Critical manufacturing
an ASM PT company

How to: Manage Employee Teams and Workgroups

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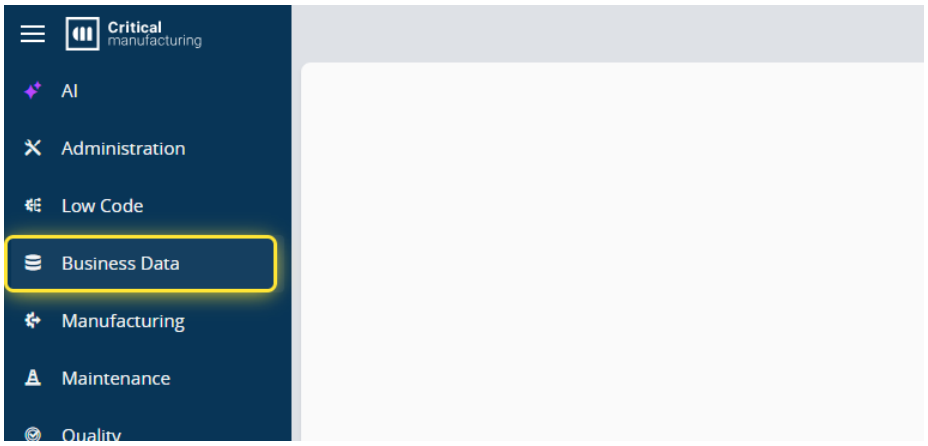
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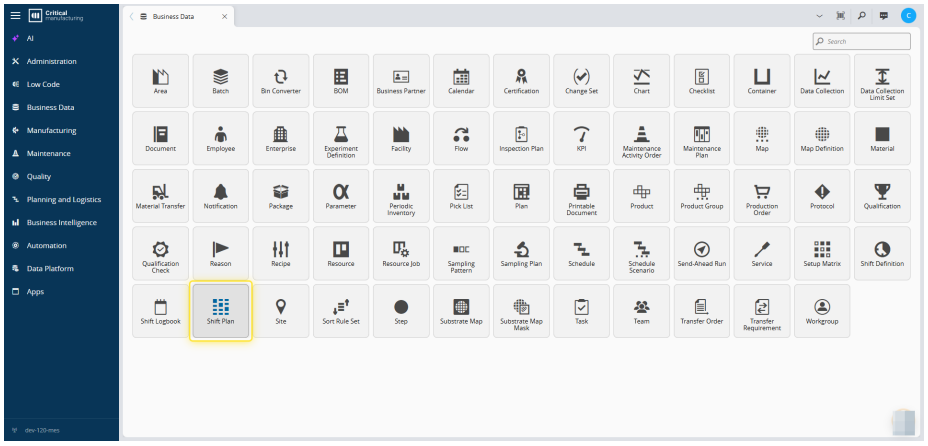
How to: Manage Employee Teams and Workgroups

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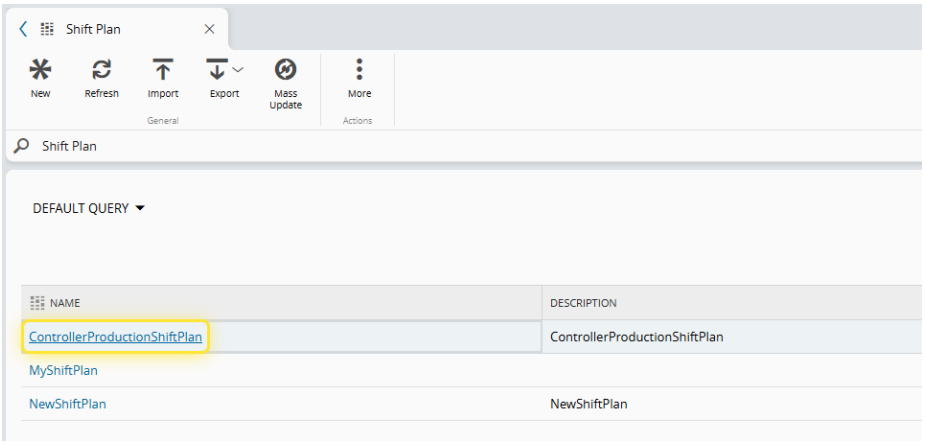
1. Go to the Business Data menu.



