![pcAmerica Retail and Restaurant Solutions]

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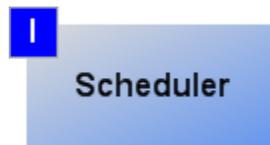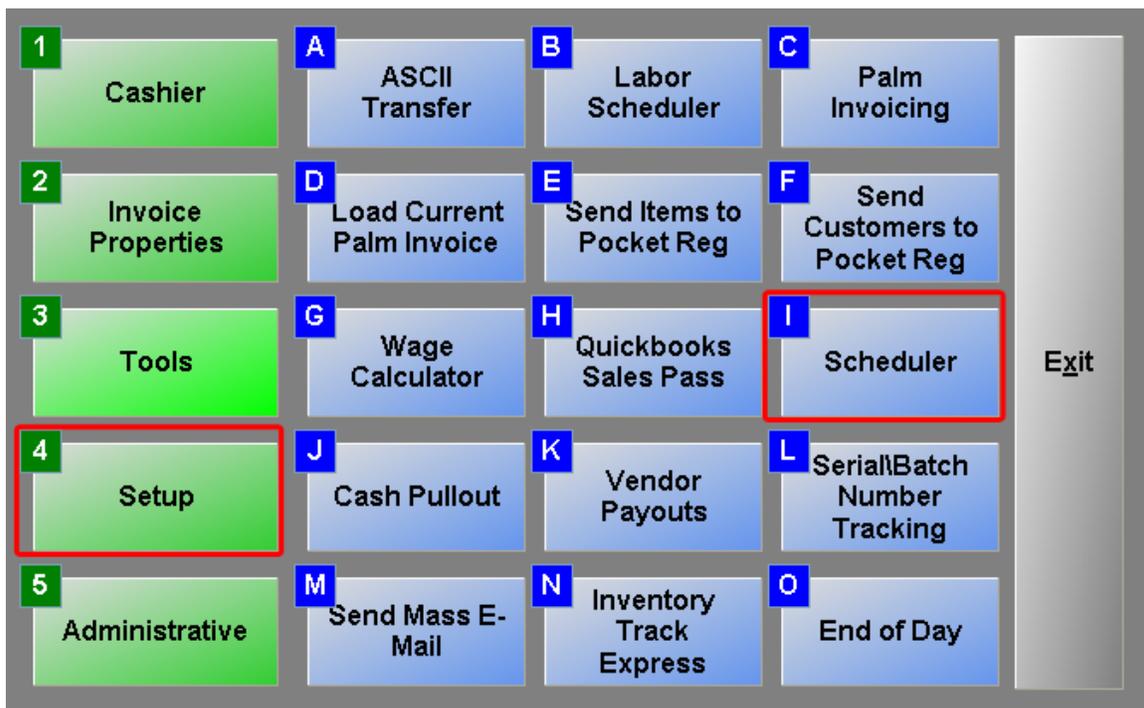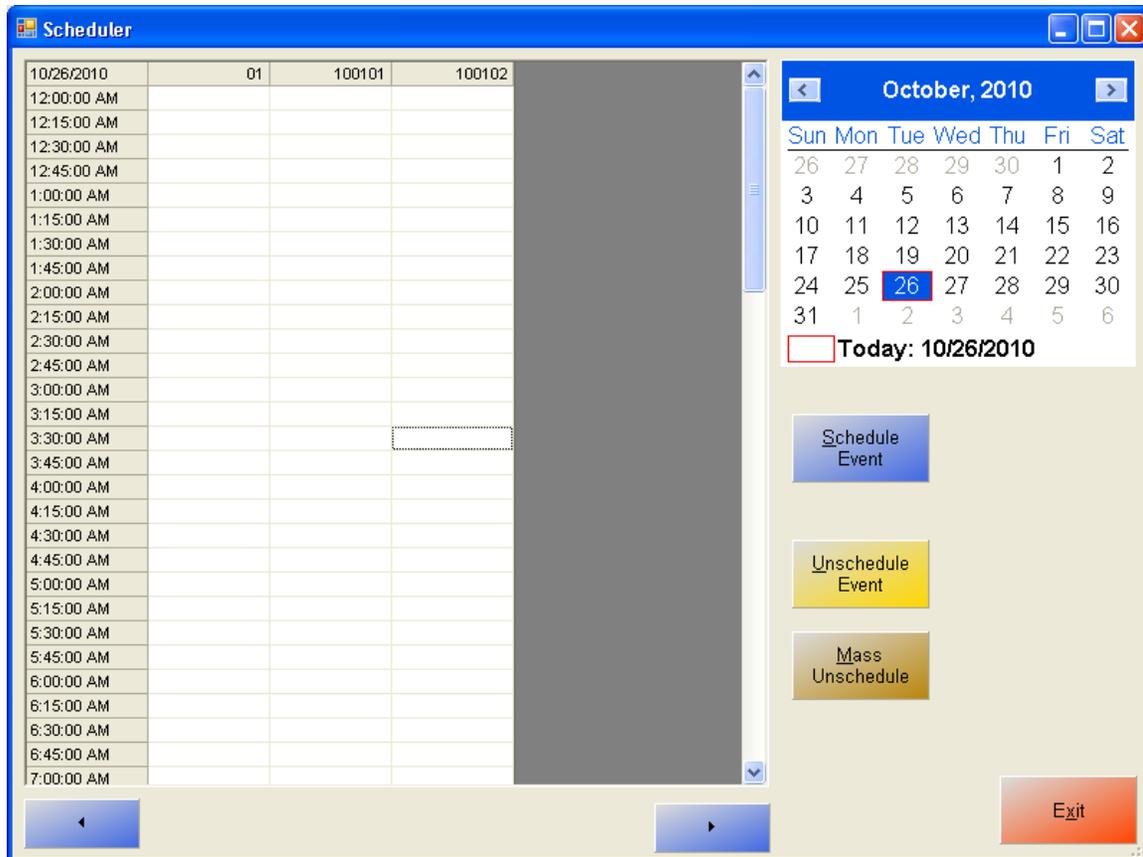(Voice) 845-920-0800 (Fax) 845-920-0880

# Scheduler



The **Scheduler** allows you to schedule an event for your employees, an example is, a customer appointment or a consultation.

To access the scheduler select **Scheduler** from the **Tools** section of the **Manager/Options** screen.

**Using the Scheduler**



- Using the calendar at the top right select the date you would like to schedule an event.
  * To select a different month select the forward arrow in the calendar.

- Select the employee you would like to schedule the event with.

- Select **Schedule Event** optionally you can double-click the time you (would like the event to start).

| | |
|---|---|
| **Event Info**<br><br>Customer #<br>[ ] [ ]<br><br>Start Date       End Date<br>10/26/2010    10/26/2010<br><br>Start Time       End Time<br>11:45 PM     12:00 AM<br><br>Description<br>[ ]<br><br>OK         Cancel | • Under **Customer #** enter the customers number. Optionally, you can select the button to the right which will open the **Lookup Customer** screen.<br><br>• Enter a **Start Date** and an **End Date**.<br><br>• Enter a **Start Time** and an **End Time**.<br><br>• Enter a **Description** as to why the event is being scheduled.<br><br>• When done select **OK**. |
| Unschedule Event | • **Unschedule Event:** Removes the selected, scheduled event from the calendar. |
| Mass Unschedule | • **Mass Unschedule:** Removes all previous scheduled events from the calendar. |