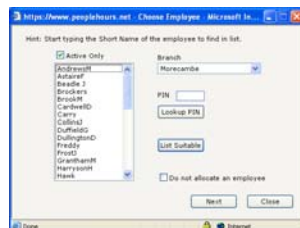
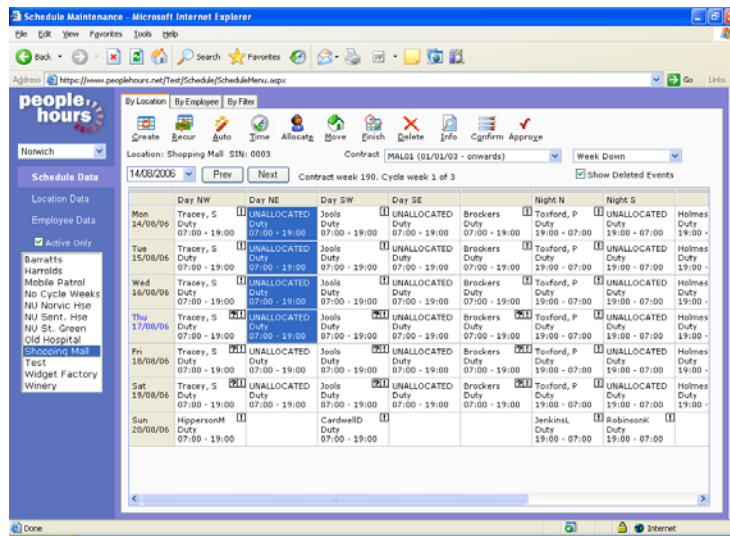


Allocating Employees to Unallocated Diary Events – By Location

Select one or more unallocated events from the By Location window by clicking on each one.

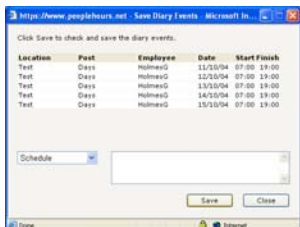


Click on the 'Allocate' button.

The application will display the Choose Employee window.

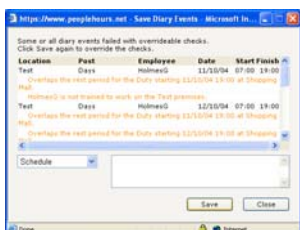
Enter the PIN number and click on the 'Lookup PIN' button or use the active search function.

Once the correct employee is highlighted, click on the 'Next' button.



The application will now display the Save Diary Events window. You can at this time enter a comment that will be saved against each of the events.

Click on the 'Save' button.



The application will now validate the employees against the Diary Event and display any Event Check failures found.

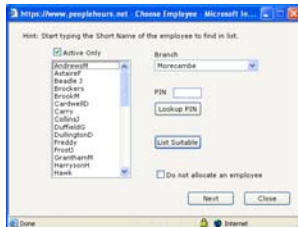
Over-rideable checks are displayed in **amber**; non over-rideable checks are displayed in **red**. If there are non over-rideable checks displayed, the 'Save' button will be greyed out.

Click on the 'Save' button and the selected employee will be allocated to the selected events.

Using List Suitable Employee

Select the event where you wish to change the employee.

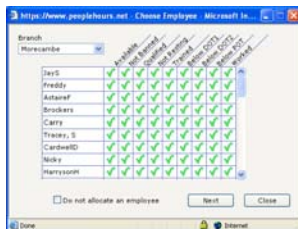
Click on the 'Allocate' button.



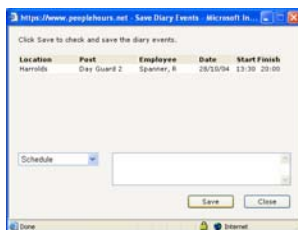
The Choose Employee window will be displayed.

Click on the 'List Suitable' button.

The application will display a list of employees that match at least one of the selection criteria at the top of the screen.



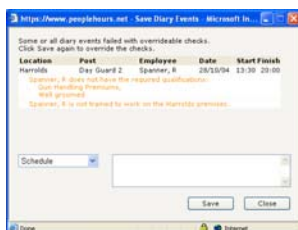
Select the employee you wish to allocate to the event by clicking on the employee's name, then click on the 'Next' button. If you do not want to use any of the employees listed and decide remove the existing employee from the event click on the Do Not Allocate an Employee box, then click on the 'Next' button.



The Save Diary Events window will now be displayed confirming the selection made. Click on the 'Save' button.

The application will now validate the employee against the event and list any conflicts that are identified.

If any of the entries displayed are in **red** they cannot be overridden. In this case you must click on the 'Close' button and resolve the issues identified and try again.



The entries displayed in **amber** are advisory messages only and can be overridden.

If you are satisfied that the warnings identified are acceptable, click on the 'Save' button and the event will be saved with the selected employee. Any calls that may be due for the amended event, will display the details of the new employee the next time that the Work Monitor window is refreshed.

If you are unable to accept one or more of the warning messages, click on the 'Close' button, resolve any issues where applicable and try again.