


The Create Schedules operation can be used to create the same Schedule records across multiple Contacts. This can be used for staffing events or coordinating meetings for large numbers of personnel, among other things.

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.

**Note:** This operation will not run if you select contacts belonging to different divisions. Instead, you will get a message saying “Records belonging to multiple Divisions cannot be processed at the same time.”

**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**

All Lines Will Be Processed

Division:

Schedule Details:

Schedule Type:  Conference Room      Department:











Schedule Status:  Request      Project:

Unit:       Contract:

Equipment:

Customers:  Global Client

Description:

**Schedule List**          

Number	Schedule Type	Schedule Status	Description
0356	CONF ROOM	REQUEST	Booking request: large conference roo...
0357	CONF ROOM	REQUEST	Booking request: large conference roo...
0358	CONF ROOM	REQUEST	Booking request: large conference roo...
0359	CONF ROOM	REQUEST	Booking request: large conference roo...
0360	CONF ROOM	REQUEST	Booking request: large conference roo...
0361	CONF ROOM	REQUEST	Booking request: large conference roo...
0362	CONF ROOM	REQUEST	Booking request: large conference roo...
0363	CONF ROOM	REQUEST	Booking request: large conference roo...
0364	CONF ROOM	REQUEST	Booking request: large conference roo...

Visible: 9 Hidden: 0 Selected: 1 Available: 9      Refreshed At: 15:07:16

**NOTE:** This operation should only 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.