

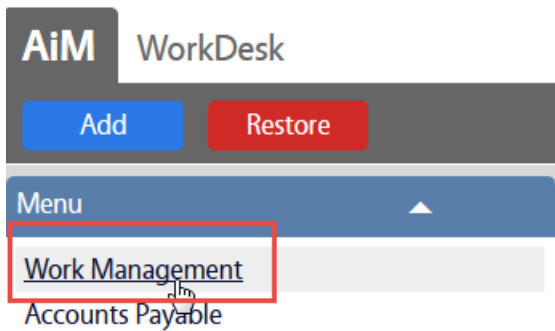
Daily Assignment

AiM

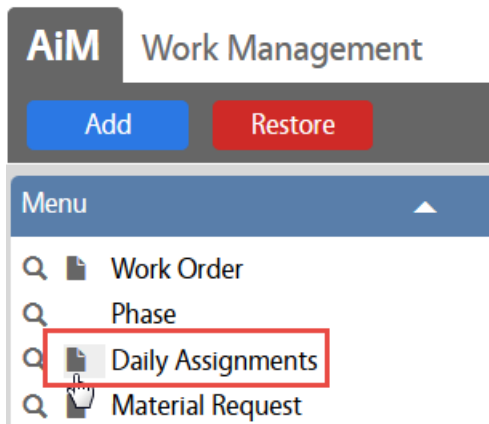
2019

Daily Assignment

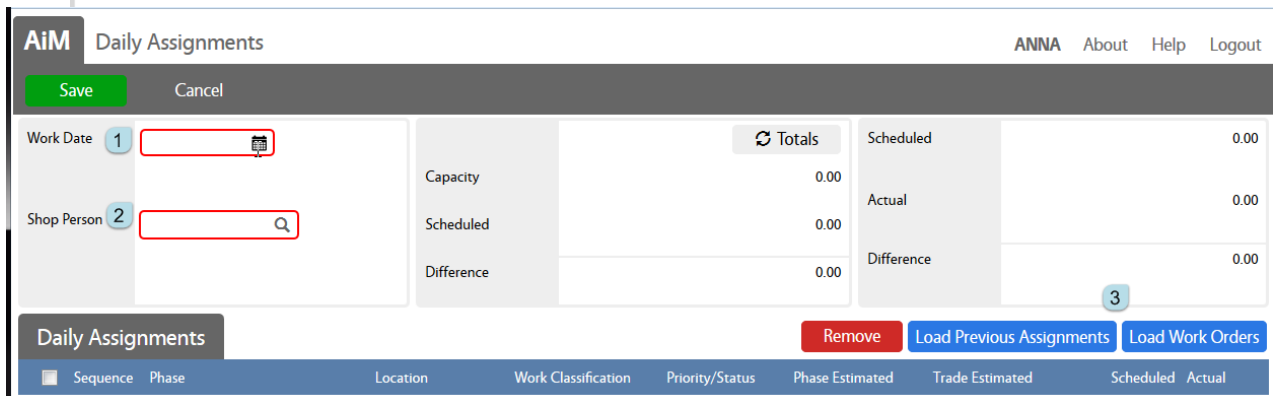
The Daily Assignment screen is used to set a schedule for a technician. It is a list of Work Orders assigned to the shop person for a particular day. The Daily Assignment shows on the Daily Assignment screen in GO WorkMgmt.



- On the WorkDesk Menu, click Work Management



- On the Work Management menu, click  next to Daily Assignments.



- Work Date – the date the technician is to complete these Work Orders
- Shop Person – technician number
- Click Load Work Orders or Load Previous Assignments
 - Load Work Orders – will open the search screen. The system will only search Work Orders assigned to the shop(s) that the technician is assigned to. Work Order must be in Assigned or In Progress status for it to appear.
 - Load Previous Assignments -will pull the Work Orders from the previous date that are not in a Complete status.

