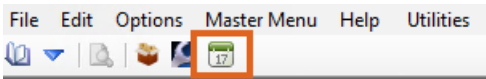# Dispatch Calendar

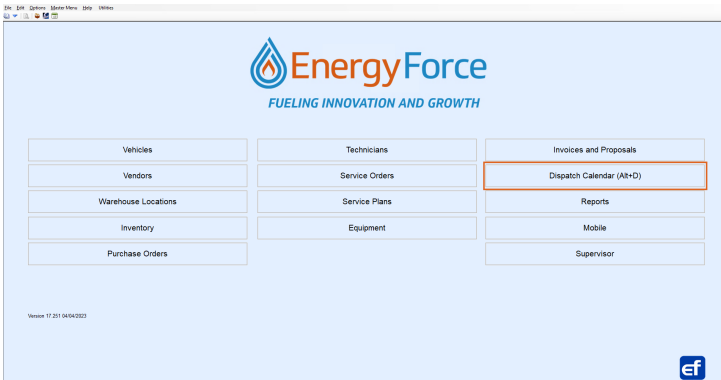Last Modified on 03/18/2024 4:57 pm EDT

How to Access

Method 1:

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

Method 2:

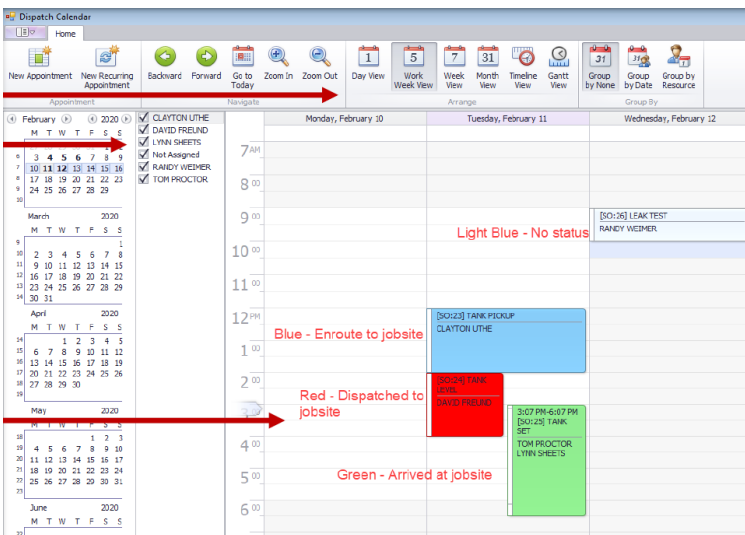Press **Alt+D** on the keyboard from any screen in Energy Force or EnergyService.

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.