QRG ACT.2 – Skips

Quick Reference Guides · https://milo.masseyservices.com/docs/qrg-act-2-skips/

Skipping a Service: Skipping & Moving Future Dates

1. Locate the Work Order you wish to skip.
2. From the top right-hand corner, click the **drop-down arrow** and select **Skip Service Appointment**.
3. Select the radio button next to the Service Appointment.
4. Click **Next**.
5. **Edit** the dates & click **Next**.

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