

Found in the **Contacts** capsule, the **Create Schedules** operation 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.

