



Los Angeles Unified School District

**AWMS Maintenance and Operations
Assignment Sheet Guide**

LAUSD AWMS Maintenance and Operations Assignment Sheet Guide

The primary purpose of the Assignment Sheet Guide is to inform the AWMS user to what is recognized as good practice. Good practice does not mean that the knowledge described should always be applied uniformly on all projects.

Assignment Sheet introduced: The Assignment Sheet Application is a daily scheduling tool for AWMS users, designed to facilitate the assignment of labor to work. Effective planning and scheduling will significantly enhance the efficient use of resources by decreasing duplication of work, decreasing idle time, and ensuring completion of planned work. The Assignment Sheet can also be seen as a 'bundled' application, where users are able to locate work orders, assign work orders, and actualize work orders, all on the same application.

Assignment Sheet Features

- Plan future assignments by labor availability over a specified time frame
- Dispatch/Assign available work orders to workers
- Workers can assign themselves to available work
- Available Work Orders are categorized in three defined colors, by assignment(s)
- Multiple Work Orders can be assigned at the same time
- Assignments can be unassigned, reassigned, and adjusted from a single page
- Special filters allow quick matching of available work orders and labor list

Benefits

- Increased work force productivity and performance
- Reduce costs
 - Decreased time spent on reactive scheduling
 - Reduced overtime costs
- Reduce idle time
- Get the most out of limited resources
- Improve management of resources and work orders
- Schedule work by priority
- Accurately account for actual work time
- Lay out work schedules in advance

Who should use this application?

All AWMS users who would like to effectively plan and schedule their assignments.

Getting started

AWMS Login: Login to AWMS using your user name and password.

To request a user name and password, go to <http://mo.laschools.org/fis/existing-facilities/m-and-o/fis-awm>. Under the heading FIS-AWM Application, click on the  icon.

1. ACCESS THE ASSIGNMENT SHEET APPLICATION

In the Start Center, click on the Work Orders module and select **Assignment Sheet** from the drop-down menu:



2. ENTER ASSIGNMENT PARAMETERS

Enter one or more search parameters on the Search/Find tab and click on **Find**:

From Date: A date entered on this field will display all Assignments and Labor Transactions created on this date and forward.

To Date: A date entered on this field will display all Assignments and Labor Transactions created up to this date and back.

Labor Group: Enter a Labor Group to display all Assignments and Labor Transactions for the employees in the Labor Group on the specified date(s).

Emp No.: Enter a Employee Number to display all Assignments and Labor Transactions for the employee on the specified date(s).

Craft: Enter a Craft Code to display all Assignments and Labor Transactions for the employees with that Craft Code on the specified date(s).

Supervisor: Enter a Supervisor Employee Number to display all Assignments and Labor Transactions for the employees under that supervisor on the specified date(s).

Section: Enter a Section Code to display all Assignments and Labor Transactions for the employees with that Section Code on the specified date(s).

Display Converted?: Check this box if you would like to display assignments that were converted into Actual Labor Transactions on the specified date(s).

3. ASSIGNMENT SHEET VIEW

The main screen of the Assignment Sheet application has four sections which are always displayed.

Section 1

Section 2

Labor Code	Name	Labor Group	Craft	Section	Supervisor	CrewID	Tools	Lead	Short Off
554000	Casarez, Eugene	7-EA	ER	1431		MAINT			
705494	Chavez, Martin	7-EA	EA	1431	554000	MAINT	9		
264207	Gregg, Brian S.	7-EA	ER	1431	554000	MAINT			
799461	Hernandez, Jesus M.	7-EA	EA	1431	554000	MAINT	9		
655554	Johnson, Bruce	7-EA	EA	1431	554000	MAINT	9		
732601	La, Du Tan	7-EA	EA	1431	554000	MAINT	9		
796500	Noriega, Robert J.	7-EA	EA	1431	554000	MAINT	9		
668838	Perez, GA	7-EA	FA	1431		MAINT	9		
735316	Ramirez, Cesar	7-EA	EA	1431	554000	MAINT	9		
599250	Richard, Jeffrey	7-EA	EA	1431	554000	MAINT			
597810	Saldivar, Eduardo	7-EA	EA	1431	554000	MAINT	9		
236488	Sanders, Arthur Xavier	7-EA	EA	1431	554000	MAINT			
755129	Sangari, Victor Ruben	7-EA	EA	1431	554000	MAINT	9		
705484	White, Gregory	7-EA	EA	1431	554000	MAINT			
796477	Yee, Munson V.	7-EA	EA	1431	554000	MAINT	9		

Section 3

New Assignments for: Casarez, Eugene Emp No.: 554000 Craft: ER Section: 1431

Displaying 0 - 0 of 0

Work Order	Work Order Description	Service Call	Org Code	Common Name	Regular Start	Regular Finish	OT Start	OT Finish	Miles	Tools
No new assignments found.										

Optional WO#: New Assignment Create Actuals for All Selected Save All

Section 4

Labor Transactions for: Casarez, Eugene Emp No.: 554000 Craft: ER Section: 1431

Displaying 0 - 0 of 0

Work Order	Work Order Description	Service Call	Org Code	Common Name	Job No.	Start Date	Start Time	Hours	OT Hours	Miles	Tools	Lead	Diff
No transactions found.													

Section 1: Search Parameters. List of search parameters used to retrieve this dataset (read only) and a link to the **Run Reports** database.

Section 2: Selected Labor Pool from criteria entered in the search parameters. User must click on a **Labor Code** to view or modify Assignments and Labor Transactions for a particular employee. By default, Sections 3 and 4 show the data for the first employee on the list.

Section 3: New Assignments. Displays list of open assignments for the selected employee for the selected period of time. It also allows creating new assignments for the selected employee.

Section 4: Labor Transactions. Displays the actual labor transactions for the selected time period. (read only)

4. CREATE NEW ASSIGNMENT

There are two ways of assigning a work order(s) to a selected employee. On Section 3, you may either use the **Optional WO#**, when you know the exact work order number to be assigned; or the **New Assignment** button when you would like to filter from a list of work orders.

Optional WO#: Enter the work order number you would like to create an assignment for in this box and click on **New Assignment**. A new assignment for that work order will be automatically created.

New Assignment: If you do not know the exact work order number and/or you would like to select multiple work orders from a filtered list to be assigned, click on **New Assignment**. A newly displayed Section 5 will be displayed with a filtered set of work orders. If you have entered a labor group on the search criteria of Section 1, the set of work orders will automatically be filtered for work orders assigned to that labor group. If you did not enter a labor group, the set of work orders will be defaulted to filter for all work orders in the MAX labor group. In addition, the work orders displayed are sorted by the Reported Date in descending order and the application will only display work orders with *history flag* = 'N' and is *task* = 'N.' If you would like to make additional filters to that set, using the filtering/sort functions will allow you to narrow down your work orders to your liking. You may either choose one or multiple work orders to be assigned by clicking on the check box to the left of the work order number(s) and click on **Create Assignment for All Selected**.

Section 5

Select WO for: Johnson, Bruce Emp No.: 655554 Craft: EA Section: 1431

Filter Displaying 1 - 15 of 1767

Workorder	Description	Reported Date	Service Call	Org Code	Common Name	Job No	Status	Priority	Labor Group	Craft
<input type="checkbox"/> 3120495	REPAIR HAND DRYER BOYS R.R MAIN BLDG.	8/8/07 7:52 AM	✓	8113	EDISON MS	31018113	APPR	3	7-EA	EA
<input type="checkbox"/> 3120420	BROKEN LIGHT FIXTURE BASE IN K-2	8/8/07 7:26 AM	✓	6021	PARMELEE AVE EL		WAPPR	3	7-EA	EA
<input type="checkbox"/> 3120416	BROKEN BASE FIXTURE IN RM K-2	8/8/07 7:25 AM	✓	6021	PARMELEE AVE EL		WAPPR	3	7-EA	EA
<input type="checkbox"/> 3120410	LIGHT FIXTURE BASE IS BROKEN IN K-2	8/8/07 7:23 AM	✓	6021	PARMELEE AVE EL		WAPPR	3	7-EA	EA
<input type="checkbox"/> 3120401	BAD BALLAST. RM 17	8/8/07 7:20 AM	✓	6021	PARMELEE AVE EL		WAPPR	3	7-EA	EA
<input type="checkbox"/> 3120386	BAD BALLAST. RM 7	8/8/07 7:15 AM	✓	6021	PARMELEE AVE EL		WAPPR	3	7-EA	EA
<input type="checkbox"/> 3120385	LIGHT FIXTURE BASE BRKN. RM 12	8/8/07 7:15 AM	✓	6021	PARMELEE AVE EL		WAPPR	3	7-EA	EA
<input type="checkbox"/> 3120377	OUTLETS NOT WORKING. ROOM 46	8/8/07 7:12 AM	✓	8112	DREW MS	31018112	APPR	3	7-EA	EA
<input type="checkbox"/> 3120348	Repair the Emergency System	8/8/07 6:59 AM	✓	8113	EDISON MS	31018113	APPR	3	7-EA	EA
<input type="checkbox"/> 3120341	NO POWER , ROOMS 18,19,20,25	8/8/07 6:54 AM	✓	8112	DREW MS	31018112	INPRG	4	7-EA	EA 1
<input type="checkbox"/> 3120256	REPAIR EXPOSED WIRING ON OUTLET BOYS WEIGHT ROOM	8/8/07 3:19 PM	✓	8650	FREMONT HS	31018650	APPR	5	7-EA	EA 1
<input type="checkbox"/> 3119953	RM 12 LIGHT BULB STUCK IN FIXTURE	8/8/07 1:51 PM	✓	6021	PARMELEE AVE EL		WAPPR	3	7-EA	EA
<input type="checkbox"/> 3119944	EA - CHECK EXPOSED CONDUIT IN CAFE	8/8/07 1:48 PM	✓	5887	122ND ST EL	31015887	APPR	3	7-EA	EA 1
<input type="checkbox"/> 3119934	FIXTURE FALLING FROM CEILING. VISITOR'S LOCKER RM EAST GYM	8/8/07 1:46 PM	✓	8721	JORDAN HS		WAPPR	3	7-EA	EA
<input type="checkbox"/> 3119903	BALLAST OUT ROOM 20	8/8/07 1:37 PM	✓	6021	PARMELEE AVE EL		WAPPR	3	7-EA	EA

