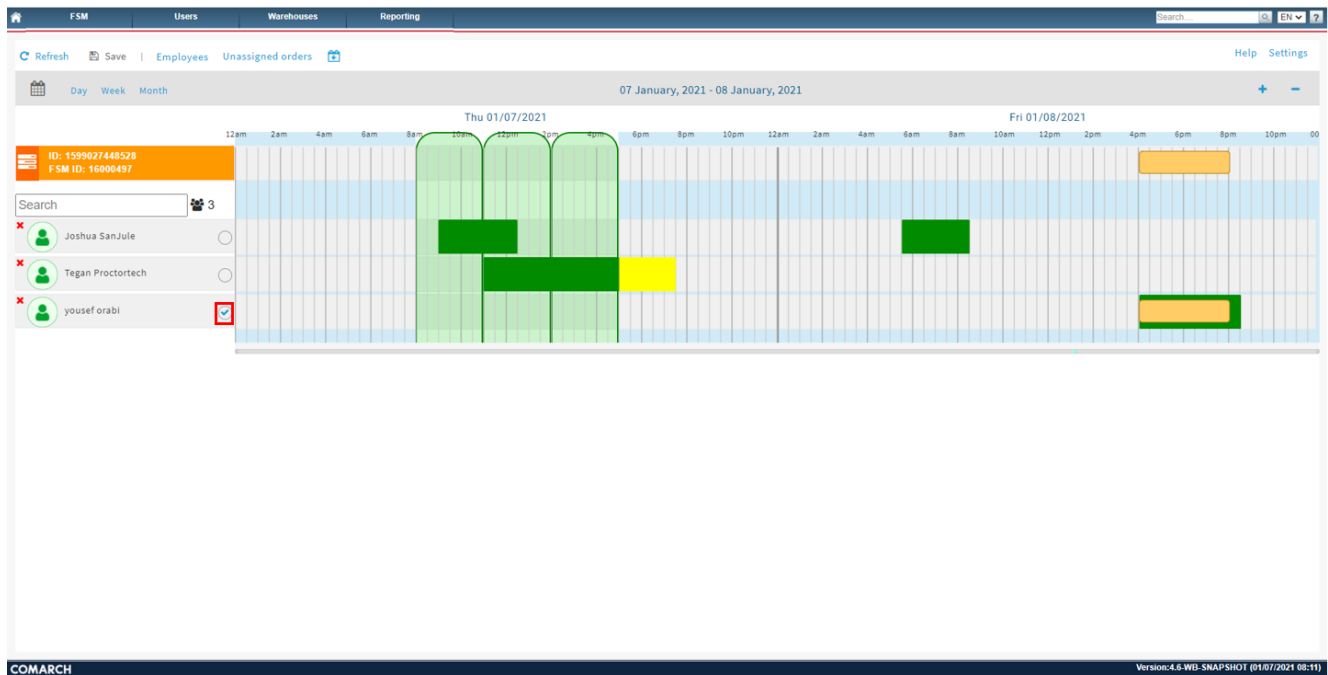


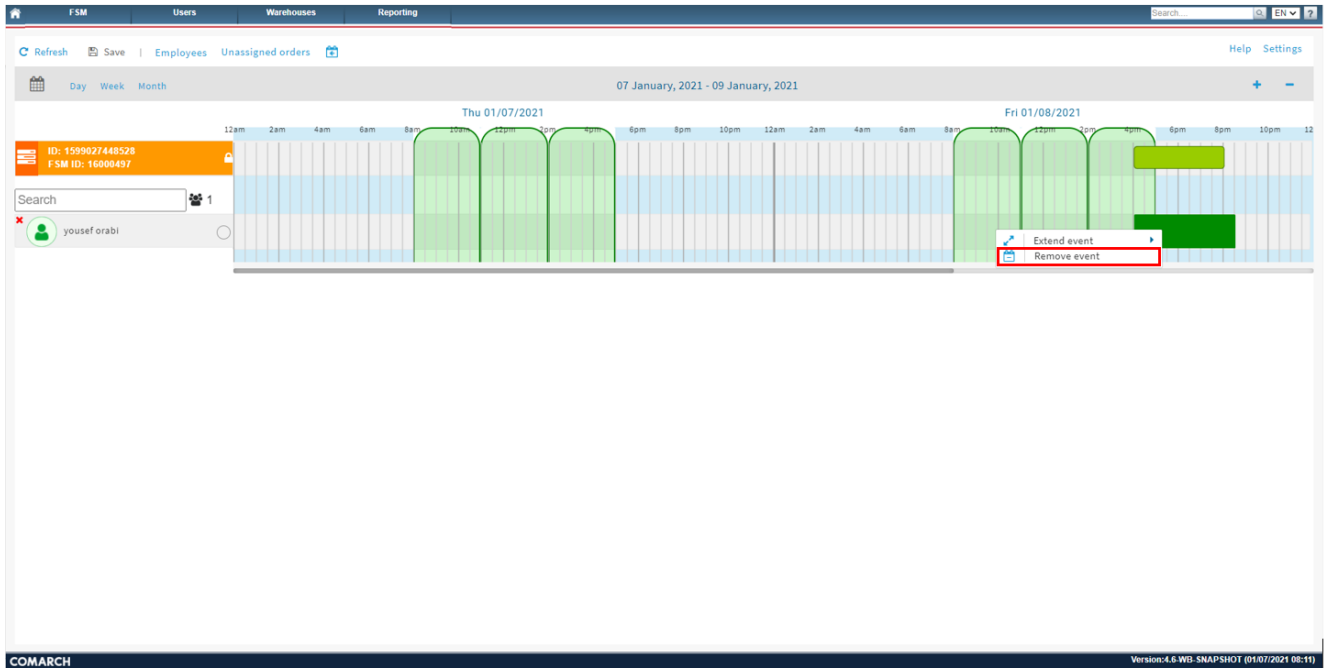
# Removing Events from Work Orders in FSM Job Aid

