

Drag and Drop Scheduling Technology

Drag and Drop scheduling technology is an amazing feature incorporated in WorkCenter. It is simple and easy to schedule calendar appointments and tasks by using the drag and drop technology.

Open your WorkCenter and make sure your contacts are showing on the left side and your calendar is showing in the right side of your screen.

Simply single click and hold on a specific contact record and drag them into your calendar. Choose the appropriate option in the menu screen. One great feature of drag and drop technology scheduling is how simple and easy it is to use and also move your calendar-scheduled item to another day and/or time.

To accomplish this, click and drag the scheduled item to another date or time. Your pop-up reminder screens will automatically be rescheduled by WorkCenter.