Create Assignments for All Selected Close

Note: The work orders set is categorized by colors:

- Black: There are no assignments on the work order
- Green: There are open assignments on the work order
- Red: All assignment(s) on the work order are complete

After selecting the work order(s) and clicking on **Create Assignments for All Selected**, Section 5 will be hidden and the details of the new assignment will be displayed. Use the detail view to fill in the missing information on the assignment, for example, the Start Date, Finish Date, Total Regular Hours, Miles, etc... Remember, this is only an assignment; assignments can be **continually modified** at anytime until they are converted into a labor transaction.

User must click on the **Save** or **Save All** button before selecting a different labor code.

5. DELETE AN ASSIGNMENT

To delete an existing assignment, open the detail view of that assignment and click **Delete**. You can not delete assignments that have been already converted to actuals. After clicking on the **Delete** button, the assignment will disappear from Section 3 and be removed from the database.

New Assignments for: Casarez, Eugene Emp No.: 554000 Craft: ER Section: 1431										Section 3	
Displaying 1 - 1 of 1											
Work Order	Work Order Description	Service Call	Org Code	Common Name	Regular Start	Regular Finish	OT Start	OT Finish	Miles	Tools	
546208	AREA-7 MAINTENANCE-LINE SENIOR	N	1431	AREA-7 MAINT	8/10/07 7:00 AM	8/10/07 3:30 PM					
Work Order:	546208	WO Task ID:		Parent WO:		Service Call:	N	Miles:		Tools:	
WO Status:	INPRG	Job No.:	25841431	Reg Hours:	8:30	Lead:		OT Hours:		Short Diff:	
Regular Start:	8/10/07 7:00 AM	Regular Finish:	8/10/07 3:30 PM	Emp No.:	554000	Casarez, Eugene	Status:	ASSIGNED	Memo:		
OT Start:		OT Finish:		Optional WO#:		New Assignment	Create Actuals for this	Delete	Save	Close	

Note: By default, the **Reg Hours** is populated from the estimated duration of that work order. You may not create actuals for work orders without job numbers or without a start/finish date and time. Actuals will **NOT** be created if there is any kind of overlap between assignments and existing actuals for a given labor code on a given date and time.

6. CONVERT ASSIGNMENT TO ACTUAL

To convert an assignment into an actual, open the detail view for the assignment, verify that the data is correct, and click **Create Actual for this**. The same business rules apply to converting actuals to multiple assignments.

Once an assignment has been successfully actualized, the assignment will be removed from Section 3 and will be displayed on Section 4. Section 4 shows all labor transactions for the time period you specified on Section 1.

If an assignment has both regular hours and OT hours, two actual records will be created. One will be created for the regular hours and another will be created for the overtime.

Labor Transactions for: Casarez, Eugene Emp No.: 554000 Craft: ER Section: 1431												Section 4	
Displaying 1 - 1 of 1													
Work Order	Work Order Description	Service Call	Org Code	Common Name	Job No.	Start Date	Start Time	Hours	OT Hours	Miles	Tools	Lead	Diff
546208	AREA-7 MAINTENANCE-LINE SENIOR	N	1431	AREA-7 MAINT	25841431	8/9/07	7:00 AM	8:00	0:00	20	7		4

Note: If you made have created an actual by mistake, labor adjustments can **NOT** be made from the Assignment Sheet Application. You must make the correction in the Labor Reporting or the Work Order Tracking Application.

7. REPORTS

You may generate reports by clicking on **Run Reports** on Section 1. This will take you to the Business Analysis and Reporting database where you can choose the reports you would like to run.

From Date:	9	To Date:	9	Labor Group:	=7-EA	Run Reports	Section 1
Emp No.:		Craft:		Supervisor:			