Searching for an Open Time on the Calendar

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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.

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