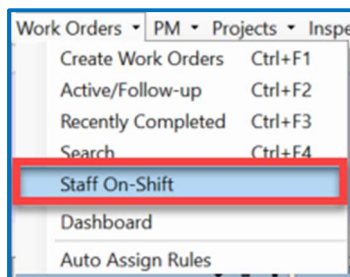


Staff On-Shift – Putting a User On-Shift

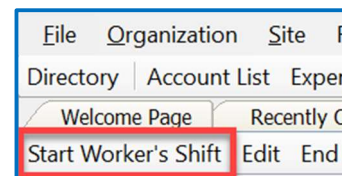
Staff On-Shift determines who shows up on the pick list when assigning a work order, PM, or Inspection. It also determines what type of work order will be transmitted to the assignee's mobile device. Staff On-Shift is the final determining factor for auto-assignment of work orders.

The ability to put users on On-Shift is permission based. If you don't have this permission and think you should, please contact support@katanasoft.com.

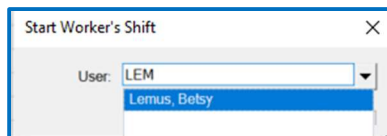
Step 1: Open the Work Orders drop down and select Staff On-Shift.



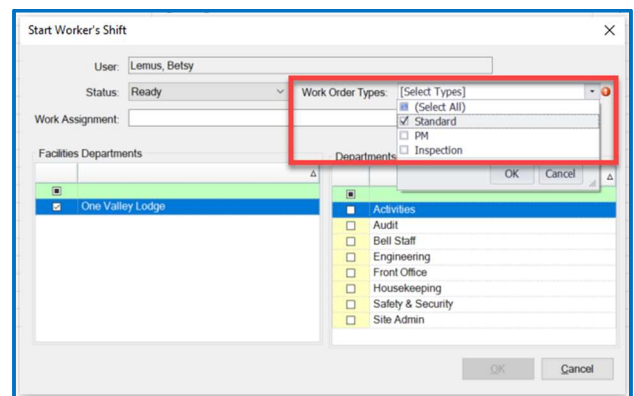
Step 2: Click Start Workers Shift in the upper left-hand corner.



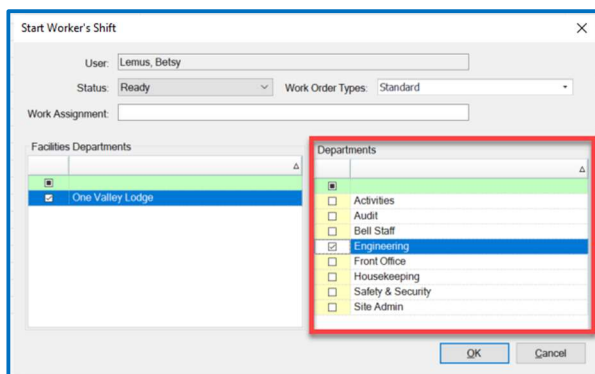
Step 3: Start typing the first or last name of the user you want to put On-Shift. The system will filter for you. Click on the name.



Step 4: Select the work order types the user should be assigned.



Step 5: Select the department(s) the user will be working during their shift. (For Example, an afterhours Engineer may also respond to Housekeeping delivery requests and would need both departments checked).



Step 6: Click OK. The user is now On-Shift and will receive work orders on their mobile.



If the user you are trying to put On-Shift does not show up on the pick list, it could be because:

- The user is already On-Shift
- The user does not have assignee permission