Viewing Assignments and Reminders

Last Modified on 01/23/2019 3:13 pm EST

Overview

Order Time has the ability to support users in tracking assignments and and other tasks. The Activity Schedule (or calendar) is easy to use and serves different functions depending on your scheduling needs. You can use the different functions from this tool, such as *View Schedule* and *Reminders*, to help you be more efficient with your work.

• Viewing Assignments

OrderTime allows you to view assignments scheduled for your teams.

 From the home page, click on the *View Schedule* icon located under +*Add Event* icon to view the assignments,.



- 2. On the *Schedule* screen, you can view assignments by employee's name.
- 3. You can choose to view by assignment type by selecting from the *Applies To* drop down box (e.g. Purchase Order, Sales Order, Quote, Work Order etc).

The schedule can be viewed by Day, Week, Month. You can choose your preference by clicking on the *Day, Week, or Month* icon to the top right of the screen.

60	order Time																All Orders Demo											
	# Home	🚸 Sales	T Purchasing	O ^o Production	🗑 Wareł	nouse	🖨 Repo	ts																				
s	chedule																											
	Applies To All All			•																							ŧ	
	PurchaseOrde SalesOrder Quote	er									July 14	, 2017														Day	Week	Nonth
	WorkOrder					12AM 1/	M 2AN	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM 11	M
	Ian Benoliel													Auto Part	1													
	Josh																											
	fab																											
	James Dadoon	,																										
	Veronica																											
	Keri																											
	Kim																						_					
	Refeel Legos																		Auto Par		-		-					

• Reminders

A reminder will be displayed on your screen indicating an open item on your calendar. The reminder will display a Subject, a Description, Due Date and a Reminder indicating the time for scheduled event to start.

You will have the option to Snooze (add time to the reminder), Select the reminder by clicking on the box and Dismissing that specific reminder or dismissing them all.

You can always assign a task for Open Purchase Orders, pending customer approvals, drop ship orders. Employees can receive a reminder for those open issues/orders/drop ship.

Reminders				- 2
SUBJECT	DESCRIPTION	RELATED TO ENTITY	DUEDATE 👻	REMINDER
Auto Parts Delivery	Customer lan Smith- Has scheduled a delivery of 50 auto parts to his warehouse. Rafael to ensure that product is packed and ready to ship.		7/14/2017 09:00 AM	28 Min
Dismiss Dismis	ss All		5 Minutes 🔻	Snooze

More about Customer Management with Order Time