if there is an Actual Date/Time present for the service appointment, else they will be shown at the times that correspond to their Scheduled Date/Time. Service appointments will have an Actual Date/Time only after the work has started, i.e. for service appointments with status In Progress or after.

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All Service Appointm	~ Q C <	Gantt Grid	Maps Calendar						
	Dec, . > 🖪 10 🗸	C 🕸 Ξ		<	November, 2024	>		Live 🔺 Mc	onth 🝷
ΔΡ-133	Scheduled on	Sun	Mon	Tue	Wed	Thu	F	Schedule	Sat
AC Repair	04 Dec 2024 01:30	27	28	29	30	31		Live	2
	04 Dec 2024 02:30	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	
> 🗆 AP-132	Scheduled on								
Home remodelling	04 Dec 2024 01:15	3	4	5	6	7	8		9
	04 Dec 2024 02:15	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	
> _ AP-131	Actual Time			AP-122 / 12:30pm					
	O3 Dec 2024 01:24								0

**Time Interval**: This filter will allow you to select different time intervals for viewing the service appointments:

- Month
- Week
- Day
- List

Based on the time interval, the value in the date picker in the middle of the calendar view will change.

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All Service Appointm	v Q C <	Gantt Grid	Maps Calendar						
〒 ⊟ @ < 05	Dec,. > 10 ~	G 🕸 =		<	November, 2024	>	L	ive 🔹 Month	n 🔺
\	Scheduled on	Sun	Mon	Tue	Wed	Thu	Fri	List	
AC Repair	04 Dec 2024 01:30	27	28	29	30	31	1	Day	
	04 Dec 2024 02:30	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86/TSS Week	ĸ
> 🗆 AP-132	Scheduled on							Mont	th
Home remodellin	g 04 Dec 2024 01:15	3	4	5	6	7	8		~
	04 Dec 2024 02:15	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	
► AD 121	Actual Time			AP-122/12:30pm					
AC-Installation	02.Dec 2024 01:24	mmm.	m		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			~~~~~	m

Click on = to use the following filters. Depending on the data you want to see, select or uncheck the respective checkboxes.

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All Service Appointm	- Q C < Gant	t Grid Maps <b>Calendar</b>	_					
	,. → 10 ∨ C	\$ <del>.</del>		< Novembe	er, 2024 >		Live -	Month 👻
ΔΡ-133	Scheduled on	Service Appointments		Tue	Wed	Thu	Fri	Sat
AC Repair	04 Dec 2024 01:30	Scheduled Time - Selected Range		29	30	31	1	2
	04 Dec 2024 02:30	Actual Time - Selected Range	15	AP-86 / TS95	AP-86 / TS9	5 AP-86 / TS95	AP-86 / TS95	j.
> 🗆 AP-132	Scheduled on			-		-		
Home remodelling	04 Dec 2024 01:15	Service Resources		5	ь	/	8	9
	04 Dec 2024 02:15 AP-86/T	All Service Resources	15	AP-86 / TS95	AP-86 / TS9	AP-86 / TS95	AP-86 / TS95	1
> _ AP-131	Actual Time		30pm					
AC Installation	03 Dec 2024 01:24	🖬 Time Off						
	03 Dec 2024 03:47			12	13	14	15	16
ΔP-130	Actual Time	95 🕱 Holiday	<b>1</b> 5	AP-86 / TS95	AP-86/TS9	5 AP-86 / TS95	AP-86 / TS95	;
AC Repair	03 Dec 2024 01:06*							
m	03 Dec 2024 01:07	17 18		19	2Q	21	22	23

**Service Appointments**: Click to change the filter criteria. Click **Edit** and change the filters as required and click **Apply**. For any date filter selected, the date range considered will be the one chosen in the date picker in the middle of the calendar view.

**Service Resources**: Click to change the filter criteria. Select the service resources whose service appointments you want to view. Click **Edit** and choose additional filters as required and click **Apply**.

**Time Off**: All the time off taken by the service resources will be listed. Unselect the checkbox if you do not want the time off entries to be listed in the calendar.

