

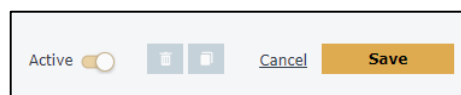
PestPac Work Day Calendars

To access the **Work Day Calendars**, select *Menu > Settings > Lookup Tables*. Click *Work Day Calendars* from the Lookup Tables list.

The screenshot shows the 'Lookup Tables > Work Day Calendar' interface. On the left, a list of calendars includes 'BER', 'DEFAULT', 'DEFAULT2', 'EARLY', 'JJR', 'KATIE', and 'NEW 2013'. The 'BER' calendar is selected, showing details for 'Brian's Calendar'. The interface includes a search bar, a list of calendars, and a detailed view for the selected calendar. The detailed view shows the calendar name 'BER', a pencil icon for editing, an 'Active' toggle, a trash icon, a copy icon, and a 'Cancel' button. Below this, there are dropdown menus for 'Assigned Technicians' and 'Appointment Time Windows'. A 'Rules' section contains a table with columns for 'DAYS & DATES', 'HOURS', 'START AT', and 'END AT'. The table lists rules for 'Mon, Tue, Wed, Thu, Fri' and 'Sat'. A '+ Rule' button and an 'Overnight Route Off' toggle are also present.

DAYS & DATES	HOURS	START AT	END AT
Mon, Tue, Wed, Thu, Fri	7:00am-4:00pm	Tech's Home	Tech's Home
Sat	7:00am-1:00pm	Tech's Home	Tech's Home

- 1 Click the **+Calendar** button to create a new Work Day Calendar.
- 2 Easily search existing calendars.
- 3 All saved Work Day Calendars display here. Select a desired calendar to view the details.
- 4 Click the *pencil* icons to edit the calendar name and calendar description.
- 5 Click the slider to mark a calendar active or inactive.
- 6 You can delete a calendar that has no assigned technicians by selecting the *trash* icon.
- 7 Click the copy icon to duplicate a selected calendar.
- 8 **Saved** indicates the selected calendar is saved and no new changes have been made. To save any changes made to an existing calendar or when creating a new one, click **Save**.



9 View, add, or remove technicians.

10 View, add, or remove appointment times.

11 Click the **+Rule** button to add a rule and customize the calendar.

- **Overnight Route Off/On:** Toggle on/off to indicate whether this workday calendar includes overnight times.
- **Rule Type:** Select from Workdays, Holidays or Custom Dates.
- **Days to Include:** Select, from the drop-down, the days of week to include in the calendar.

Start & End Options:

- **Start At:** Select from Order Branch Office, Tech's Branch Office, Tech's Home, or First Job.
- **End At:** Select from Order Branch Office, Tech's Branch Office, Tech's Home, or Last Job.
- **Leave No Earlier Than:** Enter a time for the earliest time a technician can leave.
- **Arrive at End By:** Select a hard end time for the technician to finish their day.

Workday Duration Options:

- **Total Time Available Per Day:** Enter the time in minutes or hours a technician is available per day for this rule.
- **Total Time Spend Per Day:** Input the maximum time a technician can be at appointments, driving between appointments, at lunch, or left unscheduled.

Flexibility Options:

- **Number of Jobs per Day:** Select a minimum and/or maximum number of jobs per day for which a technician can be scheduled.
- **Production Value per Day:** Select a minimum and/or maximum production value for which a technician can be scheduled.
- **No Appointment Earlier than:** Enter the time the technician's first order can start.
- **Arrive at last appointment by:** Enter the time the last job can start for the technician.
- **Force an Appointment As Close To Start Time As Possible:** Check this box if you want PestPac to attempt to have appointments start as early as possible for the day.

You can delete a rule using the *trash* icon at the bottom of the rules section.



1. Select the **+Calendar** button. The follow screen appears:

2. Click the *pencil* icons to enter a name for your calendar and a description.

3. Click the down-arrow in the *Assigned Technicians* field to add technicians. Begin entering a name or right-click to display the technician list. Select the desired technician and click the **Add** button.

Click the up-arrow to collapse the window.

Note: if the technician you are adding is currently assigned to another Work Day Calendar, you will receive a gentle reminder asking if you would like to assign him/her to this new Calendar instead.

- Click the down-arrow in the *Appointment Time Windows* field to add the start time, end time, and a description. Click the **Add** button to complete the selection.

Click the up-arrow to collapse the window.

- Click the **+Rule** button to add a rule. Enter your desired information and options for this new rule. The fields highlighted in red are mandatory. Once these fields are filled-in correctly, the highlights are removed.

- When you are finished, click the **Save** button.

Your new Work Day Calendar is saved and now appears in the calendar list.