



# Creating a New Appointment from an Existing Ticket

The following guide illustrates how to create a new appointment from an Existing Ticket.

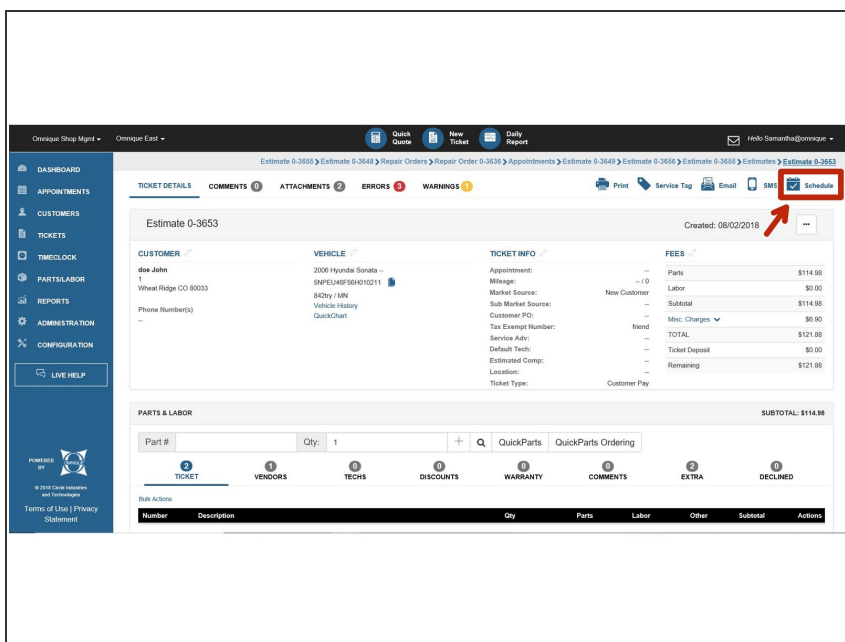
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**New Appointment  
from Estimate**

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

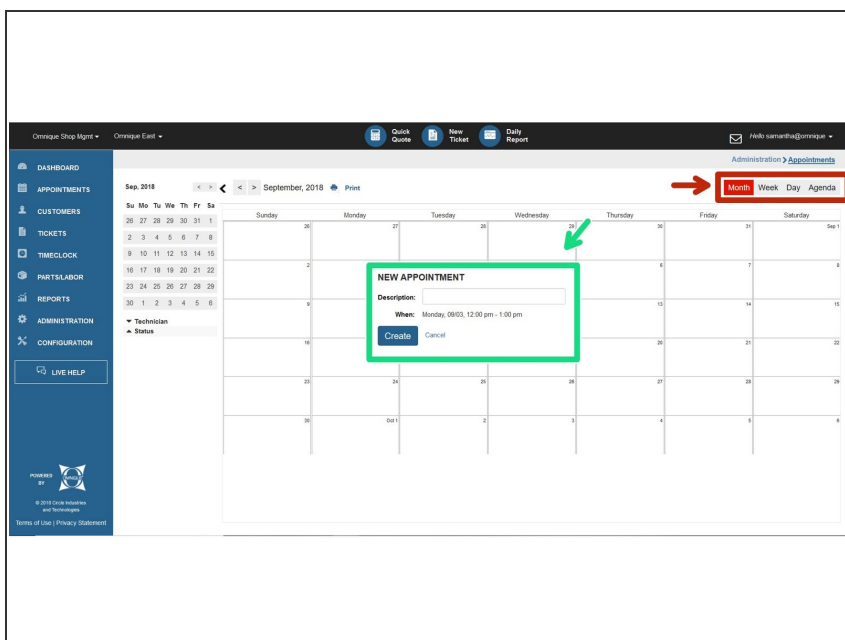
- Inside of a ticket, click on **Schedule**.



## 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**.



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

The screenshot shows the 'EDIT APPOINTMENT' screen in the Omnicore Shop Manager. The left sidebar contains navigation links: DASHBOARD, APPOINTMENTS, CUSTOMERS, TICKETS, TIMELOCK, PARTSLABOR, REPORTS, ADMINISTRATION, CONFIGURATION, and LIVE HELP. The main content area is titled 'EDIT APPOINTMENT' and includes a 'Return to appointments' link. Below this is the 'APPOINTMENT DETAILS' section, which contains fields for Description, DateTime (02-26-2019 10:30 AM to 11:30 AM), Status (Completed), Category (Air Induction / Vacuum), Tech (Omnicore Omnicore), and Bay (Unsigned). To the right of these details is a 'CUSTOMER INFO' section with a black box around it and a black arrow pointing to it. The 'CUSTOMER INFO' section has two buttons: 'Add Customer & Vehicle' and 'Create Ticket'. At the bottom left of the main content area, there is a 'Save' button with a blue arrow pointing to it.

- 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.