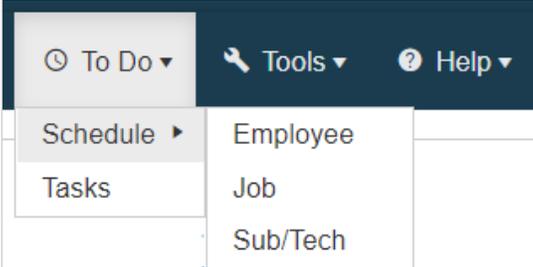


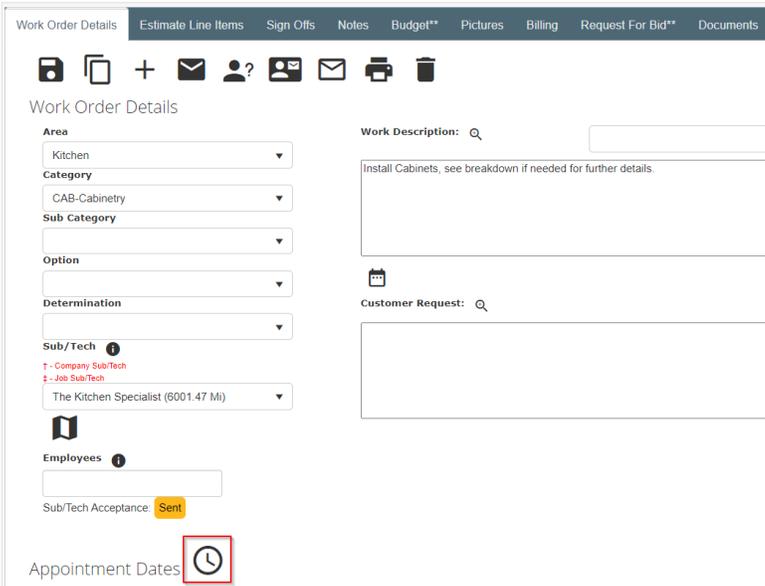
## Export Appointments

Below is an overview of how to export an appointment into Outlook/Google.

To access the schedule from the navigation toolbar, go to To Do → Schedule → Employee, Job or Sub/Tech.