**Holiday**: All the holidays added in the organization will be listed. Unselect the checkbox if you do not want the holidays to be listed in the calendar.

You can also see these filters in a side pane on the right side. The filters will be displayed either in a side pane on the right or as an icon, depending on the width of the calendar area.

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All Serv	vice Appointme 🗸	Q 0 <	Gantt	Gr	id Maps		Calendar										
= 8	☰ 🔯 < 02 Jan, 2. →	<b>1</b> 0 ~	C				<	N	lovember, 2024	. >		Live	•	Month	•	Service Appointments	
	ΔP-134			Sun	M	on	Tu	ıe	Wed		Thu	Fri			Sat	Scheduled Time - Selected Range	
	Install CCTV camera in	Actual Time 24 Dec 2024 12		27	:	28	2	9	30		31	1			2	Actual Time - Selected Range	
	car parking	24000202412	AP-86 / TS95		AP-86 / TS95		AP-86 / TS95		AP-86 / TS95	AP-86 / TS95		AP-86 / TS95	AP-8	86/TS95		Service Resources	
$\rightarrow$ $\Box$	AP-133	Scheduled on															-
	AC Repair	04 Dec 2024 C		3		4		5	6		7	8			9	Type - All	
		0400020240	AP-86 / TS95		AP-86 / TS95		AP-86 / TS95	i I	AP-86 / TS95	AP-86 / TS95		AP-86 / TS95	AP-8	86/TS95		🗑 Time Off	
	AP-132 Home remodelling	04 Dec 2024 C				-1	AP-122 / 12:30pm										_
	honoronodoling	04 Dec 2024 C														💇 Holiday	<u>~</u>
	AP-131	Actual Time															
	AC Installation	03 Dec 2024 0		10		11	1	12	13		14	15			16		
han		03 Dec 2024 C	AP-86/1595		AP-86 / TS95	الىر	AP-86/TS95	J	-AP-86/TS95	AP-86 / TS95	$\sim$	AP-86 ( TS95	AP-8	B6/TS95	m	hannen	, marine

## **Calendar Settings**

- **Maintain Scroll across dates**: Use this to maintain the scroll position across dates; otherwise, the scroll will revert to the start of the business hours. This is applicable only for the Week and Day views.
- **Show all events of a day**: If you enable this, all the service appointments for a day will be shown in the Month view; otherwise, only two service appointments will be shown with the +more option.

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All Service Appointm	~ Q C <	Gantt Grid	Maps Cale	ndar					
≂ 😑 📾 < 05 Dec,	,	C 🕸 =			< Nove	mber, 2024 >		Live 👻	Month 👻
ΔP-133	Scheduled on	Maintain Sci	roll across dates 🛛 🧲	Ο,	Tue	Wed	Thu	Fri	Sat
AC Repair	04 Dec 2024 01:30	Show all eve	ents of a day		29	30	31	1	2
	04 Dec 2024 02:30	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS	695 AP-86 / T	S95 AP-86 / TS95	AP-86/T	395
> 🗆 AP-132	Scheduled on								
Home remodelling	04 Dec 2024 01:15		3	4	5	6	7	8	9
	04 Dec 2024 02:15	AP-86 / TS95	AP-86 / TS95	AP-86 / TS95	AP-86 / TS	S95 AP-86 / T	S95 AP-86 / TS95	AP-86 / T	695
> AP-131	Actual Time 			AP-122 / 12:30pr					

### Create an appointment through drag and drop

You can create service appointments in the following ways:

- Drag and drop a work order
- Drag and drop a service of the work order

To create an appointment through drag and drop:

1. Click Create in the <u>Work Orders List</u>.

Work orders can also be created from the <u>Work Orders</u> module.