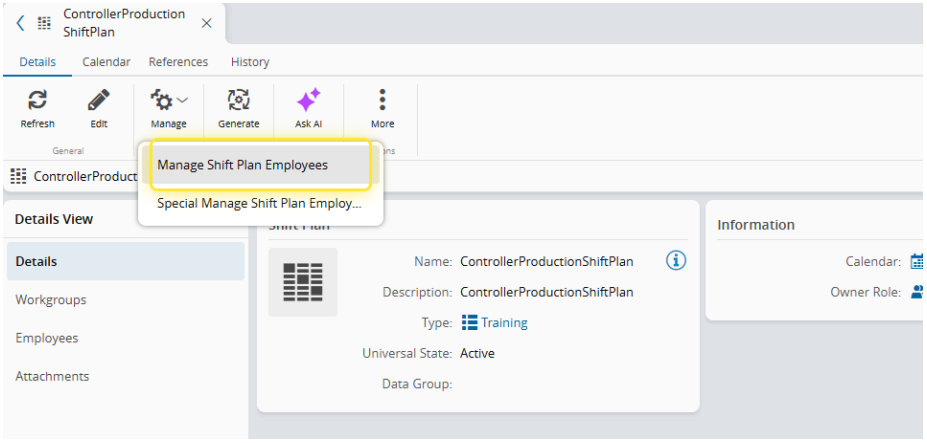
2. Select the Shift Plan entity.



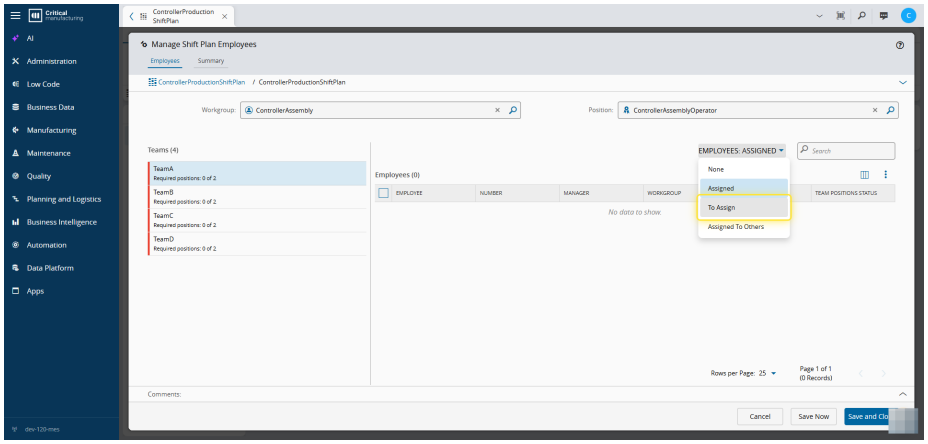
3. Select your Shift Plan.



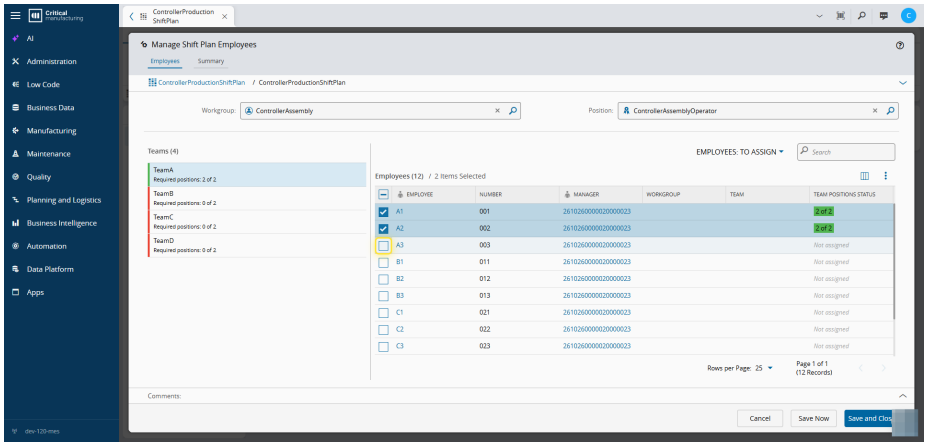
4. Select Manage, and then Manage Shift Plan Employees.



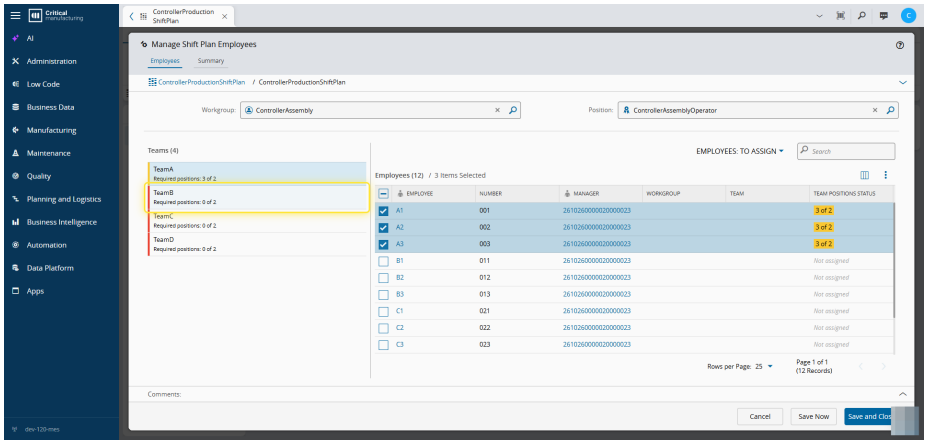
5. Adjust the filters so you know the employees that are assigned or are yet to assign to a Position of a given Team.