## Remove Event

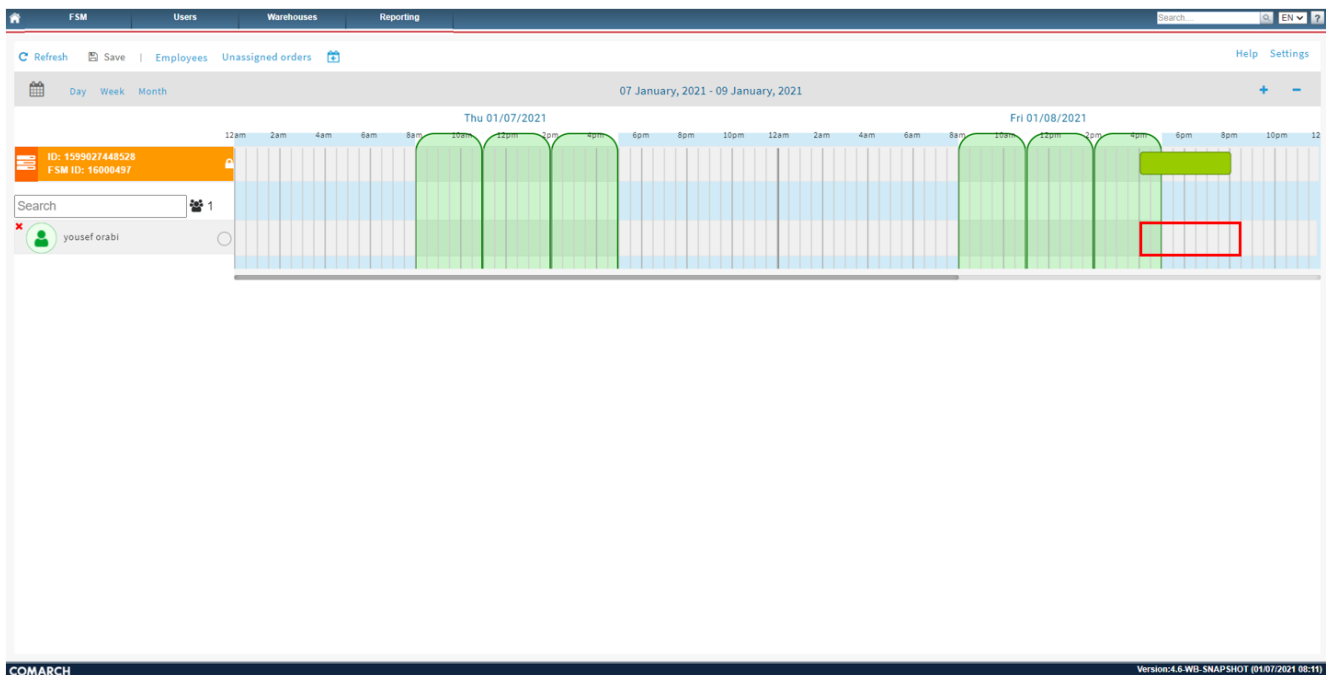
If the Dark Green Bar needs to be removed, do this while no technician is assigned. Uncheck the technician check box:



To remove the Dark Green Bar, right click on the Dark Green bar and select on **Remove Event**:



The Dark Green Bar will now be removed. This will remove the available work time for the technician:

