

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.

Commented [CP1]: add a screenshot of the phase

3. Click: 

a. Click: 

Shop Person  

<input type="checkbox"/> Shop Person	Name	Primary	Certified	Assigned By	Assigned Date
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b. Select one, or more, Shop Person using the check boxes.

AIM Shop Person Selection SCOTT ⓘ ⚙

<input type="checkbox"/>	Employee ID	Shop Person	Responder Type	New Immediate	All Immediate	Total Queue	Primary
<input type="checkbox"/>	ALEWIS	ALAN LEWIS		0	0	0	No ▾
<input checked="" type="checkbox"/>	ANTEQUER	BEATRIZ ANTEQUERA		0	0	3	No ▾
<input checked="" type="checkbox"/>	SALVOA	ANDREW CALVO		0	0	0	No ▾
<input type="checkbox"/>	CHMCK9782	CHAD MCCUE		0	0	2	No ▾
<input type="checkbox"/>	DARI7611	DANA RICHARDS		0	0	0	No ▾
<input type="checkbox"/>	DATH9905	DANIEL THOMPSON		0	0	0	No ▾
<input type="checkbox"/>	DOK9784	DONALD KING		0	0	0	No ▾
<input type="checkbox"/>	JMCKEE	JOHN MCKEE		0	0	0	No ▾
<input type="checkbox"/>	MAPE9274	MATTHEW PERKINS		0	0	0	No ▾
<input checked="" type="checkbox"/>	MPK2659	MICHAEL KEELIN		0	0	9	No ▾
<input type="checkbox"/>	OCH5V	VAUGHN OCHS		0	0	0	No ▾
<input type="checkbox"/>	PKG2545	PATRICK GILLEAN		0	0	0	No ▾
<input type="checkbox"/>	ROLLER	THOMAS ROLLER		0	0	0	No ▾
<input type="checkbox"/>	ROOW1916	ROLAND OWENS		0	0	0	No ▾
<input type="checkbox"/>	SCHLOSSE	JASON SCHLOSSER		0	0	18	No ▾

c. Under Primary, select Yes from dropdown menu if there is a Primary Shop person.

d. Click:  to return to the Phase.

AIM Phase SCOTT

Done Add Cancel

Checkpoint Measurements
Cost Analysis
Dependencies
Purchase Requests
Unit Costs
Survey History
Notes Log
User Defined Fields
Status History
Related Documents

Location

Shop: ELECTRICAL
CENTRAL ELECTRICAL

Primary Person: CALVO

Priority: 3

Estimated Start: Oct 5, 2022 9:11 AM
Estimated End: Nov 2, 2022 9:11 AM
Actual Start
Actual End
Percent Complete

Funding Method: Work Order
Work Code Group
Work Code: INSTALLATION
Request Method

Type
Asset
Asset Group
Failure Code
Template
PM Standards
Inspection

Capital Project
Component Group
Component

Contract Type

Remove Load

Shop Person

Shop Person	Name	Primary	Certified	Assigned By	Assigned Date
<input type="checkbox"/>	CALVO ANDREW CALVO	Yes	No	SC44113	Oct 5, 2022
<input type="checkbox"/>	ANTEQUER BEATRIZ ANTEQUERA	No	No	SC44113	Oct 5, 2022
<input type="checkbox"/>	MIKE2652 MICHAEL KEELIN	No	No	SC44113	Oct 5, 2022

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

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