



QuickStart Guide

Changing Appointment Times

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to change the date/time of an existing appointment.

1. Get to the Open Repair Orders list screen.

- a. Take option **1=Repair Orders** from the Service Department menu.
- b. Key in your service writer password and press [FIELD EXIT] to display the Open Repair Orders list screen.

2. Find the existing appointment.

- a. Use function **F6=Appointments** to display all appointments.
- b. Use function **F5=Name Sequence** to sort the appointment by name.
- c. Key in the first few characters of the customer's last name and press [ENTER] to position to the customer name.

3. Change the appointment date/time.

- a. Take option **8=Update Appointment Time** by the appointment.
- b. Key in the new date without dashes and/or key in the new time without a column.
 - Remember to enter the time in military time.
- c. Press [ENTER] to save.