All Work Orders 🗸		QC
=	C 01 Sep, 22 >	Create
V C WO33 Sundry repairs	Preferred On -	• Dispatched -None-
SVC-83	Extermination	• In Progress
SVC-84	Leakage Repair	<ul> <li>In Progress</li> </ul>
SVC-85	Plumbing	In Progress
✓ □ WO32 Bathroom floor repair	Preferred On Aug 08, 2022 - Aug 09, 2022 Morning	Cancelled -None-
SVC-77	Leakage Repair	Completed
SVC-78	Extermination	Completed

In the *Create Work Order* overlay, enter the necessary <u>details</u> and click **Save**.
 The work order will be created and listed in the *Work Orders List*. You can now create service appointments for this work order.

#### Drag and drop a work order

1. Drag and drop the work order to the desired point in the Calendar that corresponds to the time for which you want to schedule the appointment.

When you select the work order, all its services will be automatically selected. You can uncheck the services you want to exclude from the appointment.

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All Work Orders $$	QC	Gantt	Maps	Calendar						
	Create	All Cale	ndar 🛛 🗹 Serv	vice Appointmen	ts 🗹 Holiday	Time Off				
V VO9 Preferred On Bathroom repair -	• New	C			< De	c 4 - 10, 2022 >			Week	Day
SVC-14 Plumbing	New		4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 S	at
SVC-15 Leakage repair	New	All Day								
V D WO8 Preferred On Repair coffee -	• Scheduled	12 PM								
SVC-13 Vending Machine Repair	Scheduled	L								
✓ □ WO7 Preferred On Carpet stain -None-	In Progress	1 PM								
SVC-12 Move out carpet cleaning	<ul> <li>Completed</li> </ul>									
✓ □ WO6 Preferred On Carpet stain -	<ul> <li>In Progress</li> </ul>	2 PM								
SVC-9 Move out carpet cleaning	<ul> <li>Completed</li> </ul>	3 PM								
✓ □ WO5 Preferred On Clogged drain pipe -	<ul> <li>In Progress</li> </ul>									
SVC-5 Plumbing	Completed	4 PM								
Total records : ### 10 Re	cords per page < 🚺 🗦									

2. In the *Create Appointment* overlay, the following details will be populated, which you can change if required.

- a. Service
- b. Summary
- c. Scheduled Start/End Date Time
- 3. Select a Service Resource (Agent or Crew)
- 4. Click **Schedule** or **Schedule and Dispatch** to continue.

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All Wo	rk Orders 🗸		QC	Gantt Maps	Choose WorkOrder	WOO Bethere an and		<u>^</u>
₹		06 Dec, 22 >	Create	All Calendar 🛛 🗹	Choose workOrder	WO9-Bathroom repair		23
~ 🗹	WO9 Bathroom repair	Preferred On -	• New	C		Work Order Details WO9 Bathroom repair New Ø Service 🖬 I	Edward Cor	
	SVC-14	Plumbing	New	4 Sun				
	SVC-15	Leakage repair	• New	All Day	Service	Plumbing (SVC-14)	~	•
~ 🗆	WO8	Preferred On	Schodulod			New, Quantity: 1	^	
	Repair coffee machine	-	• Scheduled	12 PM		Leakage repair (SVC-15)	×	
	SVC-13	Vending Machine Repair	Scheduled			New, Quantity: 1		
~ 🗆	WO7 Carpet stain	Preferred On -None-	• In Progress	1PM	Summary	Bathroom repair		
	SVC-12	Move out carpet cleaning	Completed	2.014	Assot			
~ 🗆	WO6 Carpet stain	Preferred On -	In Progress	ZPM	A3561	Search Asset		
	SVC-9	Move out carpet cleaning	Completed	3 PM	Scheduled Start Date Time	Dec 06, 2022	12:30 PM	
~ 🗆	WO5 Clogged drain pipe	Preferred On -	• In Progress	4 PM	Scheduled End Date Time	Dec 06, 2022	01:30 PM	
	SVC-5	Plumbing	Completed		Service Resource			
	SVC-7	Plumbing	Completed	5 DM	ber vice resource	Lucy Robins ×		·
	SVC-8	Move out carpet cleaning	Completed	5FM				
Total reco	rds:###	10 Record	Is per page < 1 >			Cano	Schedule	Schedule and Dispatch

### Drag and drop a service of the work order

1. Drag and drop the service to the desired point in the Calendar that corresponds to the time for which you want to schedule the appointment.