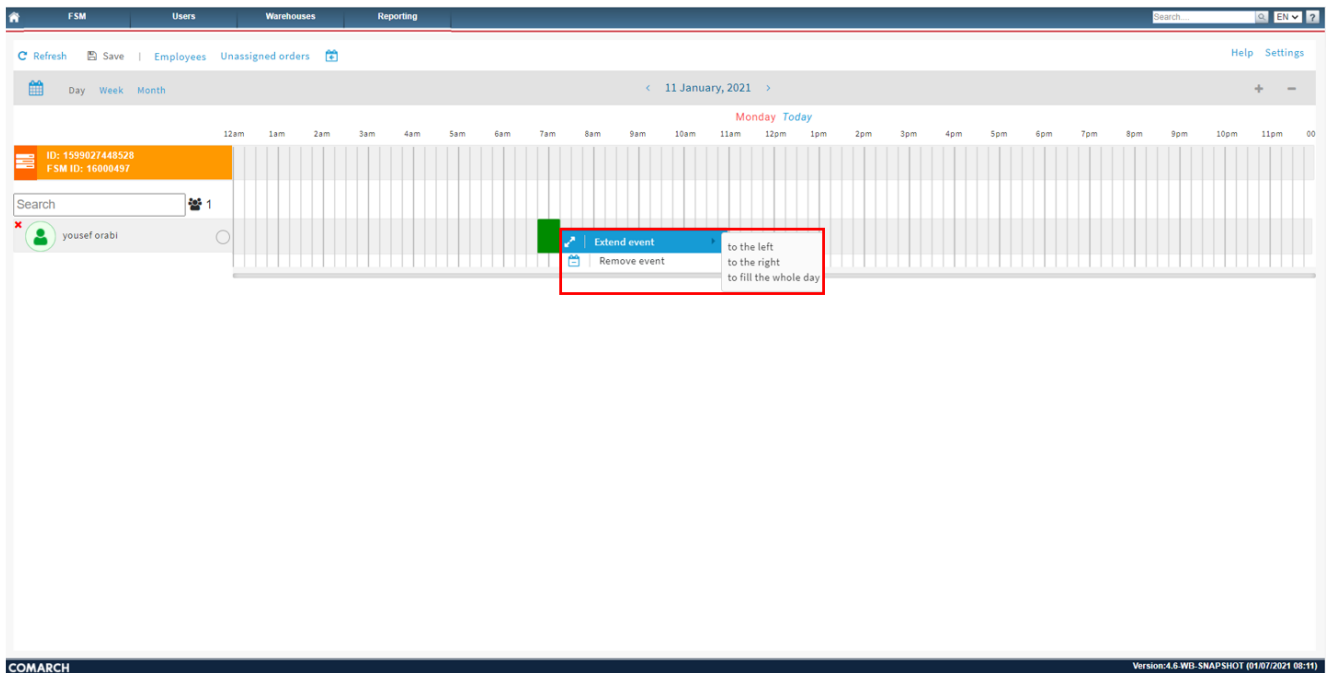


## Extend Event

Extend Event can be used a quick shortcut to extend the

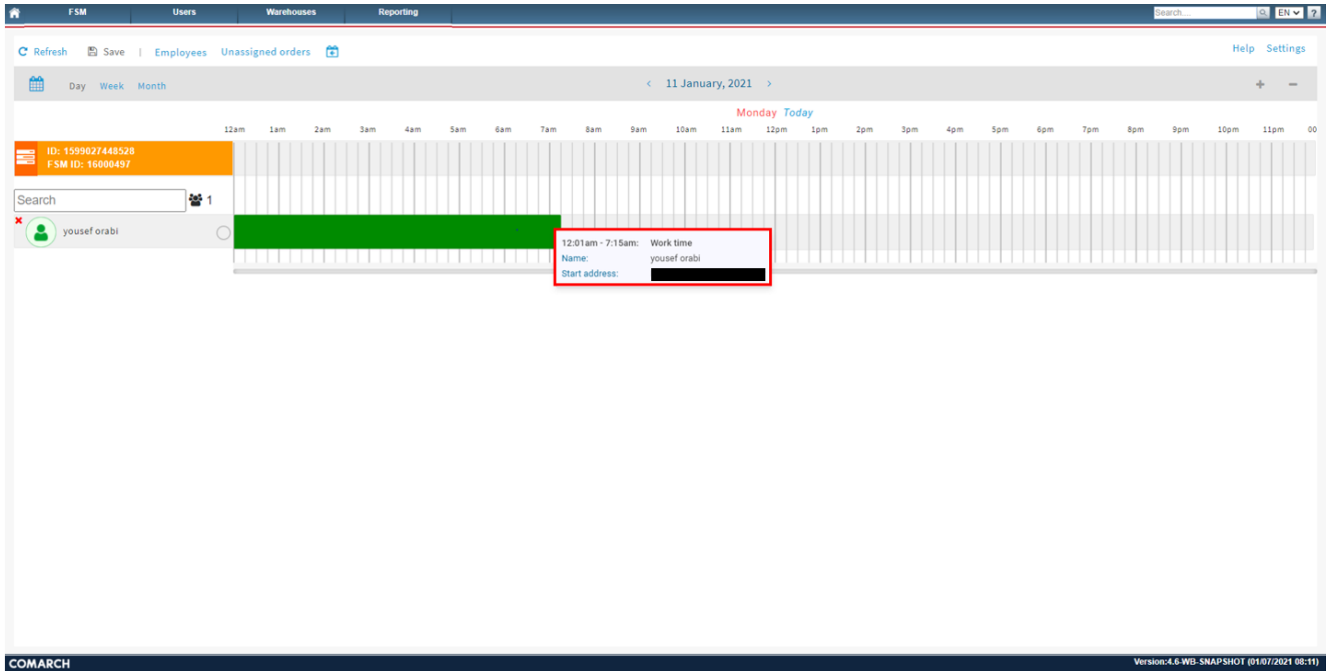
technicians available work time:

- Right click on the available work Time (Dark Green Bar)
- Hover over **Extend Event**
- Three options will be displayed: to the left, to the right, to fill the whole day:



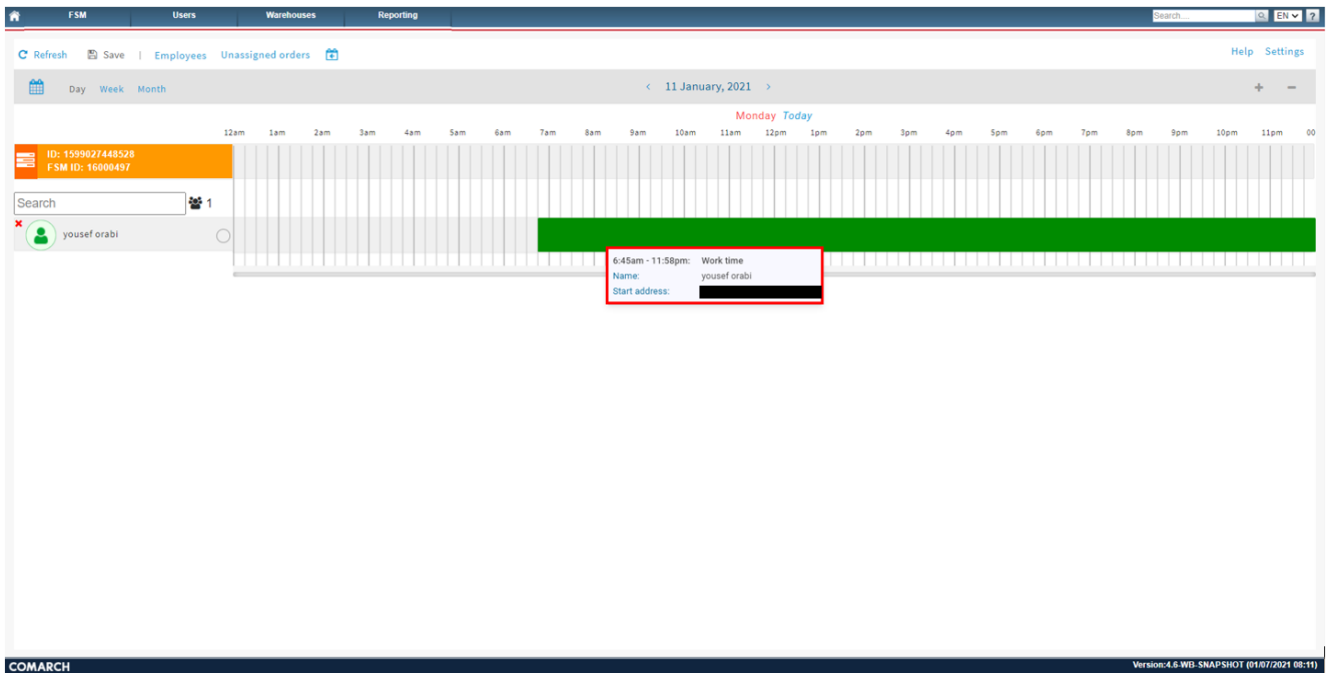
Extend Event to the left

This will change the start of the work time to 12:01am:



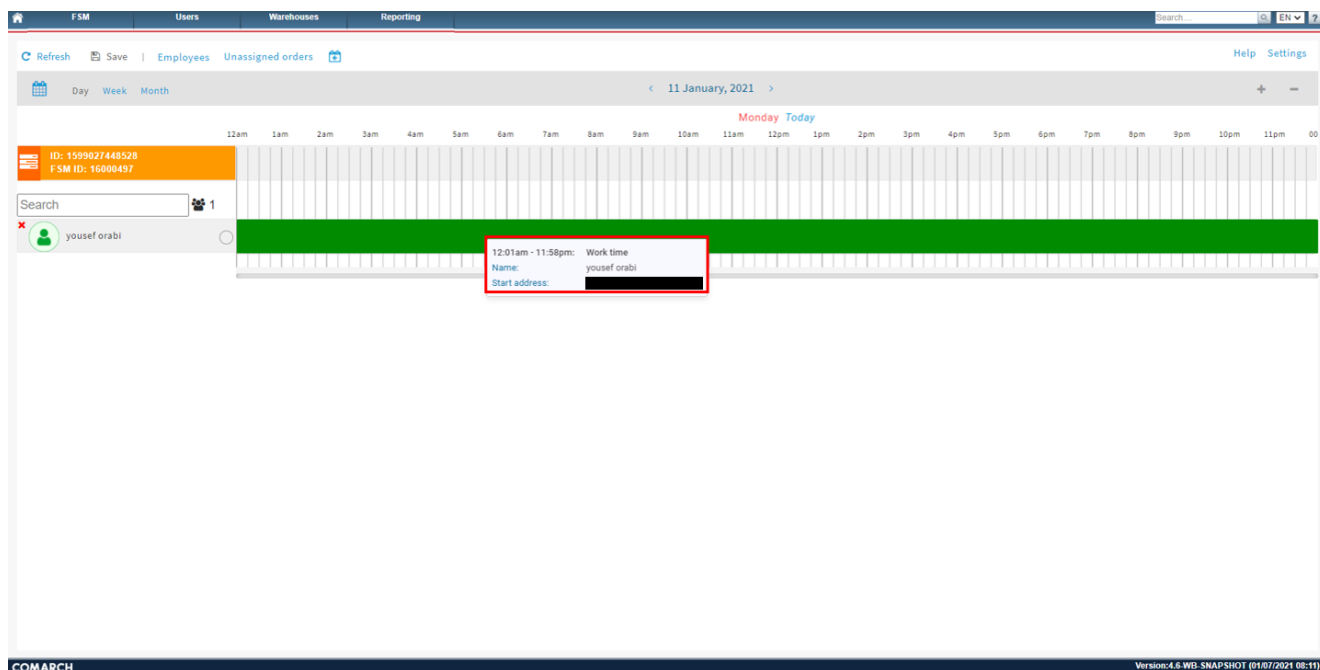
Extend event to the right

This will change the end of the work time to 11:58pm:



