

Searching for an Open Time on the Calendar

44 [TDO KB](#) November 26, 2025 [Calendar](#), [New User resources](#) 7.42K

Overview

How to find an open time availability for an appointment on the Calendar.

Detailed Instructions

1. From Calendar, click the **Search Time** button.
2. Select the amount of time needed.
3. Select the time interval, days of the week, and needed Ops.
4. Click **Search**
5. Click **New Appointment** next to the desired time to schedule an appointment.

Online URL: <https://kb.tdo4endo.com/article.php?id=44>