

The **Create Schedules** operation found in the Contact capsule can be used to create the same Schedule records across multiple Contacts. If the selected Contacts fall under different divisions, the user running the operation is given the choice of what division to create the new Schedules in.

For each Contact record highlighted in the list, the operation creates one Schedule record. Each Schedule record will have the Contact linked and their Phone and Organization values will default if found on the Contact record.

The remaining fields completed in the Operations window will default in the corresponding fields of the Schedule record – Schedule Type, Schedule Status, etc. Upon completion of the operation, the user is brought to the Schedule List window displaying all of the newly created Schedule records.

Operations

- Email Selected
- Create Contact Group
- Generate Letters
- Generate Emails
- Create Schedules
- Show Contact History

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- Change Passwords
- Unlock User
- Show User Information

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- Copy Settings
- Assign Division

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- Print Contact Divisions

**Create Schedules**

Selected Lines  
 All Lines

Division: 100BE

Schedule Details:

Schedule Type: BOOKING Booking

Sched. Status: REQUEST Request

Unit: 100-N BEAC-13 13th floor common area

Equipment:

Tenant: ATLNTCWTR Atlantic Water Works

Description: Booking request large conference room on 13th floor

Run

**Schedule**

Number: 11-00029      100BE      Credentials:

Schedule Type: BOOKING Booking      Entered By:

Sched. Status: TEST Test      Entered Date: April 21, 2011 17:32

Contact: BARLEY.BILL Bill Barley      Planned Start Date: April 20, 2011 16:20

Contact Phone: 617-544-1234      Planned End Date: April 20, 2011 17:20

Tenant: MAPKBRWNG Mass Pike Brewing Co...      Arrival Date:  00:00

Unit: 100-N BEAC-13 13th floor common area      Actual Start Date:  00:00

Equipment:       Actual End Date:  00:00

Description: Booking request large conference room on 13th floor      Notes: Please arrange to have room cleaned thoroughly beforehand, meeting with an important tenant

Work

Other Links
Contacts
Materials
Equipment
Amounts
Totals
Reminders

Tenant: ATLNTCWTR Atlantic Water Works

Department: OPS

Available Records: 78

This operation should only to be run for all Global contacts OR contacts within the same division at once. If this is run in the Global division for division-specific contacts, the schedules will be created in their specific division.