

S10-Crew Maker Job 1 Scheduling Sheet

Start Date	1-Jun-08	Job Description	Name, Skill and Group to be Highlighted			
Job Name	Jim's Texaco	Texaco Station Fire Repairs	Nobody	N/A	None	Client Contact: Jim Billings 888-555-1234 or 888-555-1235
Comments	Contract requires job completion by Feb 3, 2008 with penalty for late completion of 1% per day.					

The Copy Macros copy all assignments to the next day

Job Day Number:		1	2	3	4	5	6	7	8	9	10	11	12	13	14
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1-Jun-08	2-Jun-08	3-Jun-08	4-Jun-08	5-Jun-08	6-Jun-08	7-Jun-08	8-Jun-08	9-Jun-08	10-Jun-08	11-Jun-08	12-Jun-08	13-Jun-08	14-Jun-08
Skill	Group	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee
	Manager		DAE []	DAE []	DAE []	DAE []	DAE []			DAE []	DAE []	DAE []	DAE []	DAE []	
	Crew Chief		AIB [C]	AIB [C]	AIB [C]	AIB [C]	AIB [C]			AIB [C]	AIB [C]	AIB [C]	AIB [C]	AIB [C]	
Carpenter	Skilled		JEP [C]	JEP [C]	JEP [C]	JEP [C]	JEP [C]			JEP [C]	JEP [C]	JEP [C]	JEP [C]	JEP [C]	
Carpenter	Skilled				CYF [C]	CYF [C]	CYF [C]			CYF [C]	CYF [C]	CYF [C]	CYF [C]	CYF [C]	
Carpenter	Skilled									SDL [C]	SDL [C]	SDL [C]	SDL [C]	SDL [C]	
Carpenter	Apprentice				ROB [C]	ROB [C]	ROB [C]			ROB [C]	ROB [C]	ROB [C]	ROB [C]	ROB [C]	
Carpenter	Apprentice									EMH [C]	EMH [C]	EMH [C]	EMH [C]	EMH [C]	
Carpenter	Unskilled				GRF [C]	GRF [C]	GRF [C]			GRF [C]	GRF [C]	GRF [C]	GRF [C]	GRF [C]	
Labor	Unskilled		ADP [CL]	ADP [CL]	ADP [CL]	ADP [CL]	ADP [CL]			ADP [CL]	ADP [CL]	ADP [CL]	ADP [CL]	ADP [CL]	
Labor	Unskilled		BND [ML]	BND [ML]	BND [ML]	BND [ML]	BND [ML]			BND [ML]	BND [ML]	BND [ML]	BND [ML]	BND [ML]	

Select a "Skill" from the drop-down menu.

Select a "Group" from the drop-down menu.

Assign people to jobs each day from the drop-down menu of available people.

Once someone is assigned, his name is removed from all job menus for that day to prevent multiple job assignments.

Employee skills are shown in [brackets] to help you find the right person for the job.

The actual scheduling spreadsheets have either 5 or 10 job sheets.

Prior Week Schedules are Stored Below.