

Assigned Staff

Overview

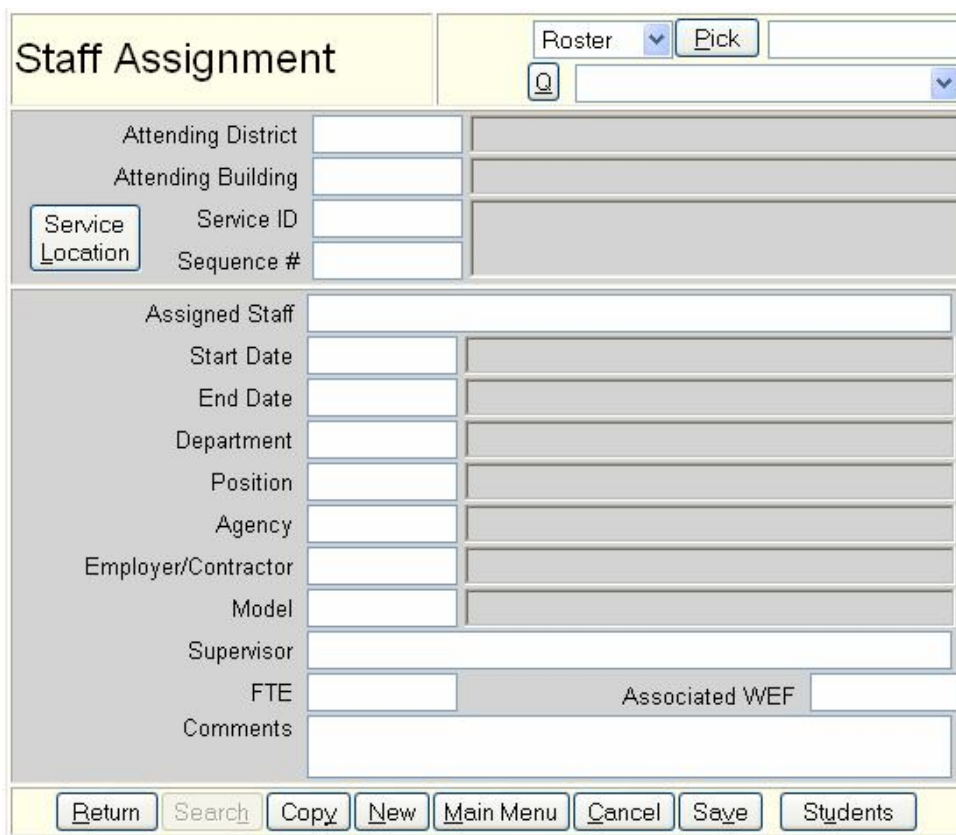
This file tracks basic information regarding the unique relationship between a service provider and the building where he/she is assigned. One service provider can be assigned to many buildings. There is a record for each assignment. Once assigned to a building, the service provider could be considered as a building resource to assign to a specific service.

Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Assigned Staff.

Access to Screen

From the Main Menu, select Assigned Staff under the Service section.



Select Assigned Staff for Services

1. Click on Assigned Staff under the Services section on the Main Menu.
2. Refer to the directions for Building Assignments under the Staff section.

Note:

- The Pick button and field is used to type in the Service information, not the Staff information.

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- Use the Search button to find the *Service not Staff* record that is to be edited.
 - The Q option is also available on this screen.
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