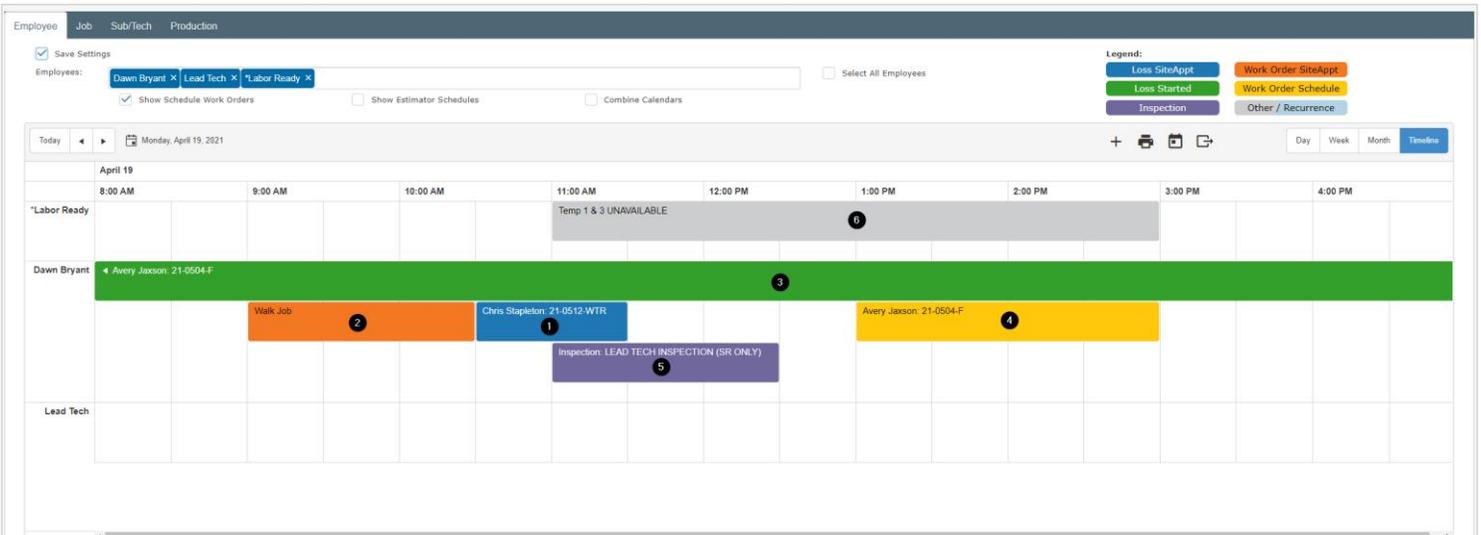


The schedule can also be accessed from the Work Order Detail page by clicking the View Schedule icon.



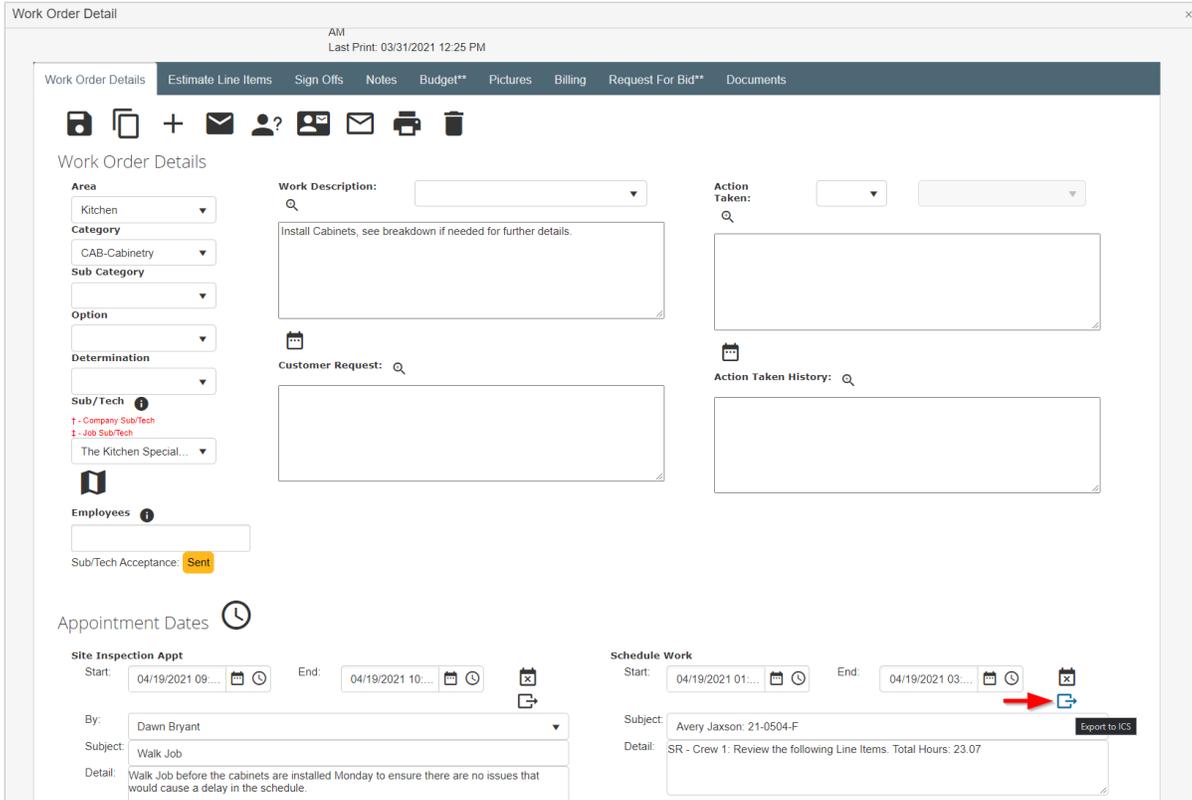
The following schedules/appointments can be exported 1. Loss SiteAppt, 2. Work Order Site Appt, 3. Loss Started, 4. Work Order Schedule, 5. Inspection, 6. Other/Recurrence.