Work Orders $$		QC	,	Gantt	Maps	Calendar					
	06 Dec, 22 >	Create		All Caler	idar 🛛 🗹 Serv	vice Appointments	🖌 Holiday	Time Off			
WO9 Bathroom repair	Preferred On -	• New	м	c			< De	c 4 - 10, 2022 >			Week D
SVC-14	Plumbing	New			4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 Sat
SVC-15	Leakage repair	New		All Day							
WO8     Repair coffee     machine	Preferred On -	Scheduled		4 PM							
SVC-13	Vending Machine Repair	Scheduled		5 PM							
Carpet stain	Preferred On -None-	<ul> <li>In Progress</li> </ul>	M	(0)/							
SVC-12	Move out carpet cleaning	<ul> <li>Completed</li> </ul>		OPM							
Carpet stain	Preferred On -	<ul> <li>In Progress</li> </ul>		7 PM							
SVC-9	Move out carpet cleaning	<ul> <li>Completed</li> </ul>									
Clogged drain pipe	Preferred On -	<ul> <li>In Progress</li> </ul>		8 PM							
SVC-5	Plumbing	<ul> <li>Completed</li> </ul>		9 PM							
SVC-7	Plumbing	<ul> <li>Completed</li> </ul>									
	Plumbing	Completed									

- 2. In the *Create Appointment* overlay, the following details will be populated, which you can change if required.
  - a. Service
  - b. Summary
  - c. Scheduled Start/End Date Time
- 3. Select a **Service Resource** (Agent or Crew)
- 4. Click **Schedule** or **Schedule and Dispatch** to continue.

ද <b>ි F</b> S	SM Customers	✓ Work Order Management	<ul> <li>Dispatch C</li> </ul>	onsole	Services And	d Parts	Create Appointment			×
All Wo	rk Orders 🖂		Q	C	Gantt	Maps	Choose WorkOrder	WO9-Bathroom repair	Ø	
Ŧ		06 Dec, 22 >	Cre	eate	All Calenda	ar   🖸		Work Order Details		
~ 🗆	<b>WO9</b> Bathroom repair	Preferred On -	• New	Me	C			WO9 Bathroom repair New Ø Service 🖬	dward Cor	
	SVC-14	Plumbing	New			4 Sun				
	SVC-15	Leakage repair	New		All Day		Service	Plumbing (SVC-14)	~	
~ 🗆	WO8 Repair coffee	Preferred On -	• Scheduled		4 PM			New, Quantity: 1		
	SVC-13	Vending Machine Repair	Scheduled		5 PM		Summary	Bathroom repair		
~ 🗆	WO7 Carpet stain	Preferred On -None-	<ul> <li>In Progress</li> </ul>	Me	6 PM		Asset	Search Asset		
	SVC-12	Move out carpet cleaning	<ul> <li>Completed</li> </ul>				Scheduled Start Date	D = 0( 0000	07.00 PM	
~ 🗆	WO6 Carpet stain	Preferred On -	In Progress		7 PM		Time Scheduled End Date Time	Dec 06, 2022	07:00 PM	
	SVC-9	Move out carpet cleaning	Completed					Dec 06, 2022	08:00 PM	
~ 🗆	WO5 Clogged drain pipe	Preferred On -	In Progress		8 PM		Service Resource	Lucy Robins X	•	
	SVC-5	Plumbing	Completed		9 PM					
	SVC-7	Plumbing	Completed							
	SVC-8	Move out carpet cleaning	Completed		10 PM					
	SVC-10	Plumbing	Completed							
Total reco	ords : ###	10 R	ecords per page 🧹	1 >	11 PM			С	ancel Schedule	Schedule and Dispatch

#### Note:

As shown in the screenshot below, you can drag and drop by clicking anywhere in the row corresponding to the work order or service.

