

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



- a. Click on **Dally Schedules** tab in the blue ribbon
- b. Select the **day** the **team member** should have been reassigned
- c. **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.

S O	CKEYE	Available Hours	s Weel	kly Schedu	les Da	ily Schedules	Setup	More -									1	Chri	istine B	lanham ·
• No	v 2016	Daily Sche Chip Line Med	edule for	Monday	, Nov 14, n Fisher	2016		a.						Sched. Hrs Avail. Hrs	MW 0	PF (12 N12	Cont 4 D12	PF C	iontracto	Totals 64 72
31 1 2 7 8 9 14 15 16	3 4 5 6 10 11 12 13 17 18 19 20	+ Add by #	- Remo	ve 🧭 De	tails Mo	re 🕶 🔍 Searc	h								Humbert, I	Morrissey,	Finning 1	Watson, G	Finning 5 Finning 3	
28 29	1 2 3 4	wo #	WO Type	Priority	ec #	Description		Op #	Craft	Hrs	Start	A.Type	Comment		.0	Ω		rae		Comp
· · · ·		B009067	BRK	1	310	Replace failed B14	1 bearing	010	ME	2		180				2				© R
Team	Chi, Line Mech	B009559	BRK	1	421-0065	Belt to:		010	ME	1		180				1				© R
Crafts	All	B009337	BRK	1	310	Replace faulty sat	ch	010	ME	1.5		180				1.5				© R
Delaste		900005611934	PMH1	2	471-0111	Inspect Preheater	Discharg, Con	ve 010	MW	2		175							2	⊙ R
Priority	All	900005842832	PMH1	2	471-0117	Belzona Repair Le	ak,Bolt At Flat	Zo 010	MW	2		175							1.25	OR
WO Stat	All	900005346437	PMH1	3	471-0109	Weld Cracks In Lin	ne 2 Preheater	Sc 010		5.75		175	no parts, mu	st order					5.75	OR
Employees	All	900005675570	PMH1	3	465-0501	Install Spectacle B	lind In Peroxid	e 010	PF	4	_	145	Can't do do s	parts. com		4				OR
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WO Type	All	900005346081	PMH1	3	465-0701	Connect And Disc	onnecting Of C	he 010	PF	3		165					_	3		OR
ino type		900005343650	PMH1	3	471	Refiner Lube Pane	l Unorade	010	PF	3		175						3		OR
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		900005946041	PMH1	4	471-0089	Strip And Dress Pl	ate Package R	e 010	MW	2		120							2	(I) (I) R

Reassigning employee:

- 1. Click on the **Available Hours** tab at the top or 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

vailable Hours	Weekly Schedules	Daily Schedule	s Setup	More -			1 Christine Bar	nhai
Available Hou Chip Line Mech ~ Reassign	rs for week of Nov Supervisor Tim Fishe	r 14, 2016 er					01	Refre
Employees	Mon 11/1	Tue 4 11/15	Wed 11/16	Thu Fri 11/17 11/18	Sat 3 11/19	Sun 11/20		
MW employees Humbert, R.				D12	D12	N12		
PF employees Morrissey, C.	N12	N12	Reassign	employee	to anothe	er team	×	
Watson, Graeme.	8	Sick	This will reas	sign the employe	e to another t	eam during	the specified dates. The employee's team will	
Finning 1	es to IP	R D12	remain uncha	anged outside th	e specified dat	les.		
Finning 2			Employee F	inning 1 –				
Finning 3	N12	N12	To Team K	raft Inst -				
Finning 4			Dates	Nov 14, 2016 to	Nov 15, 2016			
Finning 5	D12	D12						
SMS 1								
SMS 2			Save	Cancel				
SMS 3			_	_		_		