Double click to open the appointment and click the export icon to proceed.



## Export Appointments

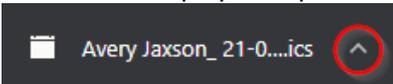
### Example, Exporting Work Order Schedule



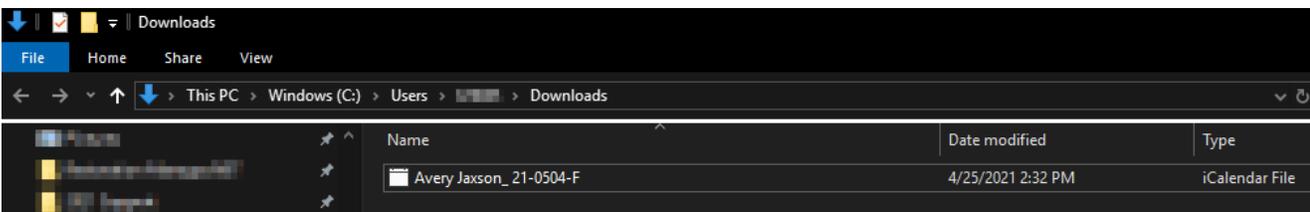
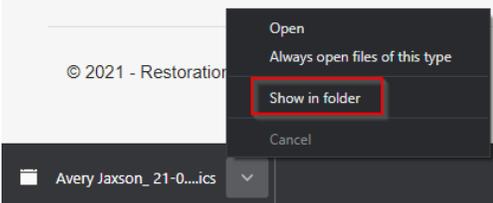
To export the Appointment into Outlook Calendar complete the following steps.

Depending on your settings the .ics file typically downloads directly into the Downloads folder.

If the downloaded appointment appears at the bottom of your browser you can quickly access the file by single clicking the caret to display the options



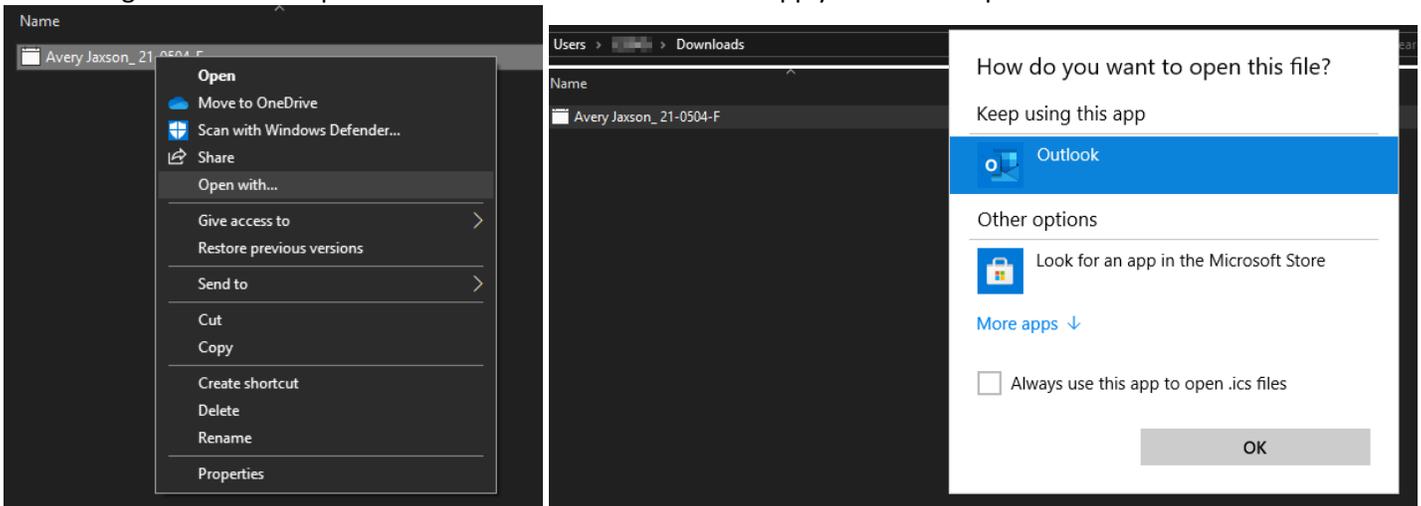
Next select, Show in folder this will provide you with other options to open/send the .ics file.



