Work Management AiM User Guide

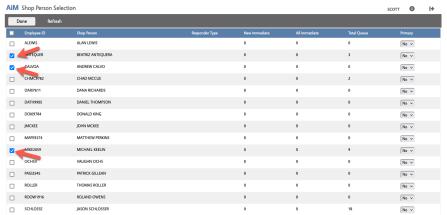
Assign a Shop Person to a Phase

Each Supervisor / Lead will need to assign Shop Persons to Phases. This is especially important when using Go Work management to make sure that Phases are available to the correct Shop Persons.

- 1. Supervisors and Leads should have several ways to find the Phase they need to add a Shop Person to.
- 2. Click into the Phase.
- 3. Click: Edit
 - a. Click: Load



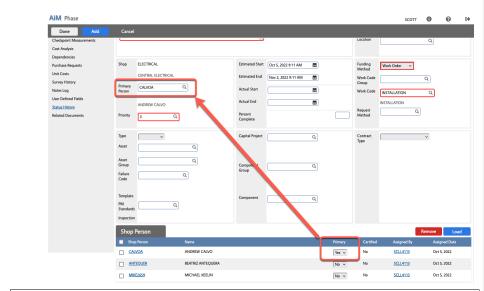
b. Select one, or more, **Shop Person** using the check boxes.



- c. Under Primary, select **Yes** from dropdown menu if there is a Primary Shop person.
- d. Click: Done to return to the Phase.

Commented [CP1]: add a screenshot of the phase





Note: You can also set the Primary Shop Person here.

- 4. Click: Done again to return to the Work Order.
- 5. Click: save your changes.