

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.

Reports	Setup
<div> Attributes <div> Health Attributes <ul style="list-style-type: none"> ☆ Sow Condition Scores ☆ Sow Treatment Medications ☆ Treatment Reasons ☆ Treatment Routes </div> <div> Company Attributes <ul style="list-style-type: none"> ☆ Producers/Sites/Barns* ☆ Production Calendar* ☆ Company Defaults ☆ Event Codes* ☆ Personnel Setup ☆ Assign Personnel ☆ Site Defaults </div> </div>	

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.

Apply:							
*Apply To:	Site						
Search							
*Role:	Supervisor	Producer:	BS Finisher	Region:	(All)	Pig Flow:	(All)
Supervisor:	(All)	Site:	(All)	SubRegion:	(All)	Business Unit:	(All)
						Pod:	(All)
<input type="button" value="Search"/>							
Assignment							
*Supervisor:	John Smith						
*Start Date:	3/4/2016						
<input type="button" value="Prepare Assignment"/>							

Select your personnel in the dropdown, enter a Start Date and Click Prepare Assignment

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.

View						
Assign Records Unassign Records						
Row	Assign	Producer	Site	History	Current Supervisor	Start Date
	<input type="checkbox"/>					
1	<input type="checkbox"/>	BS Finisher	Fin Site 1	<input type="button" value="History"/>	Joe smith	1/1/2000
2	<input type="checkbox"/>	BS Finisher	Fin Site 2	<input type="button" value="History"/>		
3	<input checked="" type="checkbox"/>	BS Finisher	Fin Site 3	<input type="button" value="History"/>		
4	<input checked="" type="checkbox"/>	BS Finisher	Fin Site 4	<input type="button" value="History"/>		

Note you can also Unassign Roles with the same steps.

View									
Assign Records		Unassign Records							
Row	Assign	Producer	Site	History	Current Supervisor	Start Date	Future Supervisor	Start Date	Unassign
	<input type="checkbox"/>								<input type="checkbox"/>
1	<input type="checkbox"/>	BS Finisher	Fin Site 1	History	Joe smith	1/1/2000			<input type="checkbox"/>
2	<input type="checkbox"/>	BS Finisher	Fin Site 2	History					<input type="checkbox"/>
3	<input type="checkbox"/>	BS Finisher	Fin Site 3	History	John Smith	3/4/2016			<input type="checkbox"/>
4	<input type="checkbox"/>	BS Finisher	Fin Site 4	History	John Smith	3/4/2016			<input type="checkbox"/>

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

Enter your Search criteria and click Search

Apply:

*Apply To: Site

Search

*Role: Supervisor
 Producer: BS Finisher
 Region: (All)
 Pig Flow: (All)

Supervisor: John Smith
 Site: (All)
 SubRegion: (All)
 Business Unit: (All)

Pod: (All)

Search

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

View								
Assign Records		Unassign Records						
Row	Assign	Producer	Site	History	Current Supervisor	Start Date	Futu	
	<input type="checkbox"/>							
1	<input type="checkbox"/>	BS Finisher	Fin Site 3	History	John Smith	3/4/2016		
2	<input type="checkbox"/>	BS Finisher	Fin Site 4	History	John Smith	3/4/2016		

History

Producer: BS Finisher
 Site: Fin Site 3

Add Record

Row	Edit	Name	Start Date	End Date
1	Edit	John Smith	3/4/2016	

Name: John Smith
 Start Date: 2/1/2016
 End Date: 3/9/2016
 Save [Cancel](#)

Click Edit
Make the changes/additions
you need
Click Save

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.