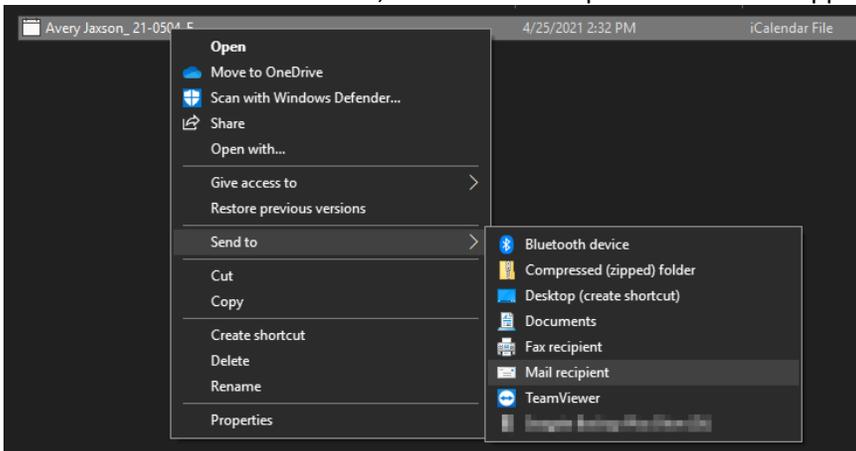
## Export Appointments

Options on how the .ics file can be saved/sent to another recipient Right click the file to open

A. Right click select Open with... make a selection of which app you'd like to open the file with.

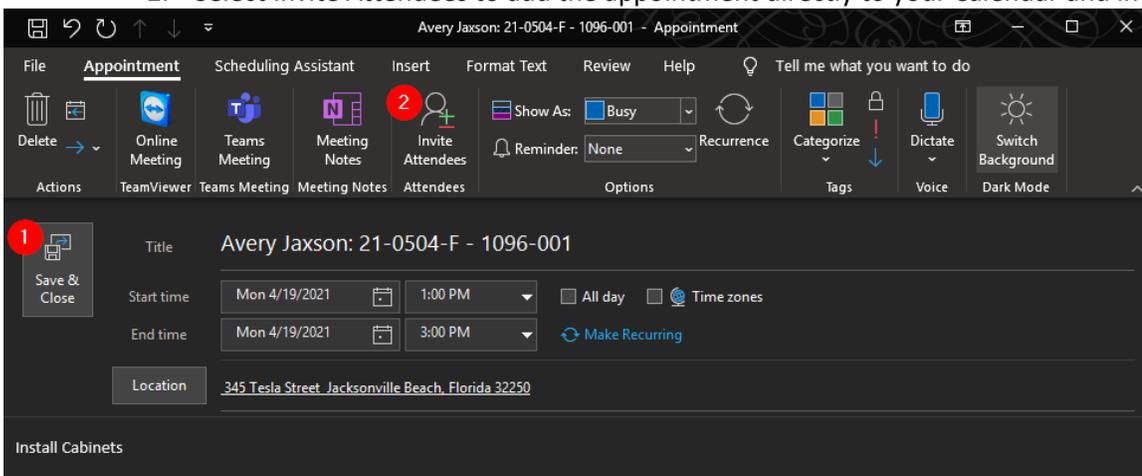


B. Right click select Send to, select Mail recipient to email the appointment to another recipient.



C. Double click the file to open it

1. Select Save & Close to add the appointment directly to your Calendar.
2. Select Invite Attendees to add the appointment directly to your Calendar and invite others.

