Schedule - Creating an Event

1) Select ‘Schedule’ from the left side bar
1) Click in an empty timeslot for the desired date
2) Fill in all the appropriate information for the Event
    a. Date – auto-populate for selection
    b. Person – Select the Customer from the drop down menu
    c. Service – Select the appropriate service from the drop-down
    d. Service Request (Optional) – connects the event to an existing service request
    e. Technician (Optional) – person who will be handling the service
    f. Description (Optional) – brief description of the project/work being done. The description provided will appear on the invoice
    g. Start Time
    h. End Time
    i. Billable – checked off for services to be billed
3) Funding Information - Select the fund to be charged
    a. If the charge is to be split between multiple funds, click ‘Add Additional Fund Source’ and apply the appropriate percentages
4) Click Create