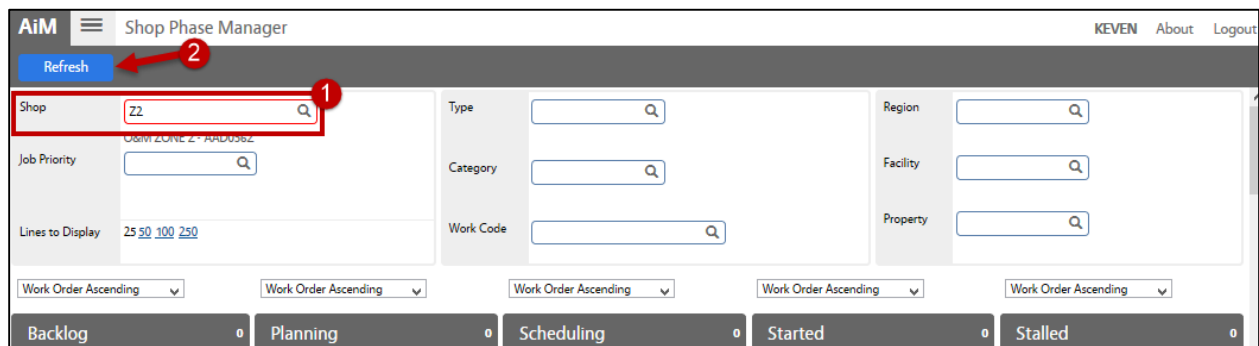
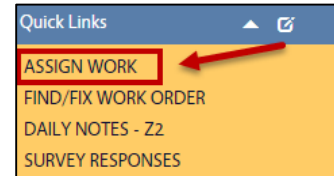


Managers and Supervisors: Assign Work

The Shop Phase Manager allows you to view, plan and schedule work by shop. This screen **REPLACES** the old process OSU followed where printed work order were handed out to workers. Work assignments will be handled electronically, and all your assignments must be made in this screen.

1. From Quick Links, click: **Assign Work**
2. Find Work Orders for Shop assignment by selecting your shop and optionally a Type and Category.



Note: In addition to selecting work orders for your shop you can select other attributes like work type or property to see a specific list of available work orders for assignment.

a. **Backlog**

This column displays phases that need to be assigned; this is your To-Do list! As a supervisor or manager, your goal is to keep this list to a minimum. Few or no work orders in this column indicate that you're up to date with work order scheduling.

b. **Planning**

This column is and will always be blank. (*OSU does not use the work planning feature*).

c. **Scheduling**

This column displays all of the phases that have at least one person scheduled to work on it, but work has not started yet. As you select work orders from the backlog column and assign them to your staff, the work order will fall off the backlog column and appear here. This is a good thing...it means you've scheduled the work order and no further action is needed at this time, unless you want to assign additional workers to a job.



d. **Started**

The started column displays open phases that have been scheduled and work is in progress, but not complete. No action is needed on these work orders, unless you want to assign additional workers to the job.

e. Stalled

The stalled column displays the phases that have been opened and started but have been left open for more than a day with no timecard activity. Jobs most likely become stalled when awaiting materials. They may also be stalled when workers are absent or pulled from this job to work on other jobs. As a supervisor, please monitor this column and if need be, assign other workers for prompt service.

3. Shop Daily Assignment

- a. Click:  **Shop Daily Assignment**. Add shop people based on their availability, click:  **Add Detail**

- b. From the Daily Assignments screen, **Select desired Shop Person and Date**

- c. Add **Scheduled hours** to update the Daily Assignment and **Save**

Sequence	Phase	Location	Work Classification	Priority/Status	Phase Estimated	Trade Estimated	Scheduled	Actual
<input type="checkbox"/>	15-0132186 001 SWO - PM COLLECTION - HANNER	OSU-STILLWATER CENTRAL CAMPUS 0014	MAINTENANCE PREVENTIVE FIT	SCHEDULED STANDING	0.00	0.00	4.00	0.00

- 4. Repeat this process to assign all work orders for the day. **Everyone in your shop should have eight hours of scheduled time on their Daily Assignment.**