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Quick Links

DAILY ASSIGNMENTS ARCHIVE SUBMITTAL REQ

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			C Totals	Scheduled			0.00
	Capacity		0.00	Antural			0.00
Shop Person Q,	Scheduled		0.00	Actual			0.00
	Difference		0.00	Difference			0.00
Daily Assignments				Remove	Load Previous Assignments	Load Work	Orders
Sequence Phase	Location	Work Classification	Priority/Status	Phase Estimated	Trade Estimated Sc	heduled Act	tual

- a. Enter Work Date
- b. Search for Shop Person, click: $^{
 ho}$ 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	Pr	ioritiz	e the work	schedule	Action	1		Work Order	<u>Phase</u>	
	f.	Under Scheduled	l En	iter ar	n estimate o	of hours	View	Ц		16-0151299	001	
AiM Dail	ly Assignm Cancel	ents								✔ 16-0151301	001	
Work Date	Nov 20, 2015					C Totals	Scheduled				0.00	
Shop Person	11738373		Capacity Scheduled			8.00	Actual				0.00	
	TYLER JARDO	г	Difference			8.00	Difference				0.00	
Daily Assignments Load Previous Assignments Load Work Orders												
Sequence	e Phase <u>16-01513</u> <u>001</u> SPRAY TH BASIS. FY	101 IE BASEMENT OF THE BUILDING ON A M 16	Location OSU-ST OTHER MONTHLY 0875	n ILLWATER	Work Classification MAINTENANCE REACTIVE-ZONES ANIMAL CONTROL	Priority/Status STANDING OPEN	Phase Estimate	d Trade 0.00	Estimated 0.00	Schedulec	Actual 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.