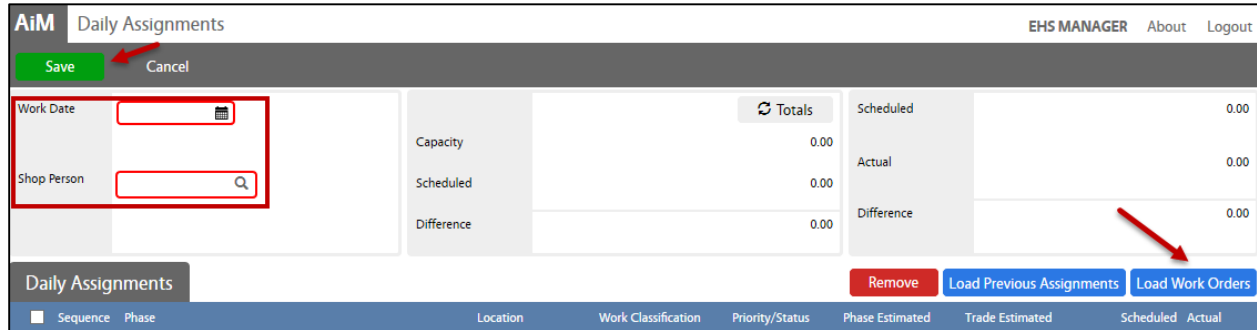
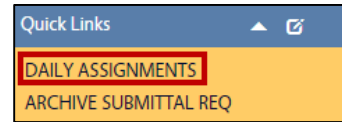


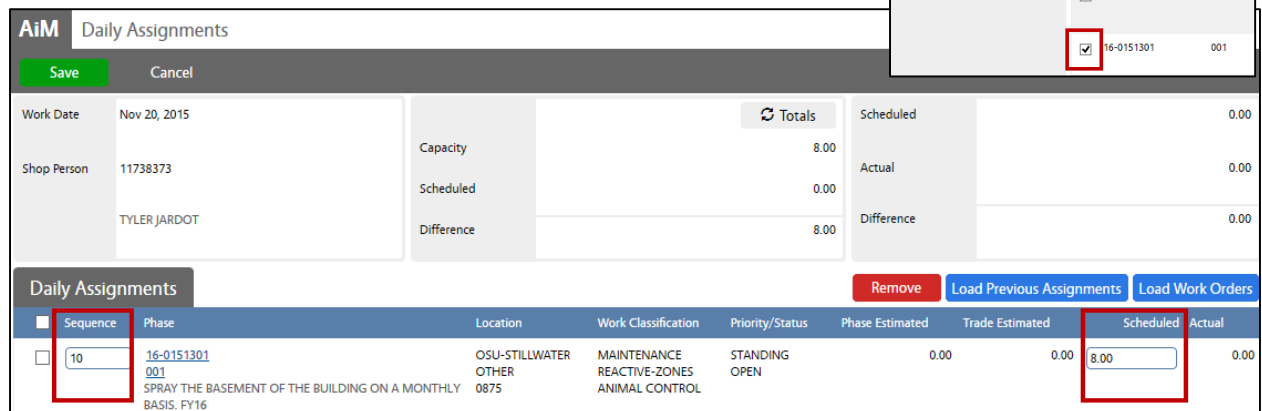
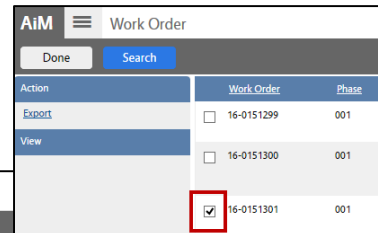
EHS Manager - Daily Assignments

The Daily Assignments Screen is used to prioritize and quickly assign work to a shop person. An assignment record can be created for a date in the future, facilitating pre-assignment of scheduled work.

1. From the Quick Links channel, click: **Daily Assignments**
2. Click: **NEW**



- a. Enter **Work Date**
- b. Search for **Shop Person**, click: **ZOOM**
- c. Select a hyperlink:
 - i. **Load Work Orders**
Search by entering the appropriate criteria, click: **Execute**. All work orders assigned to the shop that match the search criteria will be displayed. If nothing was entered, every work order for the employee's shop would display.
 - ii. **Load Previous Assignments**
Retrieve and modify previous assignments for the specified employee.
- d. Select Work Orders, click: **DONE**
- e. Under **Sequence** Prioritize the work schedule
- f. Under **Scheduled** Enter an estimate of hours



- g. Click: **SAVE**. Review for accuracy, ensure the correct number of hours posted.
 - i. If revisions are required, click: **EDIT**. **SAVE** your changes.