

Rollover use in Daily Scheduling

Contents

- 1. Purpose..... 1
- 2. Backlog Workbench View within the Daily Schedule Form..... 1
- 3. Rollover (Postpone) Scheduled Work Orders to a Future Date 2
- 4. Related desk instructions..... 4
- 5. Role Authorization 4
- 6. Document Control 4

1. Purpose

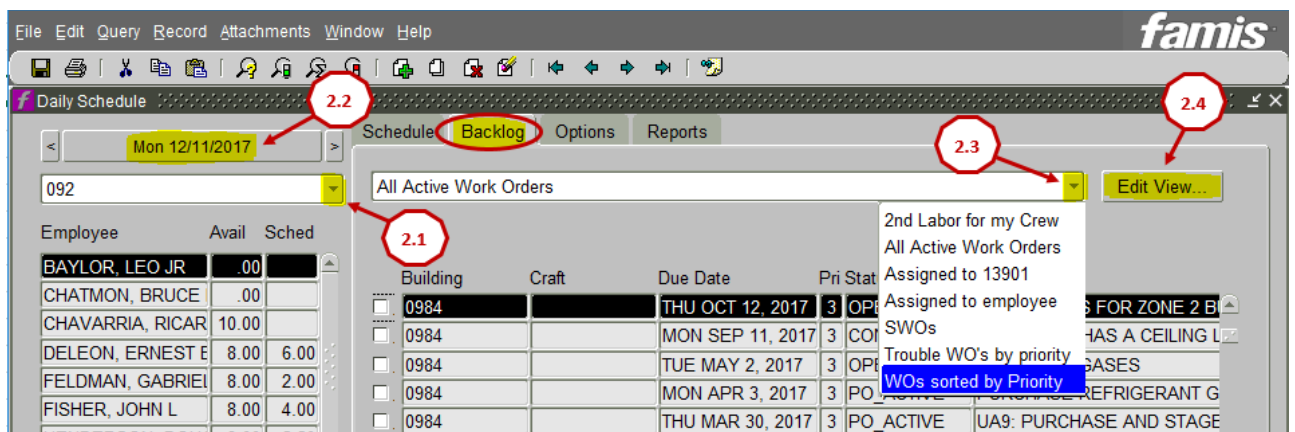
This document provides steps to perform the FAMIS Rollover feature which is a button found within the Daily Schedule form. The Daily Schedule form is used to assign work orders to individual crew members during a typical workday. There are times when work orders do not get completed and the work needs to be re-scheduled. The Rollover feature is the method used to postpone work to be completed for a future date.

2. Backlog Workbench View within the Daily Schedule Form

The **Backlog (TAB)** displays work orders that need to be scheduled. Work orders are assigned to individual crew members for each scheduled workday.

Brief Backlog Overview:

- 2.1 Crew – click the list of values arrow to select the appropriate crew to manage the schedule
- 2.2 Date – select the appropriate date to manage the schedule
- 2.3 Workbench View – click the list of values arrow to select the ideal backlog view
- 2.4 Edit Workbench View – click the **Edit View (Button)** to configured desired view

