



Reassign Available Hours

Troubleshooting issue:

Team member are not successfully allocated to the reassigned team.

NOTE: It is really important to ensure the employee has not been assigned work orders prior to reassigning to a different team

The screenshot shows the 'Available Hours' tab for the week of Nov 14, 2016. A dialog box titled 'Reassign employee to another team' is open, showing details for Employee Finning 1. The dialog includes a warning that the employee's team will remain unchanged outside the specified dates, and fields for 'To Team' (Kraft Inst) and 'Dates' (Nov 14, 2016 to Nov 15, 2016). A red circle highlights the 'Reassign' button in the background interface.

- Click on **Daily Schedules** tab in the blue ribbon
- Select the **day** the **team member** should have been reassigned
- Remove, Reassign or Move** work order(s) that have been assigned to that specific team member.

NOTE: Selecting the Employee from the Employee Filter on the left-hand filter pane might help in the search.

The screenshot shows the 'Daily Schedule' for Monday, Nov 14, 2016. A list of work orders is displayed with columns for WO #, WO Type, Priority, Description, Op #, Craft, Hrs, Start, A.Type, and Comment. A red box highlights the 'Remove' button in the top toolbar. A red arrow points to the 'Daily Schedules' tab in the blue ribbon. Another red arrow points to the 'Employee' filter in the left-hand pane.

Reassigning employee:

1. Click on the **Available Hours** tab at the top of your screen
2. Click on **→ Reassign**
3. A **Reassign Employee to another team** box will appear in the middle of your screen
4. Select Employee(s) by clicking on the **▼** under the **Employee** field
5. Select the team being reassigned to under the **To Team** by clicking on the **▼**
6. Enter or click on the **Calendar** of the dates **starting** and **ending** for that particular reassignment
7. Click on **Save**

The screenshot shows the 'Available Hours' interface for the week of Nov 14, 2016, under supervisor Tim Fisher. A modal titled 'Reassign employee to another team' is open. In the background, a table lists employees and their availability. The 'Finning 1' row is circled in red. The modal shows the employee 'Finning 1' being reassigned to 'Kraft Inst' from Nov 14, 2016, to Nov 15, 2016.

Employees	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20
MW employees							
Humbert, R.					D12	D12	N12
PF employees							
Morrissey, C.	N12	N12					
Watson, Graeme.	8	Sick					
Connector employees							
Finning 1		to IPR	D12				
Finning 2							
Finning 3	N12	N12					
Finning 4							
Finning 5	D12	D12					
SMS							
SMS 1							
SMS 2							
SMS 3							
SMS 4							

Reassign employee to another team

This will reassign the employee to another team during the specified dates. The employee's team will remain unchanged outside the specified dates.

Employee: Finning 1

To Team: Kraft Inst

Dates: Nov 14, 2016 to Nov 15, 2016

Save Cancel