

Unschedule usage in Daily Scheduling

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1. Purpose

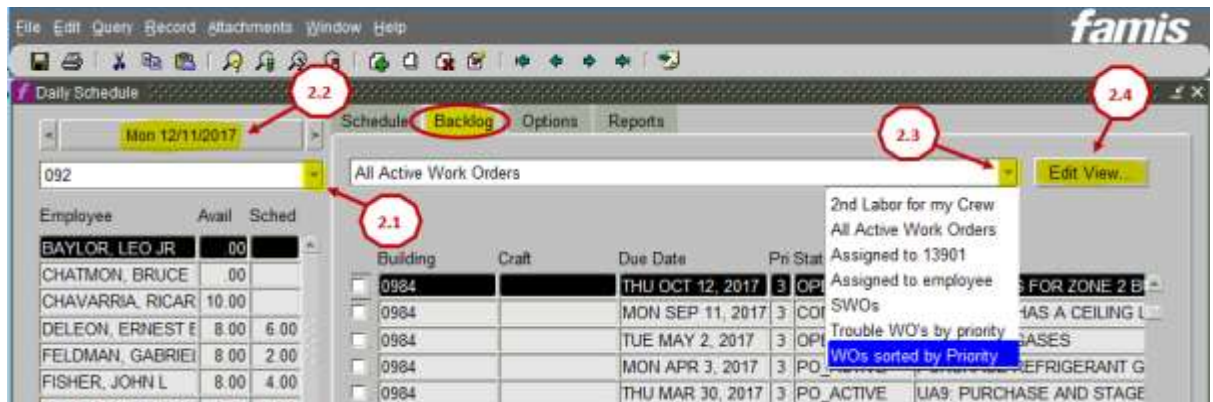
This document provides steps to perform the Unschedule feature which is a button found within the Daily Schedule form. The Daily Schedule form is used to assign work orders to individual crew members, however there are times when work orders are duplicated, inadvertently created, or no longer require work to be performed. The Unschedule feature is the method used to remove the scheduled work order from the Schedule TAB (as with the other statuses selected).

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. For more information about Scheduling work, see *“Related desk instructions”* in section 4 of this document.

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 configure desired view



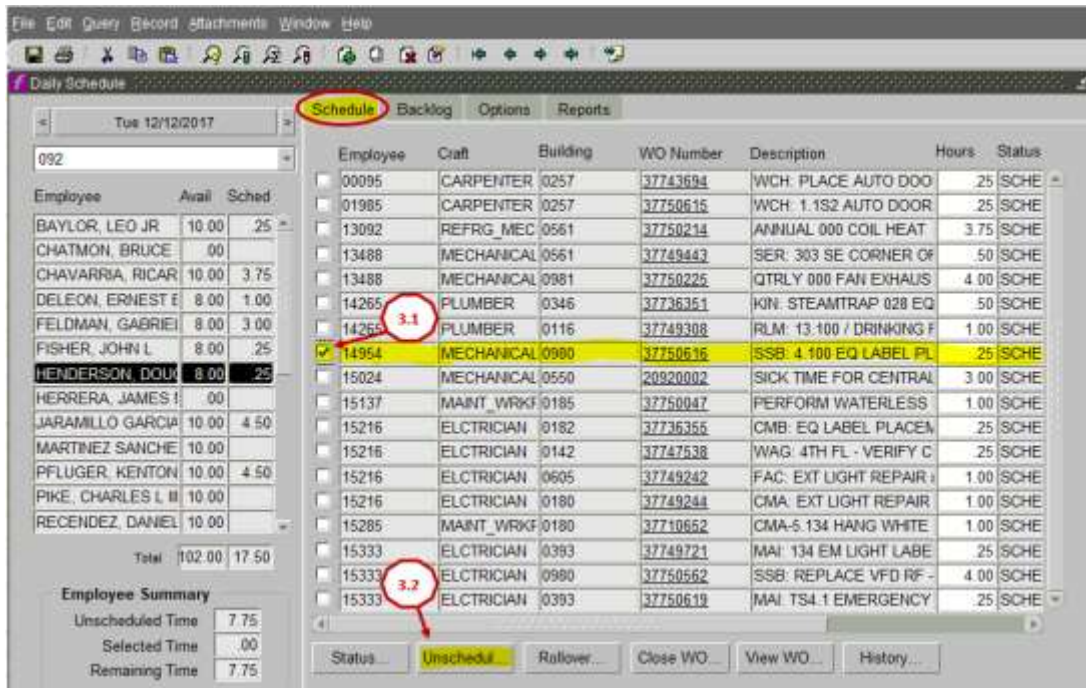
3. Unschedule usage within Daily Schedule Form

The Unschedule feature allows you to remove a single work order from the **Schedule TAB**.

