



QuickStart Guide

Printing an Appointment Schedule

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Printing an Appointment Schedule

ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to print a list of appointments.

- There are two types of appointment schedules:
 1. **Service Writer Appointment Schedule:** lists all appointments for selected service writer.
 - a. No date range selection.
 - b. Allows selection of a specific service writer.
 - c. Includes home and work phone numbers.
 - d. Includes appointments with no date/time.
 2. **Date Range Appointments Schedule:** lists appointments in a date range.
 - a. Not service writer specific.
 - b. Allows selection of an appointment date range.
 - c. Allows appointment detail to be printed, i.e., the lines on the appointment are included on the schedule so you know what the appointment is for.
 - d. Allows appointment schedule to be sorted by customer name rather than appointment date/time.
 - e. Includes whether or not a customer needs a loaner.
 - f. Excludes work phone number.

Printing the Service Writer Appointment Schedule:

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. Print the Appointment Schedule.

- a. Use function **F18=Listing** to display the Work in Process Report Selection screen.
- b. Change all prompts to N and position to the Service Writer* line and hit F4 to display the Service Writers window.

- c. Take option **1=Select** by the service writer that you want to print on the list.
 1. You may have to page down to see additional service writers.
 2. You may select more than one service writer, but the appointments are not sorted by service writer.
- d. Set Appointment Schedule = Y and press [ENTER] to print.

Printing the Date Range Appointment Schedule:

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. Print the Appointment Schedule.

- a. Use function **F6=Appointments** to display all appointments.
 - **To print the Appointment Schedule in name sequence**, us function **F5=Name Sequence** before proceeding.
- b. Use function **F18=Listing** to display the Print Confirmation window.
- c. Enter the date range you want to include.
- d. Set Print Detail = Y to include the jobs on each appointment on the appointment schedule.
- e. Press [ENTER] to print.