AiM Work Order

Done Search

Action	Work Order#	Phase	Description
Export	<input checked="" type="checkbox"/> 160928-166219	001	QUARTERLY PM RO WATER SYSTEM REPLACE UV LAMPS
View	<input checked="" type="checkbox"/> 160928-166218	001	QUARTERLY PM RO WATER SYSTEM REPLACE UV LAMPS
	<input type="checkbox"/> 160928-166217	001	QUARTERLY PM RO WATER SYSTEM REPLACE UV LAMPS

- Check the boxes of the Work Orders to add
- Click Done

AiM Daily Assignments ANNA About Help Logout

Save Cancel

Work Date: Sep 29, 2016

Shop Person: 708116 ANNA BARWICK

	Totals	Scheduled	Actual	Difference
Capacity	0.00			
Scheduled	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	Scheduled	Actual
<input type="checkbox"/> 10	160928-166218 001 QUARTERLY PM RO WATER SYSTEM REPLACE UV LAMPS	02 A1 0682 037	M PPM SPECIALTY EQUIP	PM1 ASSIGNED	0.93	0.00	<input type="text" value="0.00"/>	0.00
<input type="checkbox"/> 20	160928-166219 001 QUARTERLY PM RO WATER SYSTEM REPLACE UV LAMPS	02 A1 0682 037	M PPM SPECIALTY EQUIP	PM1 ASSIGNED	0.93	0.00	<input type="text" value="0.00"/>	0.00

- Sequence – What order should the Work Orders be completed in
- Scheduled – Can enter how long it is expected to take to complete the job
- Click Save

***The Daily Assignment must contain at least 1 Work Order in order to be saved.*

AiM Daily Assignments

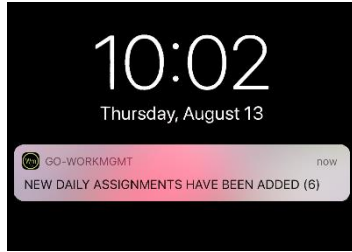
Delete Edit New

Action: Copy, Weccard, Email

Work Date: S

Shop Person: Z

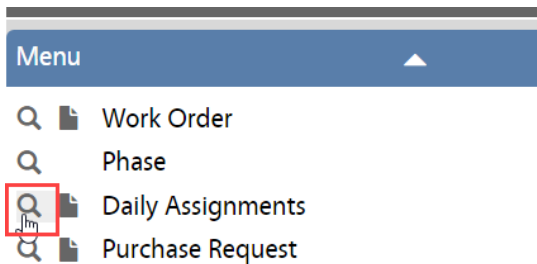
- Daily Assignments can be duplicated by clicking Copy




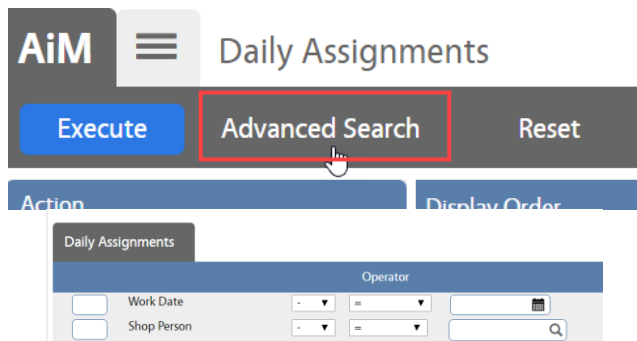
- Notification is sent to technician through GO WorkMgmt iPhone app.


Update Existing Daily Assignment

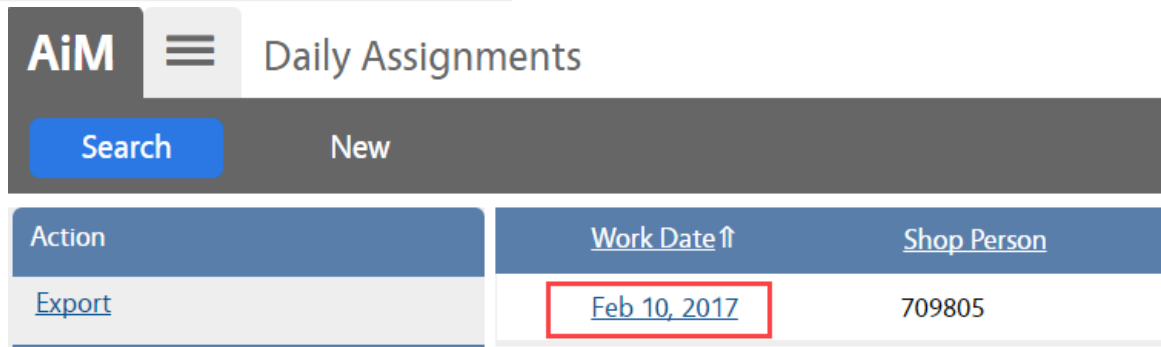
There is only 1 Daily Assignment per person per day. If the record already exists, additional Work Orders can be added by editing the Daily Assignment. You can only edit Daily Assignments for the current date or a future date.