~	<b>WO9</b> Bathroom repair	Preferred On -	•	New	M
	SVC-14	Plumbing	٠	New	
	SVC-15	Leakage repair	٠	New	

### **Create Appointments from Calendar**

You can create appointments directly from the Calendar. To do so:

- 1. Click on the point in the Calendar that corresponds to the time for which you want to schedule the appointment.
- 2. In the *Create Appointment* overlay, choose the work order for which you want to create the appointment.

I Wor	'k Orders 🗸		QC		Gantt	Iviaps	Calendar					
-		06 Dec, 22 >	Create		All Caler	ndar 🛛 🗹 Serv	rice Appointment	s 🗹 Holiday	Time Off			
~ 🗹	WO9 Bathroom repair	Preferred On -	• New	м	C			< De	c 4 - 10, 2022 >			Week Da
	SVC-14	Plumbing	New			4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 Sat
	SVC-15	Leakage repair	New		All Day							
~ 🗆	WO8	Preferred On			8 AM							
	Repair coffee machine	-	Scheduled									
	SVC-13	Vending Machine Repair	<ul> <li>Scheduled</li> </ul>		9 AM							
~ 🗆	WO7	Preferred On	In Progress	. +								
	Carpet stain	-None-	e introgress		10 AM							
	SVC-12	Move out carpet cleaning	<ul> <li>Completed</li> </ul>									
~ 🗆	WO6 Carpet stain	Preferred On	<ul> <li>In Progress</li> </ul>		11 AM				ħ			
	SVC-9	Move out carpet cleaning	<ul> <li>Completed</li> </ul>									
~ □	WO5	Preferred On			12 PM							
	Clogged drain pipe	-	<ul> <li>In Progress</li> </ul>									
	SVC-5	Plumbing	<ul> <li>Completed</li> </ul>		1 PM							
	SVC-7	Plumbing	<ul> <li>Completed</li> </ul>									
			_		2.014							

- 3. In the *Create Appointment* overlay, the following details will be populated, which you can change if required.
  - a. Service
  - b. Summary
  - c. Scheduled Start/End Date Time
- 4. Select a Service Resource (Agent or Crew)
- 5. Click **Schedule** or **Schedule and Dispatch** to continue.

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All Wo	rk Orders 🗸		Q	C	Gantt	Maps				
Ţ		06 Dec 22	Cre	eate	All Calond	ar 🗖	Choose WorkOrder	WO9- Bathroom repair		
					All Calenu			Work Order Details		
~ 🗹	WO9 Bathroom repair	Preferred On -	New	Me	C			<ul> <li>New Ø Service ¥ E</li> </ul>	dward Cor	
	SVC-14	Plumbing	• New			4 Sun				
	SVC-15	Leakage repair	New		All Day		Service	Plumbing (SVC-14)	~	-
~ 🗆	WO8	Preferred On	Scheduled		8 AM			New, Quantity: 1	~	
	machine	-	- Scheduled		9.414			Leakage repair (SVC-15) New Quantity: 1	×	
	SVC-13	Vending Machine Repair	Scheduled		9 AM			New, Quantity. 1		
~ 🗆	WO7 Carpet stain	Preferred On -None-	In Progress	Me	10 AM		Summary	Bathroom repair		
	SVC-12	Move out carpet cleaning	<ul> <li>Completed</li> </ul>				Asset	County Arrest		
~ 🗆	WO6 Carpet stain	Preferred On -	In Progress		11 AM			Search Asset		
	SVC-9	Move out carpet cleaning	<ul> <li>Completed</li> </ul>		10.014		Time	Dec 07, 2022	09:00 AM	
~ 🗆	WO5 Clogged drain pipe	Preferred On -	In Progress		12 PM		Scheduled End Date Time	Dec 07, 2022	09:30 AM	
	SVC-5	Plumbing	Completed		1PM		Service Resource			•
	SVC-7	Plumbing	Completed							
	SVC-8	Move out carpet cleaning	<ul> <li>Completed</li> </ul>		2 PM					
	SVC-10	Plumbing	Completed							
Total reco	ords : ###	10 R	ecords per page	1 >	3 PM			Ca	ancel Schedule	Schedule and Dispatch

# **Reschedule through drag and drop**

You can reschedule an appointment in the following ways:

- 1. In the Calendar view, drag and drop an appointment to a different time
- 2. In the Calendar view, resize the appointment
- 3. Drag and drop the appointment from the Service Appointments List to a new time in the Calendar view
- 1. In the Calendar view, you can reschedule an appointment by dragging and dropping it to a different time.