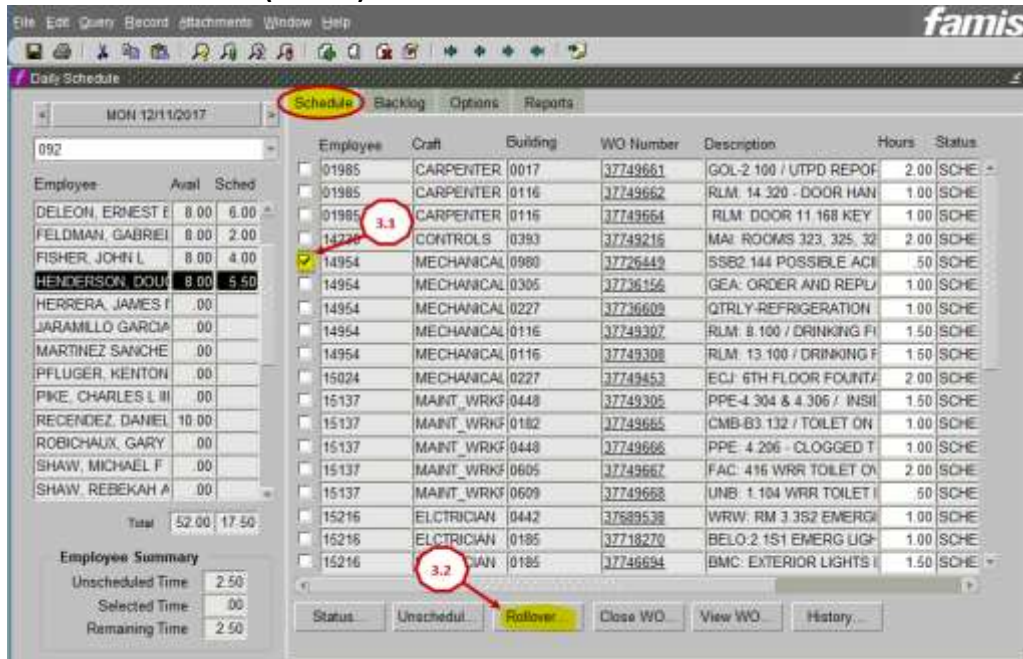


3. Rollover (Postpone) Scheduled Work Orders to a Future Date

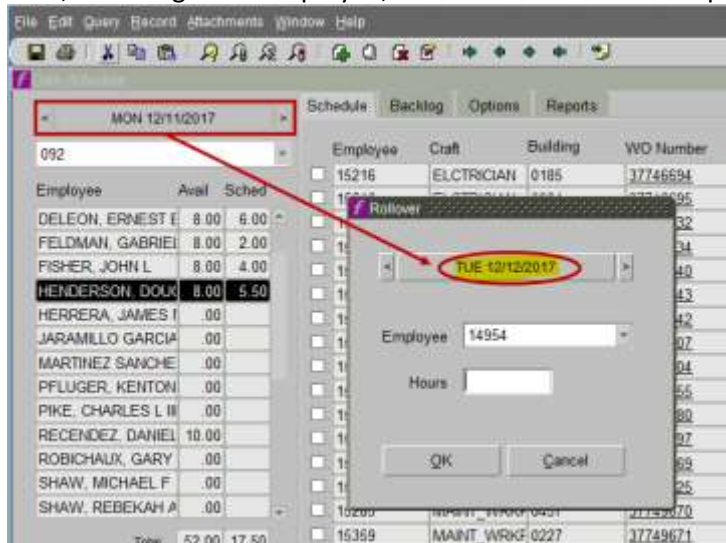
The Rollover feature allows you to postpone a single work order and designate time for the next workday (or any future day selected).

To rollover previously scheduled work orders, follow these 5 steps:

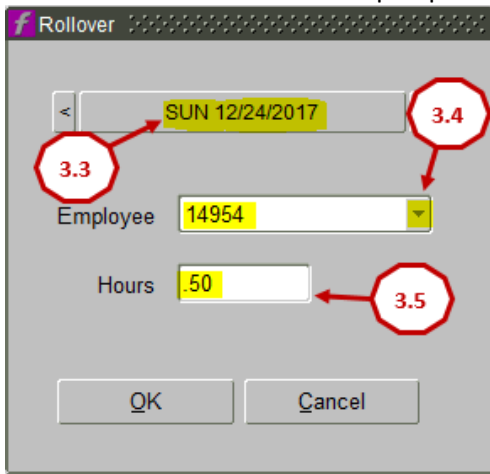
- 3.1 Check the box next to the desired scheduled work order on the **Schedule (TAB)**
- 3.2 Click on the **Rollover (Button)**



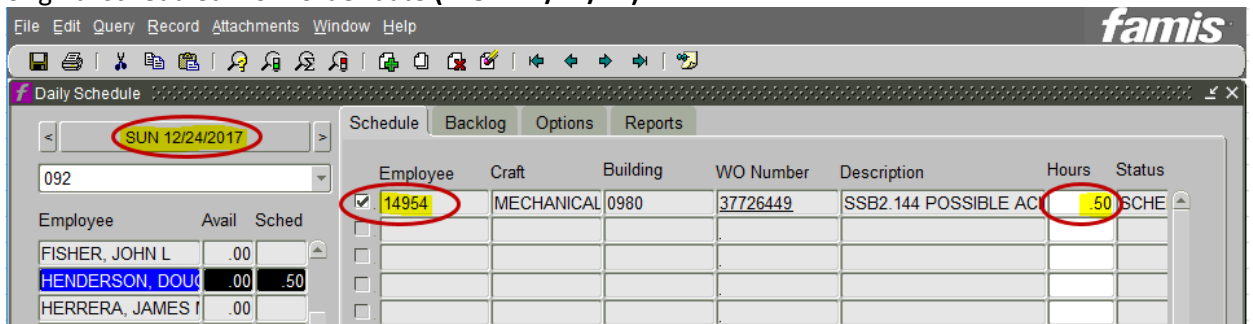
NOTE: In the Rollover window, the default date is the following day (**MON 12/12/17**) from the original scheduled work order date (**MON 12/11/17**). Be sure to select the appropriate future date, the designated employee, and the allocated time to perform the future work.



- 3.3 In the Rollover window, select the desired future date to re-schedule the postponed work
- 3.4 Click the list of values arrow to find the designated employee (or if already known, simply type the appropriate employee#)
- 3.5 Enter the allocated time to be postponed, then click **OK**



NOTE: The rescheduled work order will appear in the Schedule (TAB) on the requested Rollover date along with the employee, and allocated time. The selected future date is **(SUN 12/24/17)** from the original scheduled work order date **(MON 12/11/17)**.



4. Related desk instructions

- Schedule with Daily Schedule
<https://wikis.utexas.edu/display/WORQS/FAMIS+Desk+Instructions?preview=/86413567/112492993/Schedule%20with%20Daily%20Schedule.pdf>

5. Role Authorization

Daily Scheduling functions require the following roles:

- **DAILY_SCHED** (Daily Scheduling)
- **PLAN_SCHED** (Planner and/or Scheduler)

Contact worqs@austin.utexas.edu or at 512-232-5020 for more information on this role.

6. Document Control

Filename	Title	Revision Date	Document Owner	Summary of Changes	Status
Rollover Use in Daily Scheduling 2-06-18	Rollover Use in Daily Scheduling	02/06/2018	Brian Hennington	Final Review, spelling corrections	Final Release
Rollover Use in Daily Scheduling Draft 12-11-17	Rollover Use in Daily Scheduling	12/11/2017	Brian Hennington	Separated Rollover and Unscheduling processes into two documents	
UpdateEmployeeRecord_Resource Calender_07-27-2015	Unschedule-Rollovers	07/27/2015	Patti Soskins	Original	Original Release