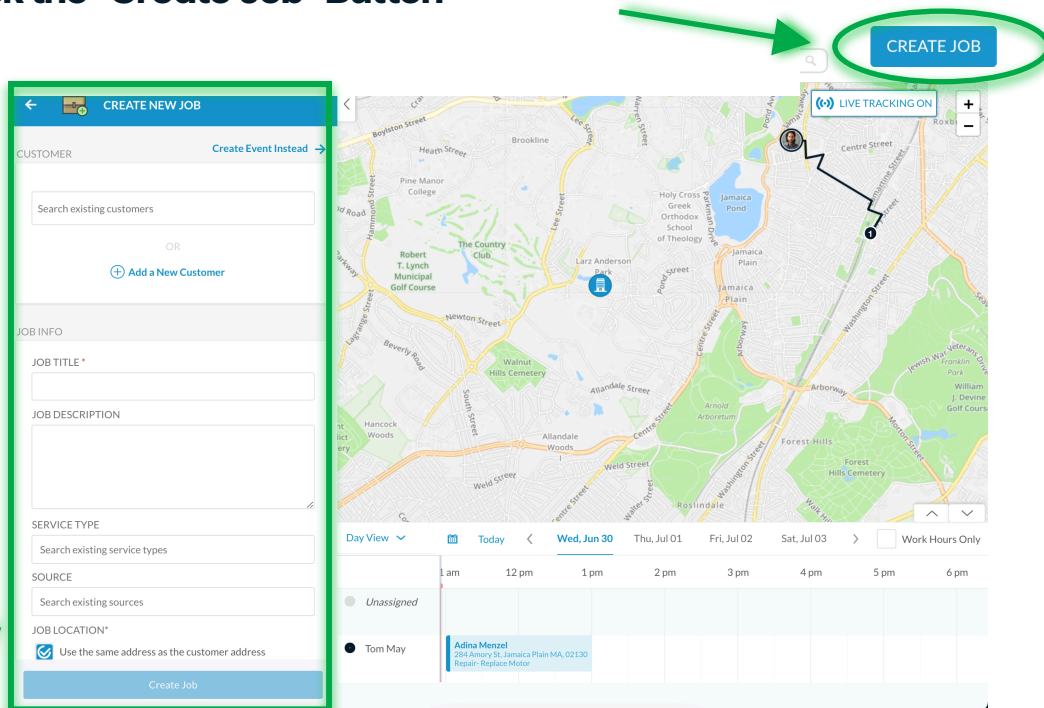


Creating Retail Work

You can add your retail appointments to your schedule alongside work sent to you in Dispatch and see everything in one place!

1. Click the “Create Job” Button



2. Enter Customer & Job Info in Panel

If this is a customer you’ve serviced before or they’re already stored in your system, their info will auto-populate once you start typing in their name.

3. Pick a Date, Time and Assign a Tech

Then click ‘Create Job’. Not sure which tech you want to assign? No problem at all! You can still schedule the appointment and simply choose a technician later on.

