

Phone 952.215.3233 • Fax 877.289.3860 • support@metafarms.com

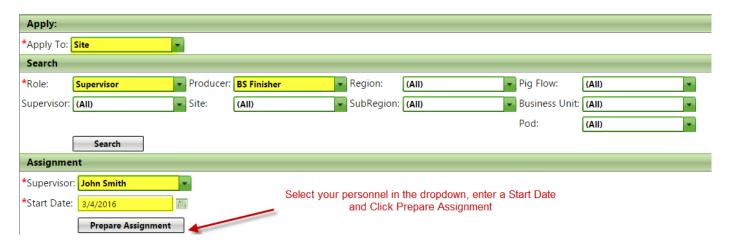
## **Assign Personnel**

The Assign Personnel screen is where you will assign your personnel to their groups or sites. Go to the Setup tab, Company Attributes section of any module.



In the Apply section, select the Site or Group you want to assign to. In order to show on reports, you must assign at the Group level. In Group setup, only the Supervisor role will show in the dropdown.

In the Search section, select the Role you want to assign. You can use the other dropdowns to narrow your search.



Your list of Sites (or Groups) will come up below. Check the Assign box on the Sites you are assigning the role to and click Assign Records.



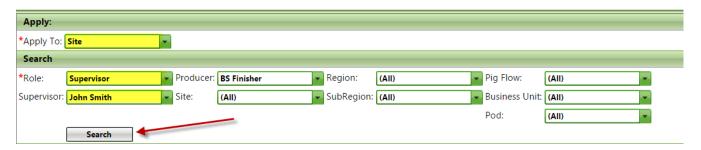
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Note you can also Unassign Roles with the same steps.



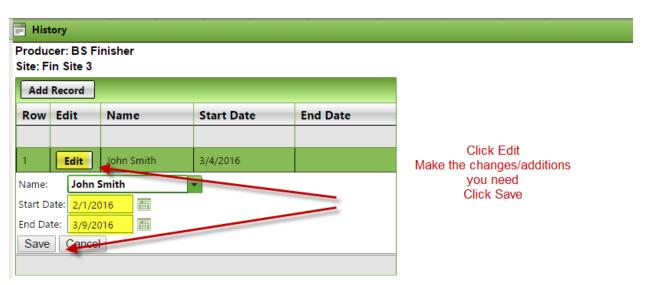
This screen is also where you can Search, Change and enter End Dates for your Roles.

Enter your Search criteria and click Search



Your Search results will come up below. Click on the History button of the personnel you want to edit.





Adding a new person to the Site or Group will automatically put an end date on the prior person based on the start date of the new one. Also based on start date, you can fill in the Future Role field and the appropriate end date will fill in on the prior Role once the date has arrived.