

## Team Scheduler

### Work...Assigned and Scheduled

AiM's Team Scheduler allows you to filter, retrieve, and assign work in an easy-to-use, graphical interface. View work for any given shop and its people for up to a week at a time. Update job status, assign people, and view or enter notes as needed. Drag jobs onto individual people and days to create daily assignments.

### Solving Problems

- **Schedulers can quickly and easily see jobs and leave time on each person's daily schedule**, allowing easy load-leveling and work assignment
- **Easily update job status, people assigned, and estimated hours to complete** in the same screen where work is assigned to daily schedules
- **Assign work and leave from the same screen**, and view both within the same daily assignment for each person
- If work needs to be reassigned or assigned to multiple people, **simple drag-and-drop functionality and popup menus** make moving or copying jobs to different people or dates easy
- **Quickly identify priority work by color coding**, and sort the job list appropriately for easy assignment

### A Unique Approach

Purpose-built screens inside AiM alleviate the need for any custom-built interfaces or external scheduling tools.

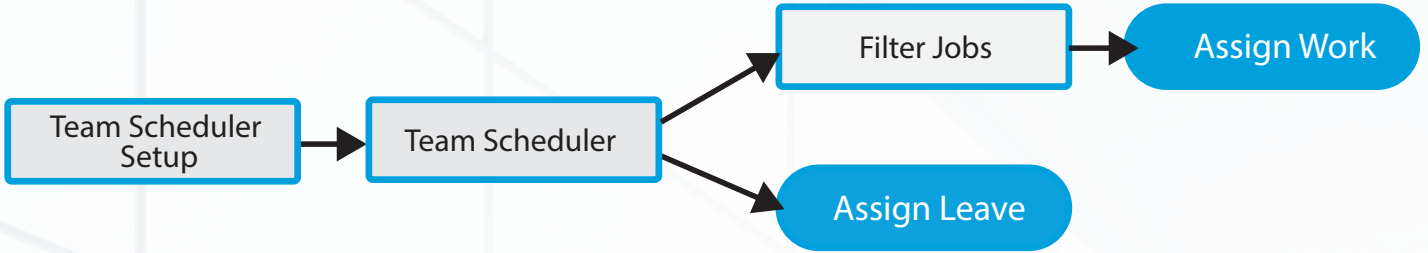
### Key Benefits

- Retrieve unassigned work, assign people to it, and add it to their daily schedule in a single place
- Filter work by key criteria including shop, type of work, location, current job status, and people assigned
- Sort work by priority, location, status, or assigned person
- Create "daily assignments" for all people in a shop simply by dragging jobs onto their daily schedule
- Block out leave on a person's daily schedule in addition to (or instead of) work
- Color coding for work priority and job status provide quick visual indicators of priority jobs



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## How It Works



## What You Get

- **Team Scheduler Setup** is used to define which days/hours are available for scheduling, as well as what types and statuses of work will display. Define the colors for priorities and job statuses that appear on the scheduler.
- **Team Scheduler** will display jobs and leave codes that are available to assign to a person's daily schedule. View and edit daily assignments for all people in a given shop.

## Assigning and Scheduling Made Easy

The Team Scheduler presents options for filtering and retrieving jobs that can be placed onto employees' daily assignments using a simple, drag-and-drop interface.

The screenshot displays the AiM Team Scheduler interface. At the top, there are search filters for Shop (PHX-ZONE1), Work Classification, Property, Phase Status, Assigned To, and Find Work Order. Below the filters is a table of work orders with columns for Work Order / Phase, Description, Property, Location, Priority, Est Start, Est End, Primary Person, Status, and Est Hours. The table lists five work orders with various priorities (EMERGENCY, MED HIGH, ROUTINE) and statuses (ENTERED, ASSIGN). Below the table is a navigation bar with options for Month, Week, This Week, Week, and Month. The main view shows a weekly calendar for the week of December 1, 2019, with columns for each day from Sunday to Saturday. The calendar shows assignments for four employees: AB12345 (ALFRED M BROWNE), BC23456 (BEATRICE L CHAVEZ), CD34567 (CLARENCE O DAVENPORT), and DE45678 (DARYL G EDWARDS). Each employee's schedule is represented by a grid of colored blocks indicating assigned work orders.



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## The Power to Change

Popup menus allow assignment of people to Phases, as well as changing information such as Phase Status and Estimated Hours.

**Edit Phase**

Work Order / Phase: 2019-UV21158 / 001

Description: Too cold in 1st floor study room. HVAC please check boiler.

Status: ENTERED

Est Hours: 1

Apply Cancel

**Phase Assignments**

Work Order / Phase: 2019-UV21158 / 001

Description: Too cold in 1st floor study room. HVAC please check boiler.

Shop Person

Assigned	Primary
BC23456 BEATRICE L CHAVEZ	AB12345 ALFRED M BROWNE <input checked="" type="checkbox"/>
CD34567 CLARENCE O DAVENPORT	DE45678 DARYL G EDWARDS <input type="checkbox"/>
EF56789 ERNIE M FLANNIGAN	
FG67890 FRANKIE G GARMON	

Apply Cancel

Daily Assignments can be moved or copied from day to day or person to person via another popup menu.

**Edit Assignment**

Shop Person: AB12345  
ALFRED M BROWNE

Work Date: Tuesday, February 25, 2020

Work Order / Phase: 2019-UV21133 / 001

Description: Faucet handle not working. 2nd floor men's room

Sequence: 100

Scheduled Hours: 0.5

Apply Cancel Delete

## Why AssetWorks

A leader in Integrated Workplace Management Software (IWMS), AssetWorks provides a single, unified platform for all of your facility management needs. A veteran team with 25+ years of domain experience, we are dedicated to continued innovation and constantly listening to your feedback and ideas for improving our current products. At AssetWorks, we're more than just an IWMS solution; we're a family dedicated to the successful management of your organization or community.



ReADY  
Web Engagement



AiM  
Enterprise IWMS



AiM IQ  
Business Intelligence



Go  
Field Apps

Ready to see how Team Scheduler can serve you?

Reach out to explore how at (800) 659-9001 or [facilitiesales@assetworks.com](mailto:facilitiesales@assetworks.com)