

Overview of Scheduling and Tasks

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The *Scheduling and Tasks* module is only available in the **Premier Version**

Activate the Scheduling module at: *File --> Preferences --> (continue) --> Modules*

Introduction

Introduction to Scheduling & Advanced Task Management in FastManager



Fix Me!

Departments



FastManager does **not** create tasks for *machines*; Tasks are created for *Departments*. In addition, when you view the Tasks Screen - you will see a list of all your *Departments* and the tasks or jobs that have been scheduled for each *Department*

Therefore, it is important that you setup your departments carefully:

Go to: *Edit → Departments* to create or edit the departments that are available in your shop.

The options that you have for each department are as follows:

- Set the default date against which the task date will be determined:
 - ie: By default, schedule tasks for this department:
 - *On, Before or After* either the *WO Date*, the *Schedule date* or the *Due date*



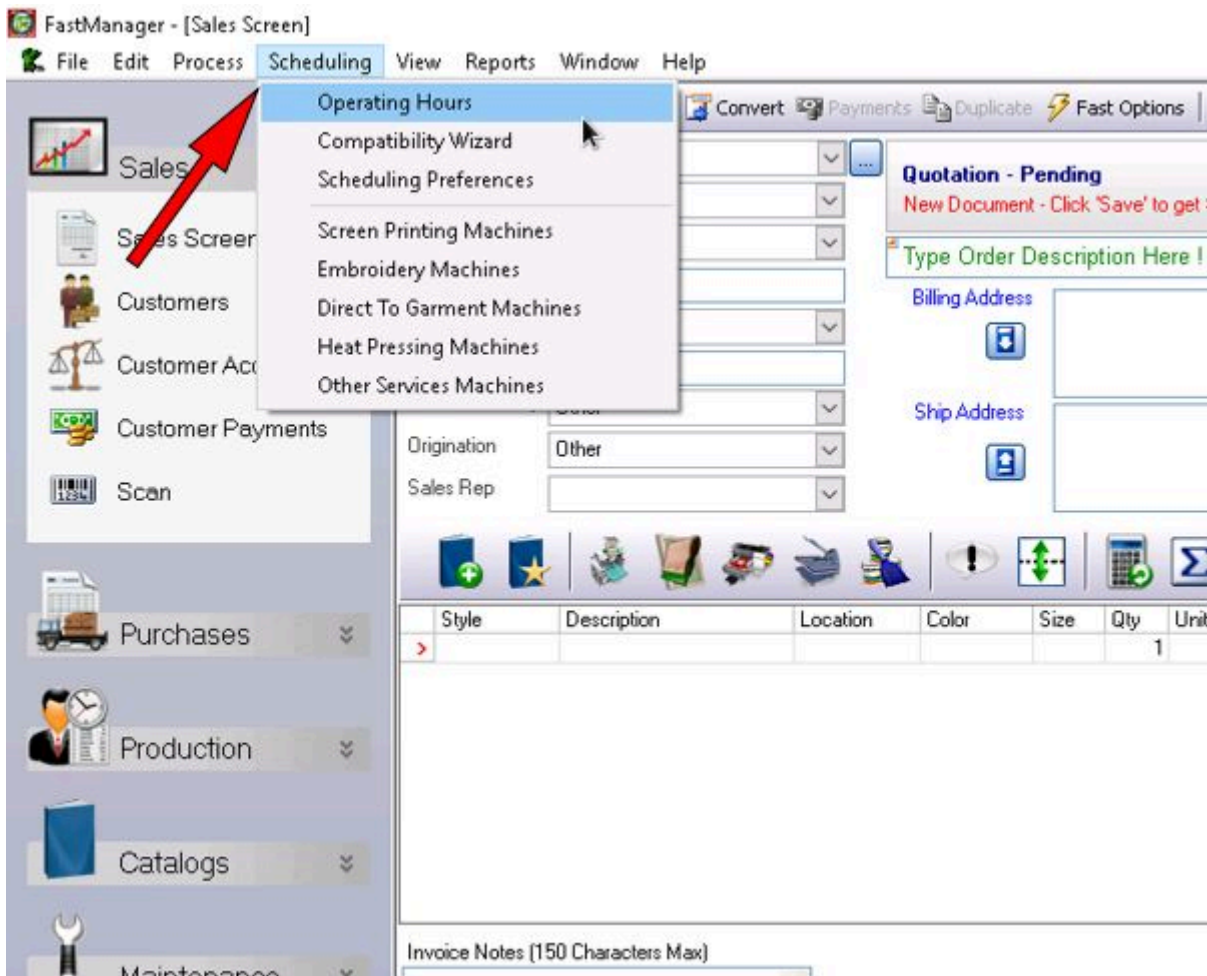
The 'WO Date' is the date that the order was converted to WIP
 The 'Schedule Date' is the date that the machine will run
 The 'Due Date' is the date that the job must be delivered (or ready for collection)

- Have FastManager automatically mark the task/s as completed when the order is either invoiced or cancelled:
- Specify a substitute department:
 - This provides a way for you to easily switch the task to a different (similar or related) department when the main one is fully booked

[departments.mp4](#)


Operating Hours

From the Scheduling menu, select: Operating Hours



For each weekday, specify how many total working hours there will be. A value of 0 means that is a non-working day.