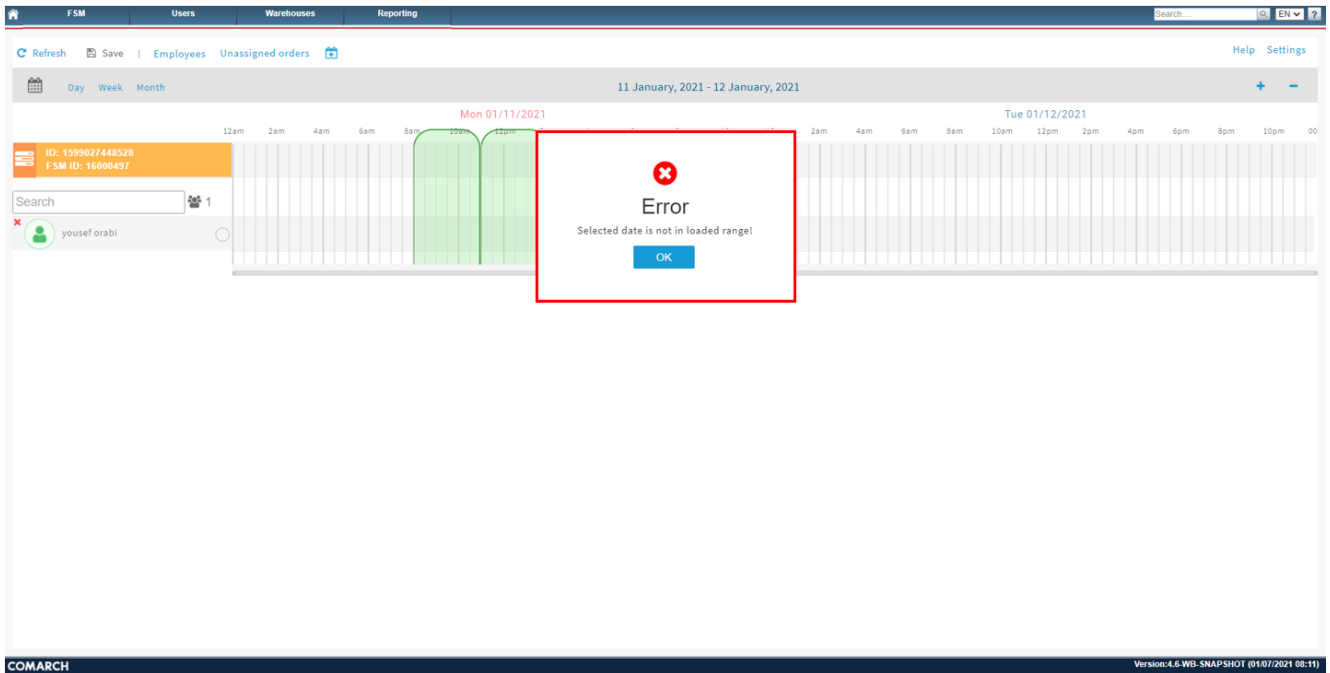
Extend Event to fill the whole day

This will change the start time to 12:01am and the end time to 11:58pm:

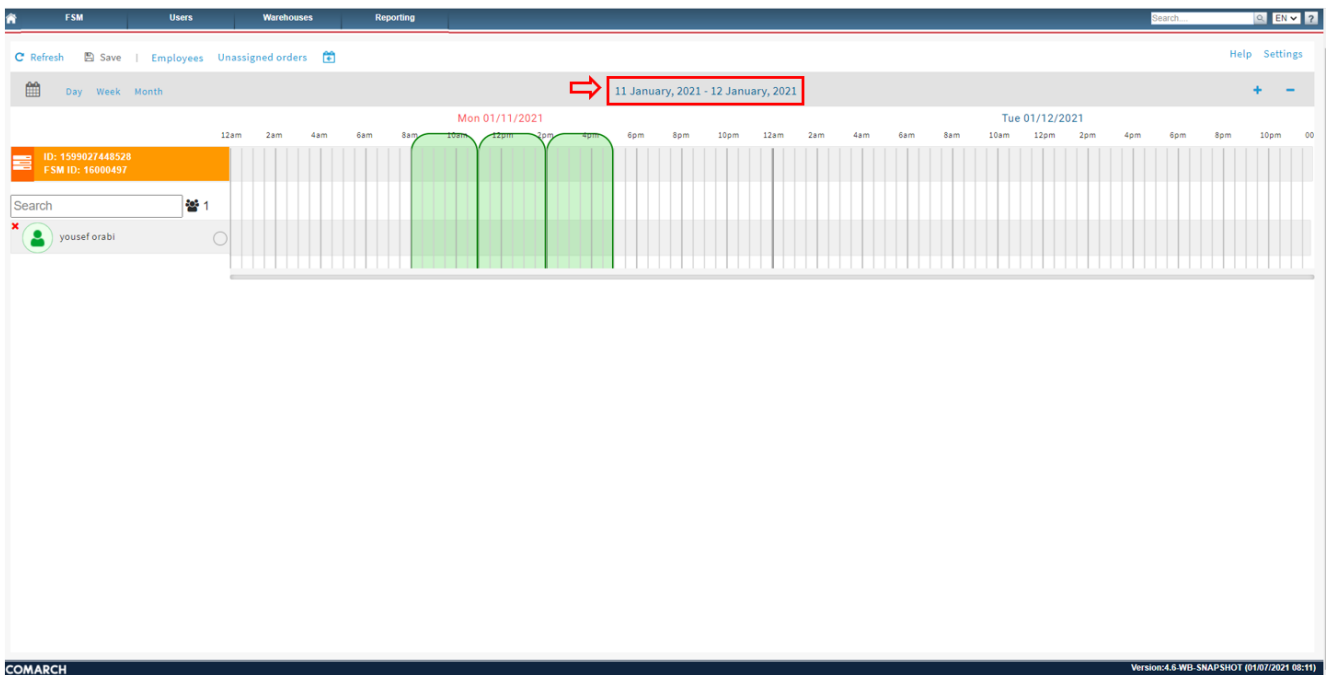


**Error Selected date is not in loaded range!**

This message displays when trying to insert the work order time frame (insert task Light Green Bar) into a date that is currently not being displayed:

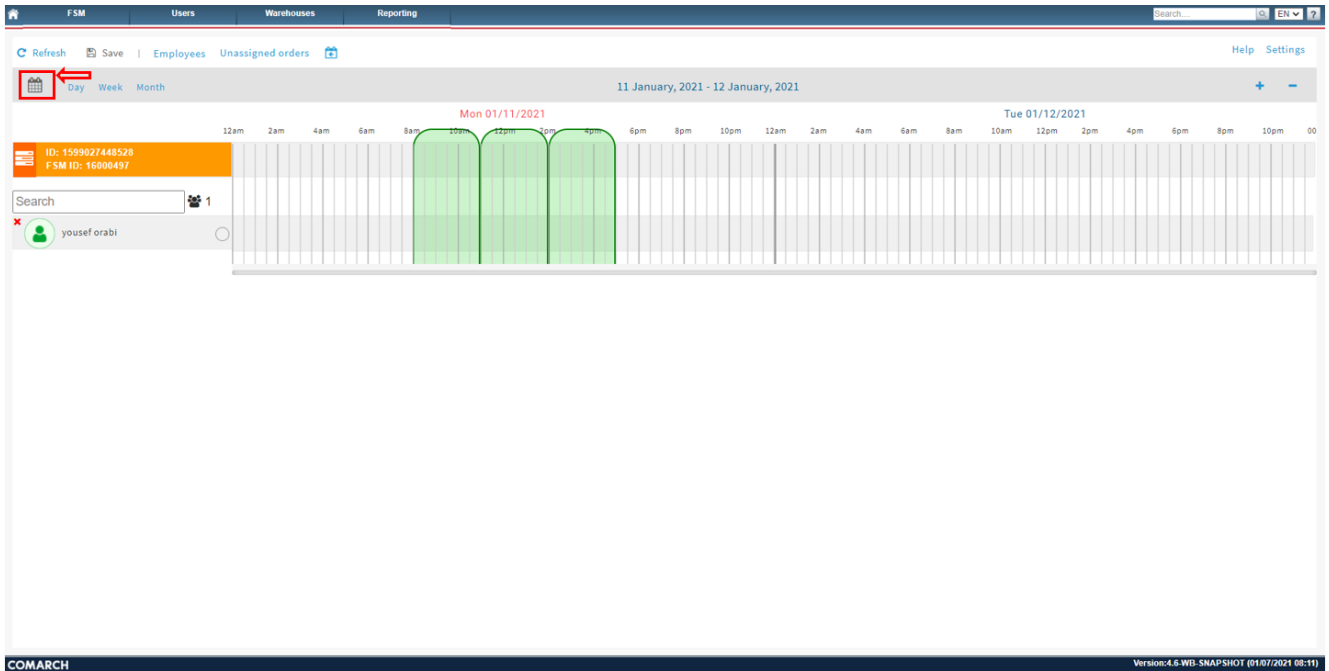


The current loaded date range is located at the top of the scheduling screen:



This will only allow the user to insert the work order time frame within this date range.

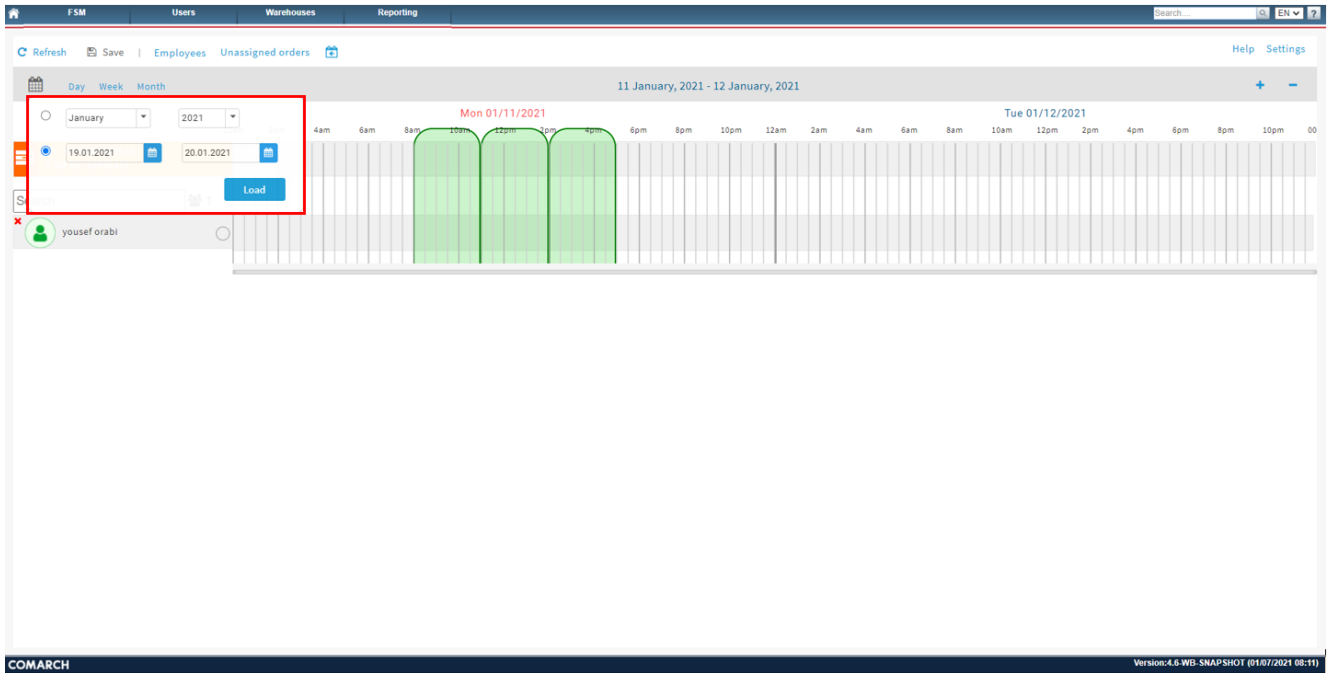
If the user needs to display a different date range, click on the **calendar** icon:



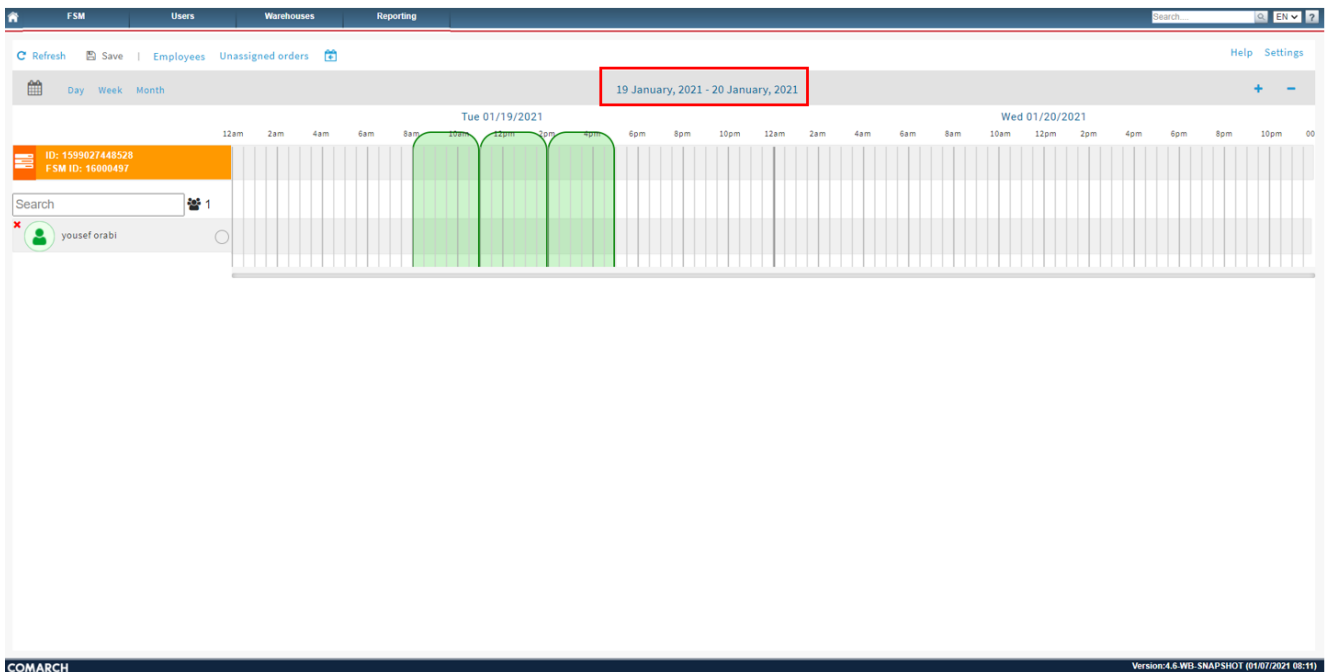
The Calendar Icon pop up will appear. This allows the user to enter the desired date range:

Select the Desired to and from date range

Click **Load**



The new date range entered will now be displayed:



This will now allow the user to insert the work order time frame during the date range displayed.

**To return to the work order, click the FSM ID**



