

S15-Hours & Tasks Task Assignment Sheet

Assign tasks to your people using the drop-down menu of task names.

This sheet shows all of the Scheduling sheet assignments in ascending date-order. You can filter the assignments to display only the desired Date, Employee or any other column header by clicking on the little down arrow in the table header row and selecting the item you would like to be displayed. You can filter the data on more than one column by selecting a filter in multiple columns. The data filters will not work if the sheet is protected, so you should leave it unprotected.

The little down arrow will be black if no filter has been selected and it will be blue if a one has been selected. You can remove the filter by selecting "All" from the drop-down menu. **If you want to hide blank rows you can select "NonBlanks"** from the bottom of the drop-down menu.

The print range has been set to use as many sheets of paper as necessary to print all of the displayed rows. The first 5 tasks are printed on one sheet and the second 5 tasks are printed on another sheet. You may want to adjust the print range by highlighting the light green task cells to include only the tasks you need to print. The sheet is setup to print the four left columns and the top (column header) row on each sheet

This sheet needs to remain unprotected for the data filters to operate.

The Employee data filter has been set to show all assignments for Dan Johnson.

Up to 10 tasks can be assigned to each person each day using the drop-down menu of defined tasks.

Date	Employee	Shift Start	Shift Stop	Task 1	Task 2	Task 3	Task 4	Task 5
1-Jan-06	Dan S. Johnson	12:00 AM	12:00 PM	Rooms 1-4	Rooms 5-8	Rooms 9-12	Station 2	
3-Jan-06	Dan S. Johnson	12:00 PM	12:00 AM	Rooms 13-16	Rooms 17-20	Station 1		
6-Jan-06	Dan S. Johnson	12:00 AM	12:00 PM					
8-Jan-06	Dan S. Johnson	12:00 AM	12:00 PM					
10-Jan-06	Dan S. Johnson	12:00 PM	12:00 AM					
13-Jan-06	Dan S. Johnson	12:00 AM	12:00 PM					
15-Jan-06	Dan S. Johnson	12:00 AM	12:00 PM					
17-Jan-06	Dan S. Johnson	12:00 PM	12:00 AM					
20-Jan-06	Dan S. Johnson	12:00 AM	12:00 PM					
22-Jan-06	Dan S. Johnson	12:00 AM	12:00 PM					
24-Jan-06	Dan S. Johnson	12:00 PM	12:00 AM					
27-Jan-06	Dan S. Johnson	12:00 AM	12:00 PM					