# **Dispatch Calendar**

Last Modified on 03/18/2024 4:57 pm EDT

# How to Access

#### Method 1:

Select the Calendar icon located in the top left corner of Energy Force or EnergyService.

			Master Menu	Help	Utilities
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#### Method 2:

Press Alt+D on the keyboard from any screen in Energy Force or EnergyService.

	EnergyForce	:	
Vehicles	Technicians	Invoices and Proposals	
Vendors	Service Orders	Dispatch Calendar (Alt+D)	
Warehouse Locations	Service Plans	Reports	
Inventory	Equipment	Mobile	
Purchase Orders		Supervisor	
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#### Method 3:

From the EnergyService Menu, select Dispatch Calendar.

## **Calendar Features**

The defaulted view is the Work Week View.



- Display Daily, Weekly, and Monthly.
- The calendar reverts to Work Week View when exited.
- View Service Orders by specific technicians or all.
- Different Status Codes are color coded (Dispatched, Enroute, Arrived, Clear).
- Cleared jobs auto-remove from calendar displaying only open SOs.

## Update Status Codes

To update Status Codes, double-click on the Service Order.

- 1. Right-click on the Service Order header and choose the current status (Dispatched, Enroute, Arrived, Clear).
- 2. Press **Esc** or **Exit** to return to the calendar.
- 3. The calendar will update to the new status color.