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Quick Links

DAILY ASSIGNMENTS ARCHIVE SUBMITTAL REQ

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

AiM Daily Assignments					EHS MANAGER	About	Logout
Save							
Work Date			${f C}$ Totals	Scheduled			0.00
	Capacity		0.00				
Shop Person	Scheduled		0.00	Actual			0.00
	Scheduled		0.00	Difference			0.00
	Difference		0.00	Difference			0.00
Daily Assignments				Remove	Load Previous Assignments	Load Wor	k Orders
Sequence Phase	Location	Work Classification	Priority/Status	Phase Estimated	Trade Estimated Sc	heduled Ad	ctual

- a. Enter Work Date
- b. Search for Shop Person, click: ^O 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						AiM Work Order					
	e.	Under Sequence		Prioritiz	e the work	schedule		Action		Work Ore			
	f.	Under Scheduled	1	Enter ar	n estimate d	of hours		<u>Export</u> View		 16-01512 16-01513 		_	
AiM D	aily Assignn Cance		_	_	_	_			[✔ 16-01513	01 001		
Work Date	Nov 20, 2015					C Totals	Schedu	iled				0.00	
Shop Person	11738373		8.00 d 0.00			Actual	Actual		0.00				
	TYLER JARDO	DOT Difference		rence 8.00		Difference			0.00				
Daily Assignments Load Previous Assignments Load Work Order								ders					
Sequ	ence Phase		Lo	cation	Work Classification	Priority/Status	Phase Estir	nated Ti	rade Estimated	Sch	eduled Actual		
□ <u>1</u> 0	<u>16-0151</u> 001 SPRAY T BASIS. F	HE BASEMENT OF THE BUILDING ON A I	OT	SU-STILLWATER THER 75	MAINTENANCE REACTIVE-ZONES ANIMAL CONTROL	STANDING OPEN		0.00	0.00	8.00		0.00	

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