Under Exceptions you can specify any other *special* **non-working** days, such as Labor Day or July 4th


Operating Hours
X

☒ Update
 ☐ Cancel

Set your operating hours

Enter your default operating hours below. Then add any exceptions you will have during the year. Please note: you need to click the update button above to save any of the changes you make.

Monday 15

Thursday 18

Sunday 0

Tuesday 18

Friday 14

Wednesday 18

Saturday 0

+ Add
 Edit
 Remove

Date	Day	Hours	Event
2017/05/29	Monday	0	Memorial Day
2017/07/03	Monday	0	July 4th Holiday
2017/07/04	Tuesday	0	July 4th Holiday
2017/09/01	Friday	4	Labor Day
2017/09/04	Monday	0	Labor Day
2017/11/22	Wednesday	5	Thanksgiving
2017/11/23	Thursday	0	Thanksgiving
2017/11/24	Friday	0	Thanksgiving
2017/12/22	Friday	0	Christmas
2017/12/25	Monday	0	Christmas
2017/12/26	Tuesday	0	Christmas
2017/12/29	Friday	0	New Year's
2018/01/01	Monday	0	New Year's

Past
Present or Future
You made a change to this row



FastManager's *Auto-Scheduling Module* will not schedule a machine to run on any non-working day, however, you are able to schedule any task on a non-working day if you create the task manually

Tasks Screen

(to do)

FastManager - [Sales Screen]

File Edit Process Scheduling View Reports Window Help

Convert Payments Duplicate Fast Options Urgent ? Max Grid

Sales Purchases Production Job Board **Tasks** Old Task Screen Catalogs Maintenance Help

Customer: Cash Customer
Contact Person: Test
Tel: 321-564-9870
Cell: - -
E-Mail Address: test@cash.solutions
Fax: - -
Customer Group: General Customer
Origination: Walk In
Sales Rep: House Account

Work Order - WIP
Work Order Number: ES10025
Youth SP preprints

Billing Address:
Ship Address: Cash Customer
Alt: Test

General Work Order Thumbnail
Order Date: 6/19/2019
Due On: 7/3/2019
Ship Date: 6/28/2019
Bin #:
Goods Ord: No
Goods In: No
Add to Queue

Style	Description	Location	Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	FA	H
1 29B	Youth 5.6 oz. DRI-POWEF		AQUATIC B	XS	1	6.27	6.27	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 Add Detail	Embroidered Name & #: 11		10000		1	10.00	10.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 Add Detail	Custom Screen Printing- w/				1	4.82	4.82	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Artwork Preparation per ho				1	25.00	25.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Screen Usage Charge				1	20.00	20.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Separator Line				1	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7 10002	EDL RAGLN T FIREMEN ,		ASH-RED	S	20	0.00	0.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8 10002	EDL RAGLN T FIREMEN ,		ASH-RED	M	20	0.00	0.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9 10002	EDL RAGLN T FIREMEN ,		ASH-RED	L	20	0.00	0.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10 10002	EDL RAGLN T FIREMEN ,		ASH-RED	XL	20	0.00	0.00	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>					1	0.00	0.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Invoice Notes (150 Characters Max) Credits Applied

Sub Total: 0.00
Dis: 0.00

Schedule Tasks

View Settings Print Action From: 06/21/2019 To: 06/27/2019 Refresh Exit

	Overdue Tasks	6/21/2019 Today	6/24/2019 Mon	6/25/2019 Tue	6/26/2019 Wed	6/27/2019 Thu
Art Department 2						
Art Department 1	0.0h (8)		0.0h (1)	0.0h (1)		
Auto 1	0.8h (2)			1.8h (5)		0.2h (1)
Auto 2						
Digitizing						
Embroidery 1						
Embroidery 2			2.9h (1)	1.5h (1)		
Garment Printer 1						
Garment Printer 2						
Heat Press						
Ink Mixing						

Auto 1 - 6/25/2019

Order	WO #	Customer	Description	Done
1	ES10020	Cash Customer	Embr 2	<input type="checkbox"/>
2	ES10021	Cash Customer	Youth SP preprints	<input type="checkbox"/>
3	ES10022	Cash Customer	Test Alpha Integration	<input type="checkbox"/>
4	ES10024	Cash Customer	Test AS 001	<input type="checkbox"/>
5	ES10024	Cash Customer	Test AS 001	<input type="checkbox"/>

This Task Sales Order Detail Attachments

Locations
(E)
(S)

Custom Screen Printing- w/ Flash
Qty: 1 Color(s): 1 Substrate: AQUATIC BLUE 29B's
Rep: House Account
Ship: 6/26/2019 Due: 7/1/2019

6/25/2019
You are only viewing tasks associated with this task. Click here to view all tasks.

Date	Department
6/24/2019	Screen Making
6/18/2019	Art Department 1

← **Production: Overview**

Manually Scheduling Tasks



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

Permanent link:

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