CIS FSM Customers ~	Work Order Management 🗸	Dispatch Console	Services /	And Parts Ass	sets Workf	orce 🗸 🔸	•	Sta	andard Trial Upgrade	et 🅸 🗘 🔲
All Work Orders $$		Gantt	Maps Cal	endar						
₹ (	06 Dec, 22	Create	All Calen	dar 🛛 🗹 Service	Appointments	Holiday	Time Off			
✓ □ WO9 Pr Bathroom repair -	referred On	Scheduled M	c			< D	ec 4 - 10, 2022 >			Week Day
SVC-14 PI	umbing	Scheduled		4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 Sat
SVC-15 Le	eakage repair	Scheduled	All Day							
V WO8 Pr Repair coffee -	referred On	Scheduled	8 AM							
SVC-13 Ve	ending Machine Repair	Scheduled	9 AM				AP-12/09:00am			
✓ ₩07 Pr Carpet stain -N	referred On None-	In Progress M	10 AM				•			
□ SVC-12 M	ove out carpet cleaning	Completed								
✓ □ WO6 Pr Carpet stain -	referred On	In Progress	11 AM							
SVC-9 M	ove out carpet cleaning	Completed								
✓ □ WO5 Pr Clogged drain pipe -	referred On	In Progress	12 PM							
SVC-5 PI	umbing	Completed	1PM							
SVC-7 PI	umbing	Completed								
Total records : ###	10 Records	sperpage < 1 >	2.014							

2. In the Calendar view, you can also reschedule an appointment by resizing the appointment. Move your cursor to the bottom edge of the service appointment and when the cursor changes to a downward arrow, resize it to the duration you want for the service appointment.

ll Wor	k Orders 🗸		QC		Gantt	Maps	Calendar						
₹		06 Dec, 22 >	Create		All Calen	dar 🛛 🗹 Serv	ice Appointments	🛛 Holiday	Time Off				
~ 🗆	<b>WO9</b> Bathroom repair	Preferred On -	<ul> <li>Scheduled</li> </ul>	1	C			< 1	Dec 4 - 10, 2022 >			Week	Day
	SVC-14	Plumbing	Scheduled			4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 :	Sat
	SVC-15	Leakage repair	Scheduled		All Day								
~ 🗆	WO8 Repair coffee	Preferred On -	Scheduled		8 AM								
	SVC-13	Vending Machine Repair	Scheduled		9 AM				AP-12/09:00am				
~ 🗆	WO7 Carpet stain	Preferred On -None-	<ul> <li>In Progress</li> </ul>	1	10 AM				•				
	SVC-12	Move out carpet cleaning	<ul> <li>Completed</li> </ul>										
~ 🗆	WO6 Carpet stain	Preferred On -	<ul> <li>In Progress</li> </ul>		11 AM								
	SVC-9	Move out carpet cleaning	<ul> <li>Completed</li> </ul>										
~ 🗆	WO5 Clogged drain pipe	Preferred On -	<ul> <li>In Progress</li> </ul>		12 PM								
	SVC-5	Plumbing	<ul> <li>Completed</li> </ul>		1 PM								
	SVC-7	Plumbing	<ul> <li>Completed</li> </ul>										

3. Lastly, you can reschedule an appointment by dragging and dropping the appointment from the Service Appointments List to a new time in the Calendar view.