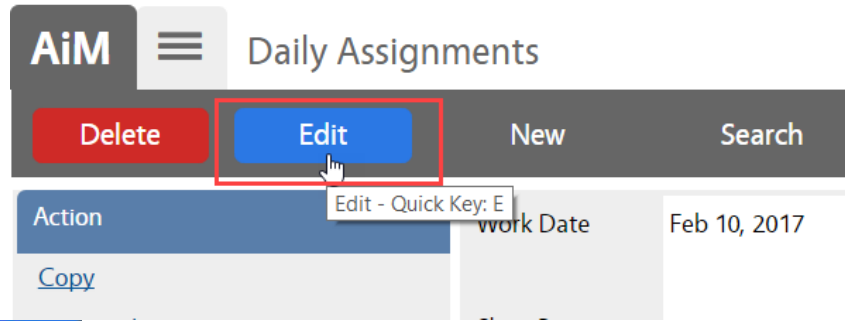
- Click the  next to Daily Assignments



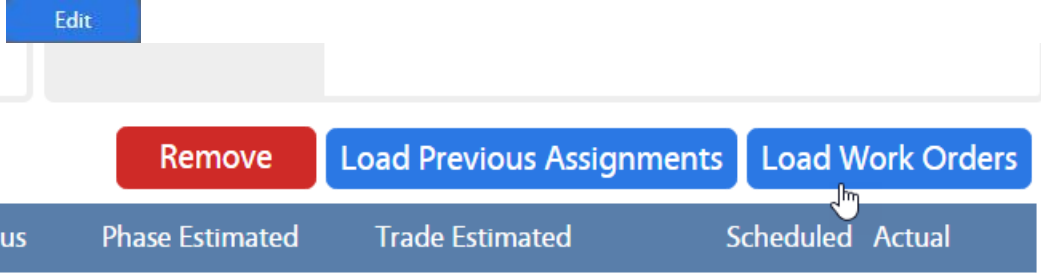
- Click Advanced Search
- Search for the Daily Assignment by Work Date and Shop Person number
- Click 



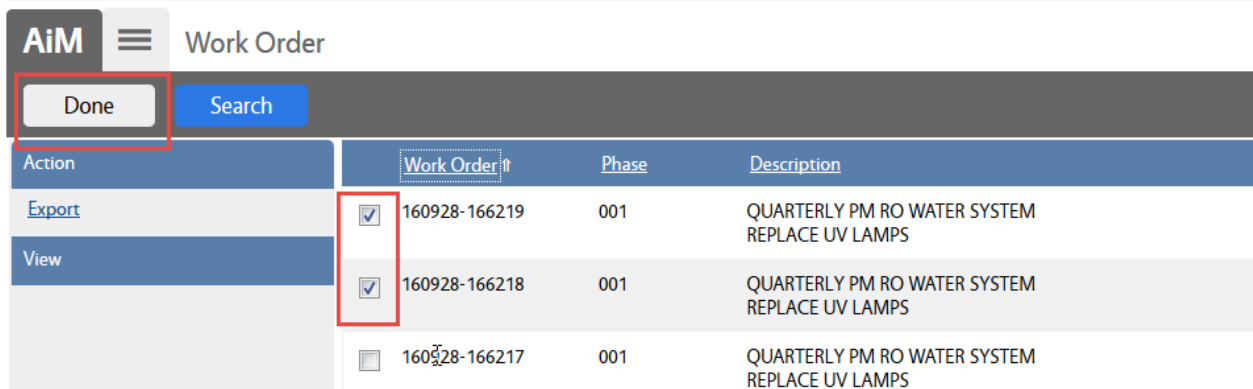
- Click on the Work Date to open the Daily Assignment



- Click



- Click Load Work Orders or Load Previous Assignments
 - Load Work Orders – will open the search screen. The system will only search Work Orders assigned to the shop(s) that the technician is assigned to. Work Order must be in Assigned or In Progress status for it to appear.
 - Load Previous Assignments -will pull the Work Orders from the previous date that are not in a Complete status.



Action	Work Order #	Phase	Description
<input checked="" type="checkbox"/>	160928-166219	001	QUARTERLY PM RO WATER SYSTEM REPLACE UV LAMPS
<input checked="" type="checkbox"/>	160928-166218	001	QUARTERLY PM RO WATER SYSTEM REPLACE UV LAMPS
<input type="checkbox"/>	160928-166217	001	QUARTERLY PM RO WATER SYSTEM REPLACE UV LAMPS

- Click