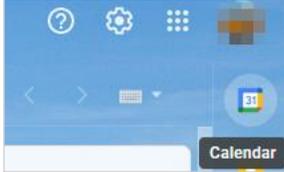


## Export Appointments

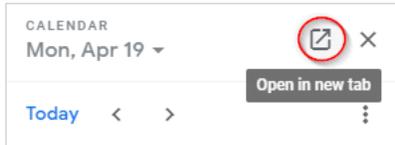
To export the Appointment into Google Calendar, complete the following steps.

A. Open Google Calendar

*Note: You can only import from a PC, not a phone or tablet.*



B. Open in new tab.



C. Go to Settings menu

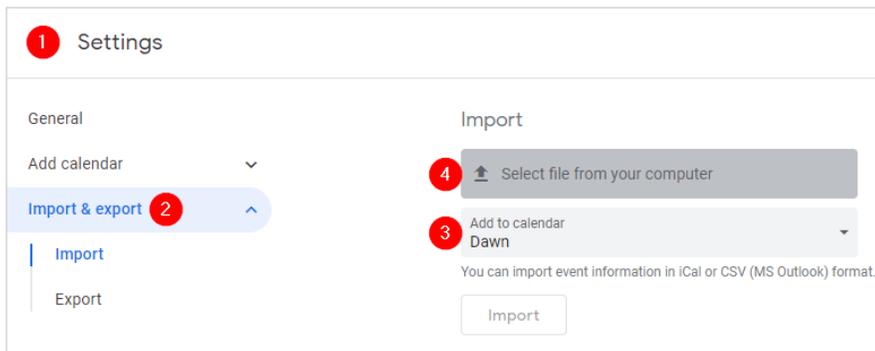


D. Within the menu select

1. Settings
2. Import & export
3. Add to calendar, select from the dropdown.

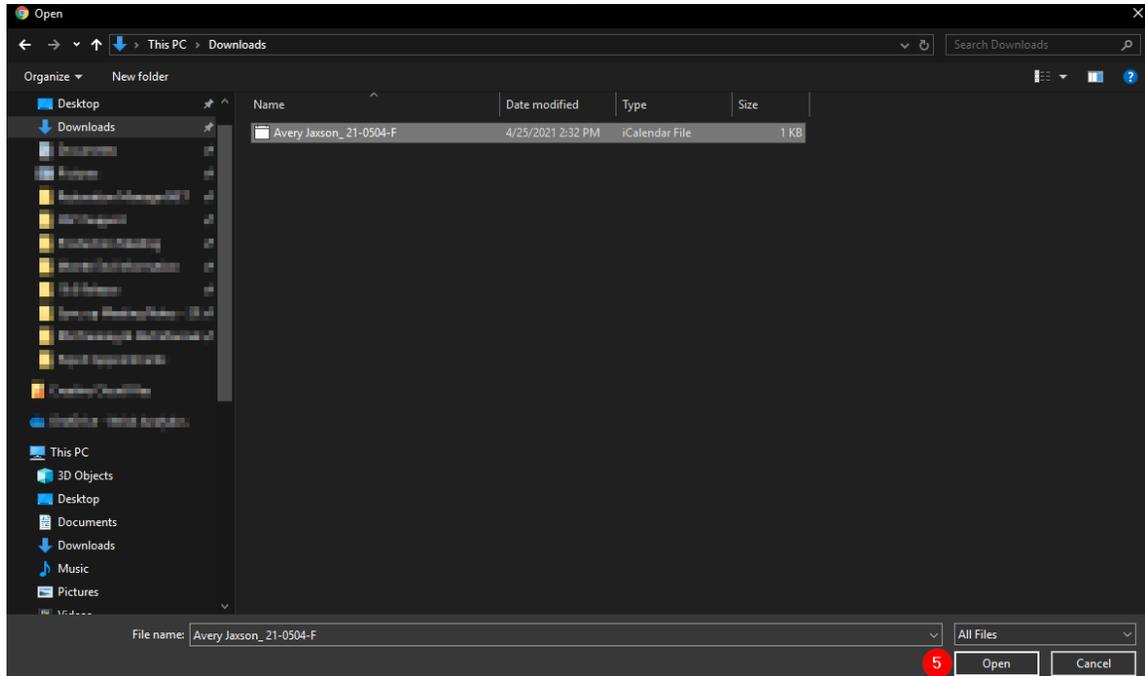
*Note: by default events will be imported into the primary calendar*