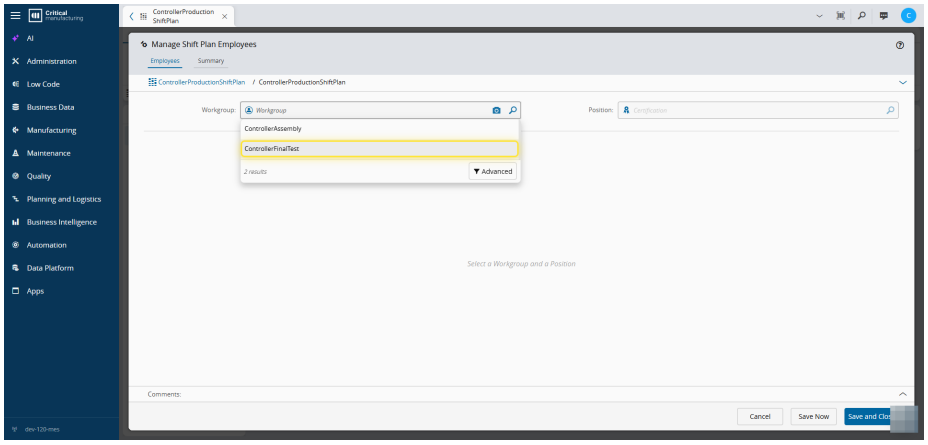
6. Select the employees to assign to each Team Position of the Workgroup.



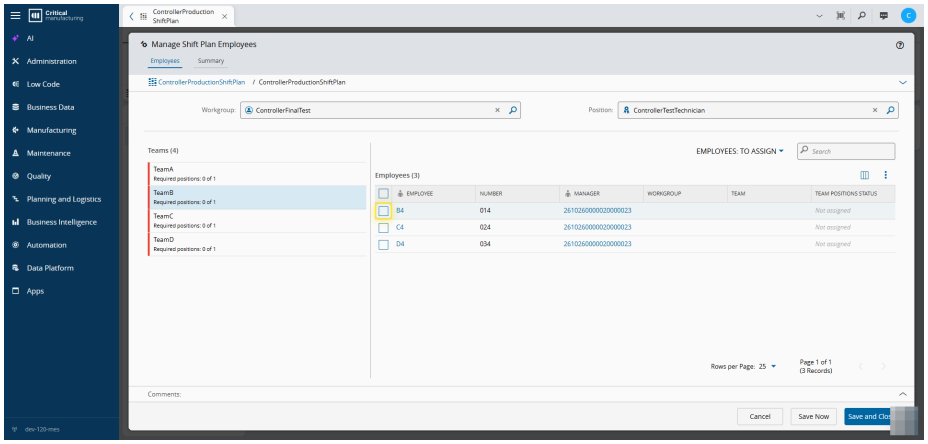
7. Go through each Team and manage the fitting Employees.



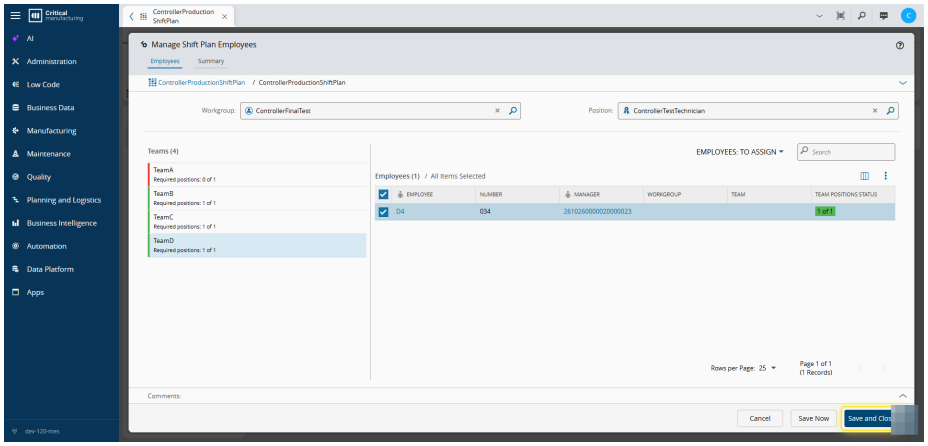
8. Adjust the filters to assign Employees to Team positions in other Workgroups.



9. Select the fitting Employees.



10. Select Save and Close.



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