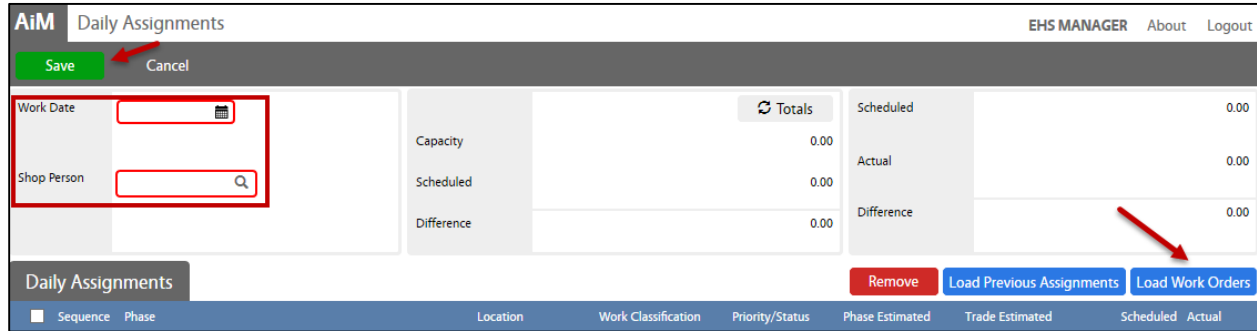## Daily Assignments

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
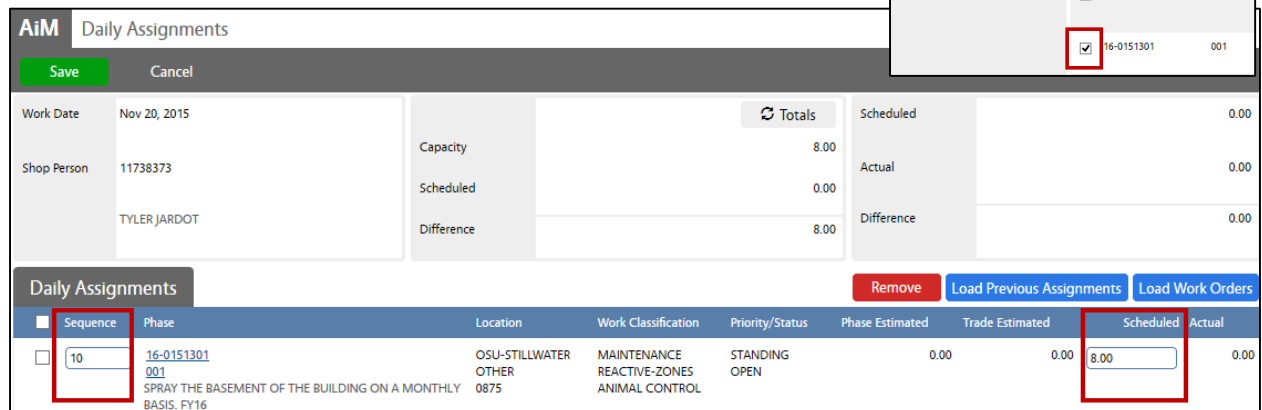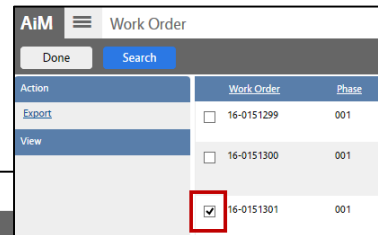
g. Click: **SAVE.** Review for accuracy, ensure the correct number of hours posted.

   i. If revisions are required, click: **EDIT. SAVE** your changes.