4. Select file from your computer, the .ics will typically download directly into your Downloads folder.

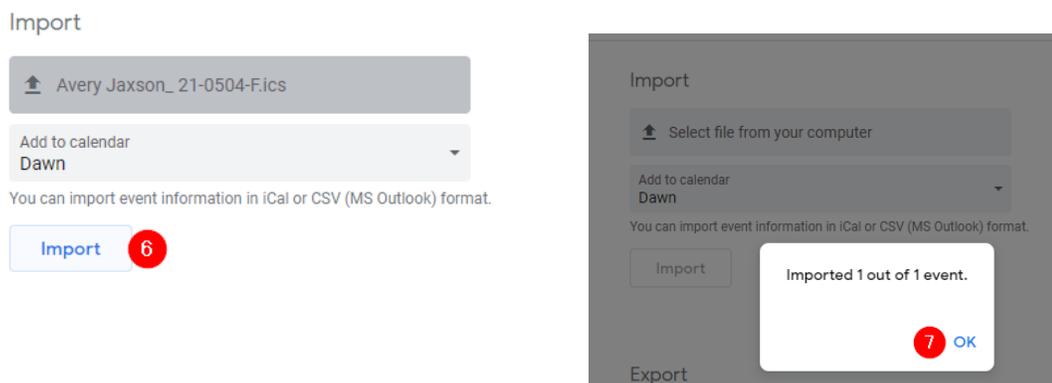


## Export Appointments

5. After the schedule has been selected → Click Open



6. Click Import to proceed
7. Click OK

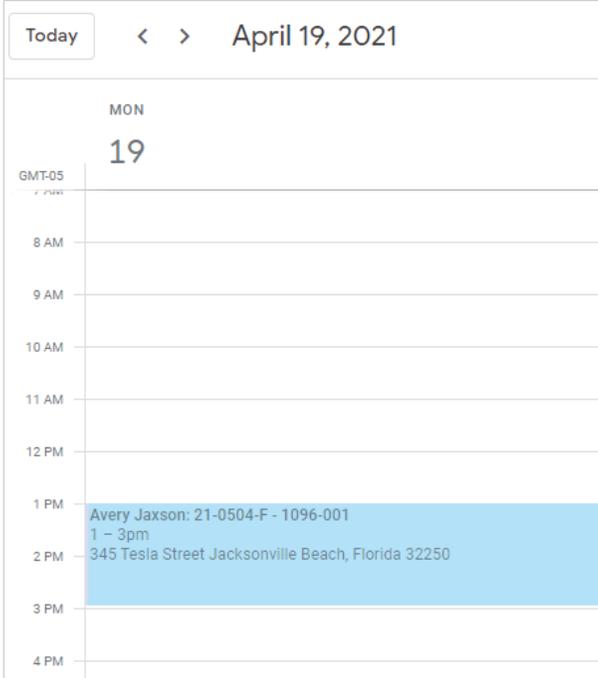


- E. Go back to the Calendar and the appointment will be imported.

**Note:** If you would like the appointment to appear in another individual's calendar please invite attendees or forward the appointment.

## Export Appointments

Example of the imported appointment:



Single click the appointment to display additional details:

