

Scheduling

The Tasks Screen

FastManager's Tasks screen will allow you to move and update task info by using 'Drag and Drop'.

- On the Navigation Pane at the left, expand the section: Production and click on Tasks

The screenshot displays the 'Schedule Tasks' window. At the top, there's a menu bar with 'View', 'Settings', 'Print', 'Action', 'From: 03/20/2020', 'To: 03/26/2020', 'Refresh', and 'Exit'. Below this is a calendar grid showing tasks for each day from Monday to Thursday. Tasks are listed on the left, including 'Art Department 2', 'Art Department 1', 'Auto 1', 'Auto 2', 'Digitizing', 'Embroidery 1', 'Embroidery 2', 'Garment Printer 1', 'Garment Printer 2', 'Heat Press', 'Ink Mixing', and 'Manual 1'. Each task has a time allocation (e.g., '0.0h (1)'). On the right, a pane titled 'Screen Making - All Dates' shows a table with columns: Date, WO #, Customer, Description, Done, Est Time, Task Detail, and Com... The bottom section has tabs for 'This Task', 'Sales Order Detail', and 'Attachments'. It includes a 'Load Picture' button, a 'Task not linked to a specified embellishment location' warning, and a table of tasks linked to the work order.

- You can easily drag a task from one day to the other, or from one department to the other. For example: If you have 2 artists you can easily move tasks between them.

[move_tasks.mp4](#)

NOTE: You can also rearrange tasks by editing the tasks directly, either from the Job Board or from the Sales Screen:

[move_tasks_1.mp4](#)

Creating Custom Views

A *Custom View* is a way to display only a certain predefined list of departments, instead of all the departments at once

- To create a new *Custom View*, click on View, then on Create/Edit

- Then click on Create new group and type in a *Description* for your custom view. For example, enter: Embroidery Depts
- Next, select a Department from the left to be included in the view, and click on the Arrow > button to move it to the right
- Once you have included all the departments you want to see in your custom view, click on Save

[custom_view.mp4](#)

- You can now select that *Custom View* from the View menu

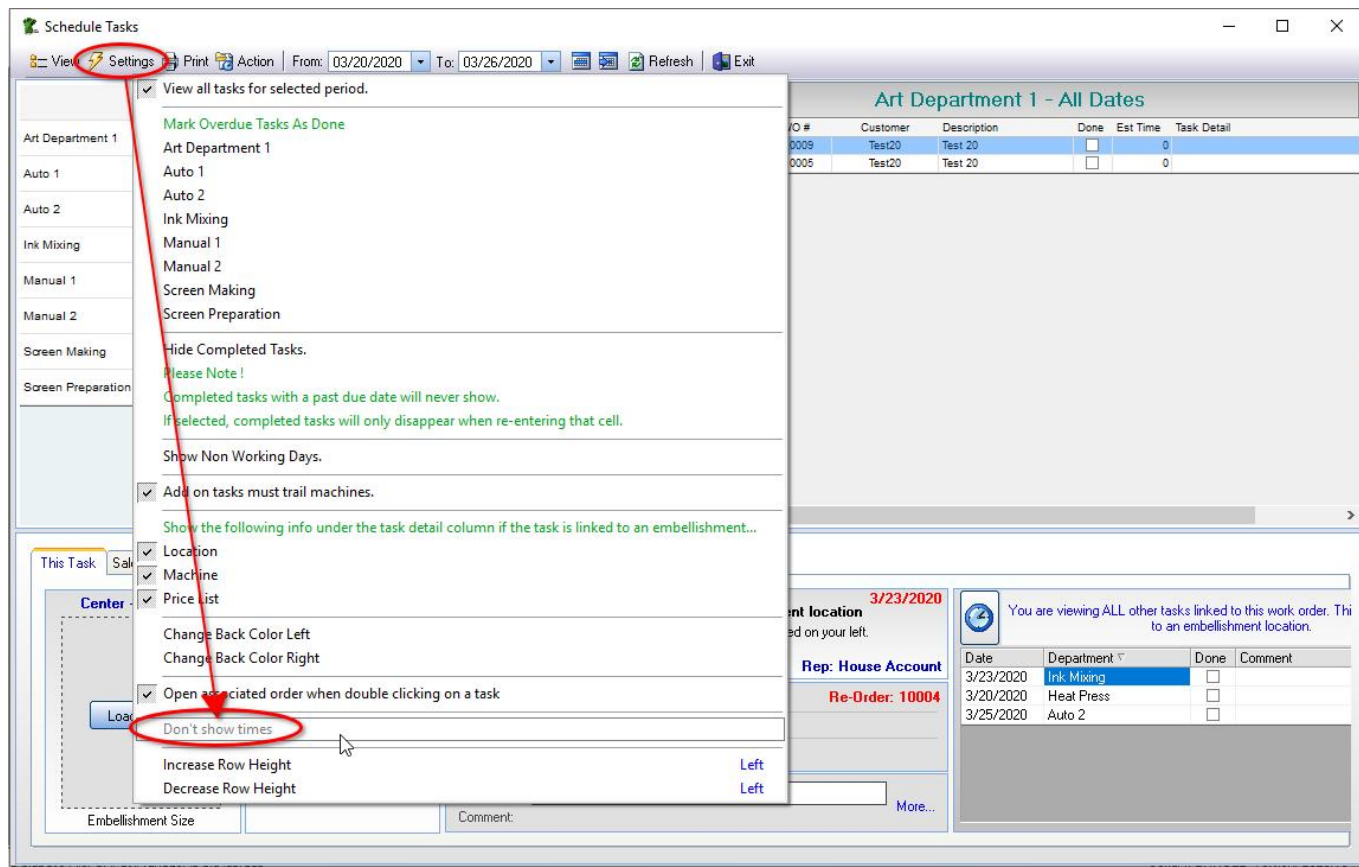
Scope or Date Range to view

Viewing your weeks work:

- Date Range.
 - change the Start Date and End Date, then and click on Refresh
- Using the current / next week buttons
 - Click on the Go to this week or View following week buttons to quickly switch the date range

The screenshot shows the 'Schedule Tasks' application. At the top, there's a menu bar with 'View', 'Settings', 'Print', 'Action', and 'Exit'. Below the menu bar, there's a date range selector with 'From: 03/20/2020' and 'To: 03/26/2020'. To the right of the date range selector are buttons for 'Go to this week', 'View following week', and 'Refresh'. Red arrows and numbers 1, 2, and 3 highlight these buttons. Below the date range selector is a table of tasks. The table has columns for 'Date', 'WO #', 'Customer', 'Description', 'Done', 'Est Time', 'Task Detail', and 'Com...'. The tasks listed are: Art Department 2, Art Department 1, Auto 1, Auto 2, Digitizing, Embroidery 1, Embroidery 2, Garment Printer 1, Garment Printer 2, Heat Press, Ink Mixing, and Manual 1. The task detail panel on the right shows information for 'Manual 2' on 3/24/2020, including a 'Load Picture' button and a 'Load Picture' button.

- Showing Times
 - From the Settings button, you can toggle Don't show times on or off (checked or unchecked)



Viewing the Task and Design details

When you select a task, you can see all the detail of that job e.g. if the goods are in, what the embellishments are, what the status of other departments are etc.

- You can also open the design screen from the Sales Order Detail tab and make necessary changes if required.

Schedule Tasks

View Settings Print Action From: 03/20/2020 To: 03/26/2020 Refresh Exit

Overdue Tasks	3/20/2020 Today	3/23/2020 Mon	3/24/2020 Tue	3/25/2020 Wed	3/26/2020 Thu
Art Department 1	0.0h (1)	0.0h (1)	0.0h (1)		
Auto 1			0.0h (1)	0.0h (1)	
Auto 2			0.0h (1)	0.0h (1)	
Ink Mixing	0.0h (1)	0.0h (1)	0.0h (1)		
Manual 1					
Manual 2			0.0h (1)	0.0h (1)	
Screen Making	0.0h (1)				
Screen Preparation					

Art Department 1 - All Dates

Date	WO #	Customer	Description	Done	Est Time	Task Detail
Mon - 3/23/2020	S10009	Test20	Test 20	<input type="checkbox"/>	0	
Wed - 3/25/2020	S10005	Test20	Test 20	<input type="checkbox"/>	0	

This Task Sales Order Details Attachments

Center - Back (S)

Locations
Center - Back (S)

Task not linked to a specified embellishment location
All embellishment locations for this order are located on your left.

Rep: House Account

Ship: 12/18/2019 Due: 12/23/2019 **Re-Order: 10004**

About Goods: Ordered: NO Received: NO

Machine: Task not linked to an embellishment location

Job Status: **More...**

Comment:

3/23/2020

You are viewing ALL other tasks linked to this work order. This is to an embellishment location.

Date	Department	Done	Comment
3/23/2020	Ink Mixing	<input type="checkbox"/>	
3/20/2020	Heat Press	<input type="checkbox"/>	
3/25/2020	Auto 2	<input type="checkbox"/>	



Your artist can use the Tasks Screen to see what his or her tasks are for the day and also make comments about the task and tell FastManager if the task is done or not.

Printing the Tasks Screen

If your department does not have access to a computer you can simply print out a list of the day's tasks for each department.

- Click on the Print button at the top
- There are various print options for you to review
- They can then manually mark what is done and submit the papers at the end of the day. You can then have one employee marking each task as complete from the task screen.

[← Scheduling: Overview](#)

[Shipping ⇒](#)

From:

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

Permanent link:

<https://docs.fastmanager.com/production/scheduling/tasks>

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