How To: Schedule Events for Production

This tutorial will demonstrate how to schedule events and existing work orders for production.

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1. Log in to the JobCheck Web Desktop as any user.
2. Open the job that you would like to schedule the event or work order for.
3. Click the *Schedule* tab.
    a. If scheduling a work order, select the work order you would like to schedule from the list on the left and drag into the schedule.
    b. If creating a new event for production, drag your mouse across a period of time in the schedule.
4. A new window will open with a calendar of available resource schedules, the scheduled block of time for the work order will be highlighted in blue.
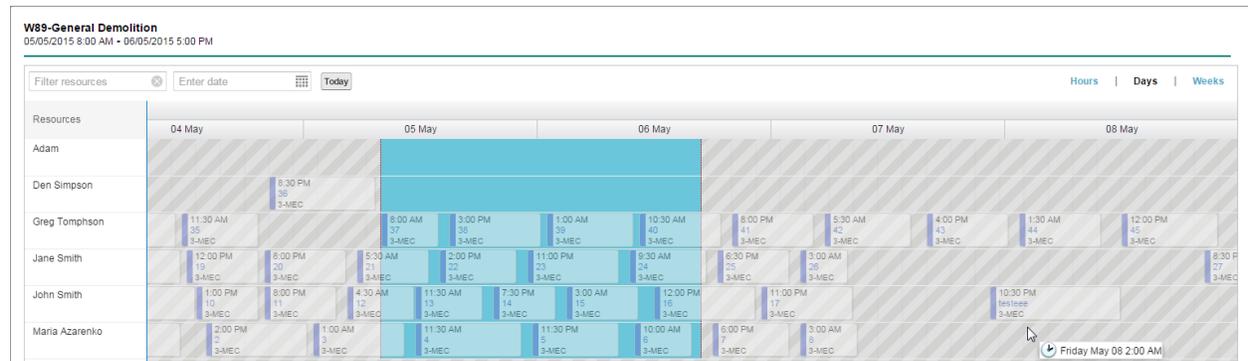
Figure 1   **Schedule view (above) for an existing work order (3.a.) shows availability for all resources.**

5. Using the schedule view, look for an available employee(s) and click and drag your mouse over their schedule to assign them to the work order.
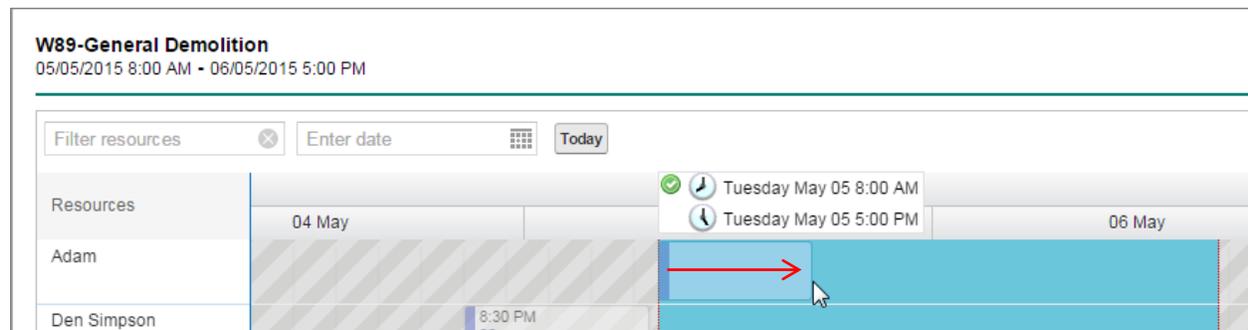
Figure 2   **See above, click and drag your mouse along the schedule to set the time for an employee.**

6. Update the event subject and description with the instructions for the employee.

7. Click *Save*.
8. The Work Order includes a scheduled event for the employee performing the onsite work.

9. Click *Save* again.
10. The assignment will show the time alotted as scheduled in the *Schedule* view.

11. The work order can now be printed or emailed for the assigned resources.

For additional support or assistance, visit our online support portal, contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.