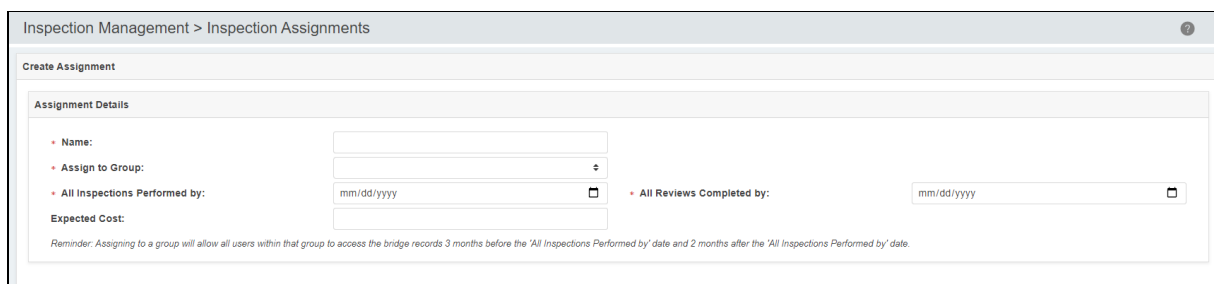


BrM Help Guide for Scheduling Assignments for Managers

Scheduling Assignments for Managers

1. Open Inspection Management Tab
2. Open Inspection Assignments.
3. At the bottom click Add New
4. Fill out the Assignment Details Box with the appropriate information.
 - Name Should reflect the Inspection District or Consultant contract and must be unique.
 - Ex. Inspection District – Month Year
 - Ex. Consultant Contract Name – Term Assignment #
 - Assign to Group should be the group that is going to be performing the inspections.
 - Ignore Expected Cost



5. Once the required fields are filled out click save at the bottom left of the screen.
6. Once you click save you will see an Unassigned Inspection window.
 - You can filter in this window using the boxes in the top row of the table.
 - You can filter by Date Range, District, Inspection Type, etc.
7. Select the inspections you want to assign during this inspection assignment and click Assign Inspections Button.
8. These inspections will now show up in the “My Assignments” page on the Inspection tab.