To unschedule previously scheduled work orders, follow these 4 steps:

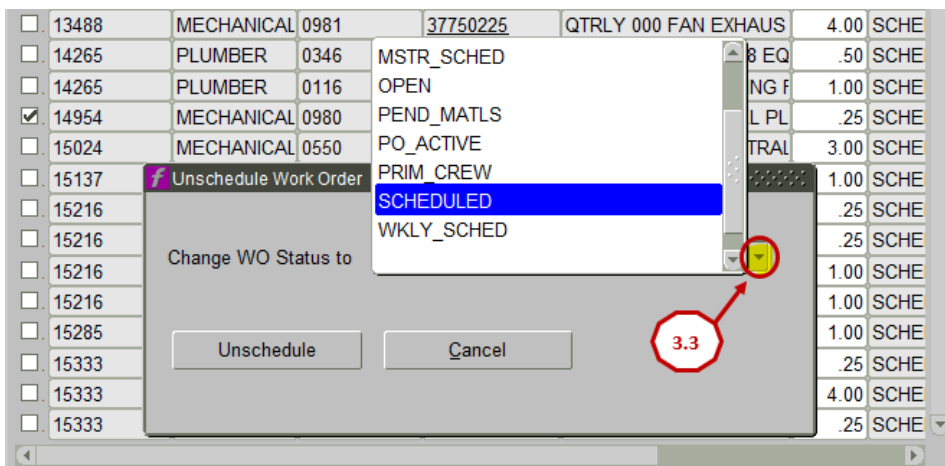
3.1 Check the box next to the desired scheduled work order on the **Schedule TAB**

3.2 Click on the **Unschedule (Button)**



3.3 Click the list of values arrow to change the Work Order Status.

NOTE: Changing the status to **SCHEDULED** removes the scheduled work order from the Schedule Tab (as with the other statuses selected). The status of the work order will remain **SCHEDULED**.



3.4 Click the **Unschedule** button to remove the work order 37750616 from the **Schedule TAB**

Employee	Avail	Sched
FISHER, JOHN L	8.00	.25
HENDERSON, DOUGLAS R	8.00	.25
HERRERA, JAMES I	.00	
JARAMILLO GARCIA	10.00	4.50
MARTINEZ SANCHE	10.00	
PFLUGER, KENTON	10.00	4.50
PIKE, CHARLES L III	10.00	
REZENDEZ, DANIEL	10.00	
Total	102.00	17.50

NOTE: Employee 14954 (HENDERSON, DOUGLAS R), who previously only had one work order scheduled, no longer has Work Order 37750616 listed on the Schedule TAB for the original scheduled work date (**MON 12/12/17**).

Employee	Craft	Building	WO Number	Description	Hours	Status
13488	MECHANICAL	0561	37749443	SER: 303 SE CORNER OF	.50	SCHE
13488	MECHANICAL	0981	37750225	QTRLY 000 FAN EXHAUS	4.00	SCHE
14230	CONTROLS	0369	37741661	LTD: REPLACE 6 CHW TE	2.00	SCHE
14230	CONTROLS	0182	37749009	CMB: 4.112 (SOUTH SIDE	1.50	SCHE
14230	CONTROLS	0457	37750600	BRB-3.118 AND 3.114 / TC	1.50	SCHE
14265	PLUMBER	0550	20920002	SICK TIME FOR CENTRAL	10.00	SCHE
14390	MECHANICAL	0984	37741696	ZONE 2 SHOP INVENTOR	9.00	SCHE
15024	MECHANICAL	0550	20920002	SICK TIME FOR CENTRAL	3.00	SCHE
15024	MECHANICAL	0129	37750368	QTRLY 092 PKG UNIT	2.50	SCHE
15024	MECHANICAL	0129	37750369	QTRLY 092 PKG UNIT	2.50	SCHE
15137	MAINT_WRK	0182	37749665	CMB-B3.132 / TOILET ON	1.00	SCHE
15137	MAINT_WRK	0185	37750047	PERFORM WATERLESS	1.00	SCHE
15137	MAINT_WRK	0182	37750663	CMB: 6.204 - TOILET NOT	2.00	SCHE
15137	MAINT_WRK	0116	37750782	RLM: 6TH FLOOR, LIGHT	1.00	SCHE
15137	MAINT_WRK	0116	37750784	RLM: 5.208 PULL TWO N	1.00	SCHE
15137	MAINT_WRK	0116	37750785	RLM: 13.222 - TOILET NOT	1.00	SCHE
15216	ELCTRICIAN	0182	37736355	CMB: EQ LABEL PLACEN	.25	SCHE
15216	ELCTRICIAN	0185	37746694	BMC: EXTERIOR LIGHTS I	1.00	SCHE

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
Uschedule Usage in Daily Scheduling 2-06-18	Unschedule usage in Daily Scheduling	2/06/18	Brian Hennington	Final Review, spelling corrections	Final Release
Uschedule Usage in Daily Scheduling Draft 12-12-17	Unschedule usage in Daily Scheduling	12/12/2017	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