

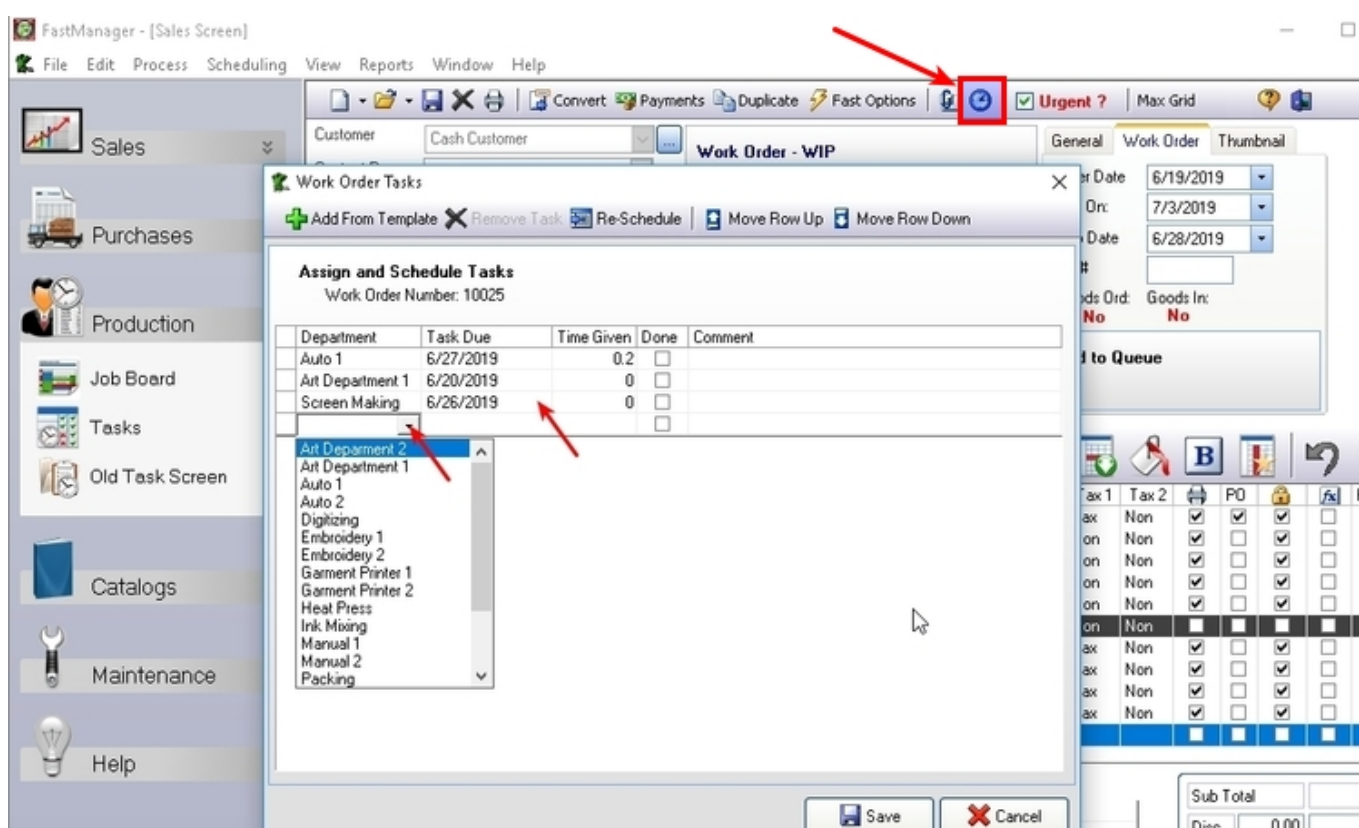
Scheduling

Manually Scheduling Tasks

You can manually assign and schedule tasks. Even if you are using auto scheduling you can still use the Task Maintenance screen to make changes or add additional tasks.

You can access the *Task Maintenance* screen directly from the Sales Screen

- Click on the Tasks button at the top:



You can also access the Task Maintenance screen from the *Job Board*

- Click on the Tasks tab, then Edit Tasks:

Job Board

Open

Print

Export

Refresh

Customer Goods

Issue Stock

Ship UPS

Box Labels

Filter

Preferences

Help

Filter Options

Customer

Cash Customer

Contact Person

☐ View Lost Quotations

☐ View Canceled Work Orders

Sales Rep

All Reps

W/O Status

All Statuses

Which Date ?

All Dates

From

To

Type	Number	Customer	Order Description	Due Date	Urgent	G
E	10011	Cash Customer	des	10/03	<input type="checkbox"/>	
	10012	Cash Customer	test	09/21	<input type="checkbox"/>	
ES	10014	Cash Customer	Test Alpha Integration	12/11	<input checked="" type="checkbox"/>	
OS	10017	Cash Customer	test	12/14	<input type="checkbox"/>	
	10018	Cash Customer	testDescription Here I	02/07	<input type="checkbox"/>	
ES	10019	Cash Customer	Test Embr AS	06/25	<input checked="" type="checkbox"/>	
ES	10020	Cash Customer	Embr 2	07/01	<input checked="" type="checkbox"/>	
ES	10021	Cash Customer	Youth SP preprints	07/01	<input checked="" type="checkbox"/>	
ES	10022	Cash Customer	Test Alpha Integration	07/01	<input checked="" type="checkbox"/>	
ES	10023	Cash Customer	Test Alpha Integration	07/01	<input checked="" type="checkbox"/>	
ES	10024	Cash Customer	Test AS 001	07/01	<input type="checkbox"/>	
ES	10025	Cash Customer	Youth SP preprints	07/03	<input checked="" type="checkbox"/>	
ES	11025	Cash Customer	Embr 2	07/05	<input checked="" type="checkbox"/>	

General

Sales Order Detail

Purchase Orders

Attached Files

Tasks

Shi

Edit Tasks

Print

Max View

Date	Department	Done	Est Time	Comment
06/18	Art Department 1	<input type="checkbox"/>	0	
06/24	Screen Making	<input type="checkbox"/>	0	
06/25	Auto 1	<input type="checkbox"/>	0.2	

Work Order Tasks

Add From Template

Remove Task

Re-Schedule

Move Row Up

Move Row Down

Assign and Schedule Tasks

Work Order Number: 10021

Department	Task Due	Time Given	Done	Comment
Auto 1	6/25/2019	0.2	<input type="checkbox"/>	
Art Department 1	6/18/2019	0	<input type="checkbox"/>	
Screen Making	6/24/2019	0	<input type="checkbox"/>	

Save

Cancel

The Re-schedule button will automatically update all the dates of the tasks based on how you setup the dates for each affected department in the [Department Maintenance](#) screen.



Work Order Tasks

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Add From Template

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Remove Task

Re-Schedule

Move Row Up

Move Row Down

Assign and Schedule Tasks

Work Order Number: 10021

Department	Task Due	Time Given	Done	Comment
Auto 1	6/25/2019	0.2	<input type="checkbox"/>	
Art Department 1	6/18/2019	0	<input type="checkbox"/>	
Screen Making	6/24/2019	0	<input type="checkbox"/>	
			<input type="checkbox"/>	

Save

Cancel

⬅ Scheduling: Overview

Auto-Scheduling ➡

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<https://docs.fastmanager.com/> - **FastManager Help Manual**

Permanent link:
<https://docs.fastmanager.com/production/scheduling/manual>

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