# Creating a New Appointment from an Existing Ticket

The following guide illustrates how to create a new appointment from an Existing Ticket.
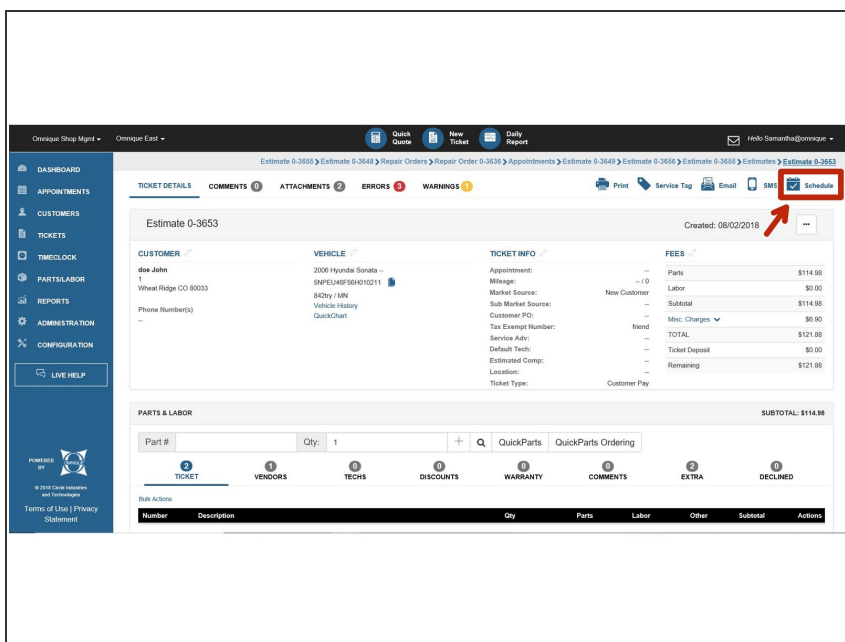
Written By: Jennifer Harding

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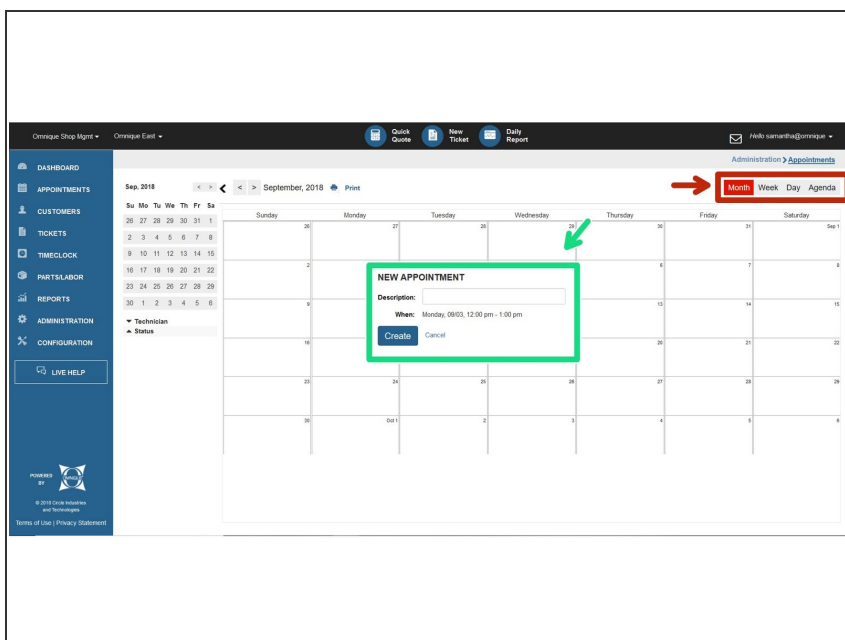## Step 1 — Creating a New Appointment from an Existing Ticket



● Inside of a ticket, click on **Schedule**.

## Step 2 — Creating a New Appointment from an Existing Ticket



⚠ The appointment calendar can be viewed by Month, Week, or Day.

● Click on the day or time you want to add the appointment, then click **Create**.

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## Step 3 — Creating a New Appointment from an Existing Ticket



- Enter an appointment description (if desired).

- Edit date and time (if needed).

- Select an appointment status from the drop down list (not required).

- Select a Category (if desired).

- Select a Technician (if applicable).

- Assign an Appointment Bay (if needed).

- Add a Customer and Vehicle to the appointment (if desired).

- Click **Save** when finished.

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