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Project Manager Tutorial

How To: Schedule Events for Production

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

Detail	Schedule	Financial	Work Orders	Tasks	Photos	Attachments	Reports
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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.

Filter resources	Enter date		Foday							Hour	rs Days	Weeks
Resources	04 May		05 N	lay		06 May		07 Ma	Ŋ		08 May	
Adam												
Den Simpson		8:30 PM 36 3-MEC										
Greg Tomphson	11:30 AM 35 3-MEC		8:00 AM 37 3-MEC	3:00 PM 38 3-MEC	1:00 AM 39 3-MEC	10:30 AM 40 3-MEC	8:00 PM 41 3-MEC	5:30 AM 42 3-MEC	4:00 PM 43 3-MEC	1:30 AM 44 3-MEC	12:00 PM 45 3-MEC	
Jane Smith	12:00 PM 19 3-MEC	8:00 PM 20 3-MEC	5:30 AM 21 3-MEC	2:00 PM 22 3-MEC	11:00 PM 23 3-MEC	9:30 AM 24 3-MEC	6:30 PM 25 3-MEC	3:00 AM 26 3-MEC				8:3 27 3-M
John Smith	1:00 PM 10 3-MEC	8:00 PM 11 3-MEC	4:30 AM 12 3-MEC	11:30 AM 13 3-MEC	7:30 PM 3:00 AM 15 3-MEC 3-MEC	12:00 PM 16 3-MEC	11:00 F 17 3-MEC	PM		10:30 PM testeee 3-MEC		
Maria Azarenko	2:00 PM 2 3-MEC	1333	-MEC	11:30 AM 4 3-MEC	11:30 PM 5 3-MEC	10:00 AM 6 3-MEC	6:00 PM 7 3-MEC	3:00 AM 8 3-MEC		Friday I	May 08 2:00 AM	

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.

Solution Contraction Contracti	
Resources 04 May 04 May 05 5:00 PM	06 May

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

2015-05-05
Subject
W89-General Demolition
Description
Remove and dispose of affected walls and carpet in the living room and entranceway.
Save

- 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.

05 May	06 May
W89-General Demolition	
8:00 AM	

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

Employee Schedule 5/3/2015 (Sun) - 5/8/2015 (F Adam							
08:00 AM - 04:30 PM	3-Metro-Fire-2, Metropolitan Hotel Vancouver (Emergency, Electrical)	645 Howe St, Vancouver, BC, V6C 2T\$, Canada	Clean and remove debris in kitchen and entrance way.	8.5			
5/6/2015 (Wed)	Job	Address	Work Description	Scheduled Duration	Actual Duration		
08:00 AM - 04:30 PM	3-Metro-Fire-2, Metropolitan Hotel Vancouver (Emergency, Electrical)	645 Howe St, Vancouver, BC, V6C 2T\$, Canada	Clean and remove debris in kitchen and entrance way.	8.5			

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