た FSM Customer	rs 🗸 🛛 Work Order Manageme	nt 🗸 🛛 Dispatch Con	sole	Services	And Parts	Assets Workf	orce 🗸 🔹 •	··		Standard Trial	et 🅸	¢ 🔲
All Service Appointment	ts ∨	QC	2	Gantt	Maps (	Calendar						
- 8	< 06 Dec, 22 >	<b>4</b> 1 ~	-	All Caler	ndar 🛛 🗹 Serv	ice Appointments	Holiday	Time Off				
Appointment Name: AP-12	Scheduled on Dec 07, 2022 09:00 AM Dec 07, 2022 09:30 AM	• Scheduled	:	C			< C	0ec 4 - 10, 2022 >			Week	Day
SVC 15	Lookago ropoir	Cabadulad			4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10	Sat
546-15	Leakage repair	• Scheduled	-	All Day								
SVC-14	Plumbing	<ul> <li>Scheduled</li> </ul>		7 AM								
✓ □ AP-11 Spring cleaning	Actual Time Dec 05, 2022 07:00 PM	Completed	Lu									
	Dec 05, 2022 07:01 PM		_	8 AM								
SVC-11	Move out carpet cleaning	<ul> <li>Completed</li> </ul>	- +									
✓ □ AP-10 Repair coffee machine	Scheduled on Dec 02, 2022 12:00 AM Dec 02, 2022 01:00 AM	Dispatched	Ec	9 AM				AP-12/09:00am				
SVC-13	Vending Machine Repair	<ul> <li>Scheduled</li> </ul>		10 AM								
✓ □ AP-9 Carpet stain	Actual Time Dec 02, 2022 11:38 AM	Completed	Ec	10/01								
SVC-12	Move out carpet cleaning	<ul> <li>Completed</li> </ul>		11 AM								
✓ □ AP-8 Carpet stain	Actual Time Nov 24, 2022 06:10 PM Dec 01, 2022 11:37 AM	Completed	Lı	12 PM								
Total records : ###	10	Records per page 🧹 🚺	>									

After rescheduling, in the *Schedule Appointment* dialog, make the following changes if necessary and click **Schedule Appointment**.

- 1. Schedule Start/End time
- 2. Assigned agent

Click 🖾 to view the appointment details in a new window.

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All Service Appoir	ntments v	Q	C	Gantt Maps	Caler	Schedule Appointme	nt		×
<b>=</b>	06 Dec, 22 >	<b>1</b>	~	All Calendar 🛛 🗹	Service A	Schedule Informatio	n		
V AP-12 Bathroom re	Scheduled on Dec 07, 2022 09:00 AM Dec 07, 2022 09:30 AM	• Scheduled Dispatch	Edv	C		Scheduled Start Date Time	Dec 08, 2022	09:30 AM	
SVC-15	Leakage repair	Scheduled		4 Sun		Scheduled End Date Time	Dec 08, 2022	10:00 AM	
SVC-14	Plumbing	Scheduled		7.4M		Asset			
AP-11 Spring clean	Actual Time Dec 05, 2022 07:00 PM Dec 05, 2022 07:01 PM	Completed	Luc			Service Resource	Lucy Robins X		
SVC-11	Move out carpet cleaning	Completed		8 AM					_
✓ □ AP-10 Repair coffe machine	e Scheduled on Dec 02, 2022 12:00 AM Dec 02, 2022 01:00 AM	Dispatched	Edv	9 AM				Cancel Schedule A	Appointment
SVC-13	Vending Machine Repair	Scheduled		10 AM					
✓ □ AP-9 Carpet stain	Actual Time Dec 02, 2022 11:38 AM	Completed	Edv						
	Dec 02, 2022 11:42 AM			11 AM					I.
SVC-12	Move out carpet cleaning	<ul> <li>Completed</li> </ul>							
✓ □ AP-8 Carpet stain	Actual Time Nov 24, 2022 06:10 PM Dec 01, 2022 11:37 AM	Completed	Luc	12 PM					
SVC-9	Move out carpet cleaning	Completed		1PM					
~ 🗆 AP-7	Actual Time								
Total records : ###	10	Records per page 🧹 🚺	>	2.014					

### Note:

The drag-and-drop option will be available for appointments in the **New**, **Scheduled**, and **Dispatched** statuses.