



Idea Elan

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ANU Technician

How to Assign Jobs

Comprehensive Online Solution for
Lab and Core Facility Management

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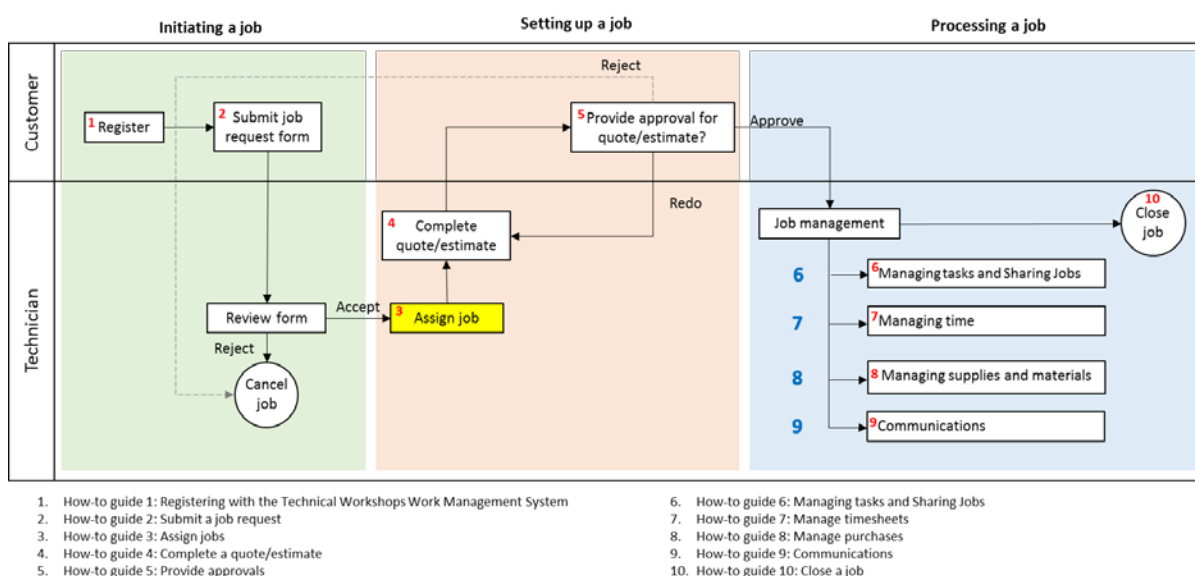
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How to Assign Jobs

Introduction:

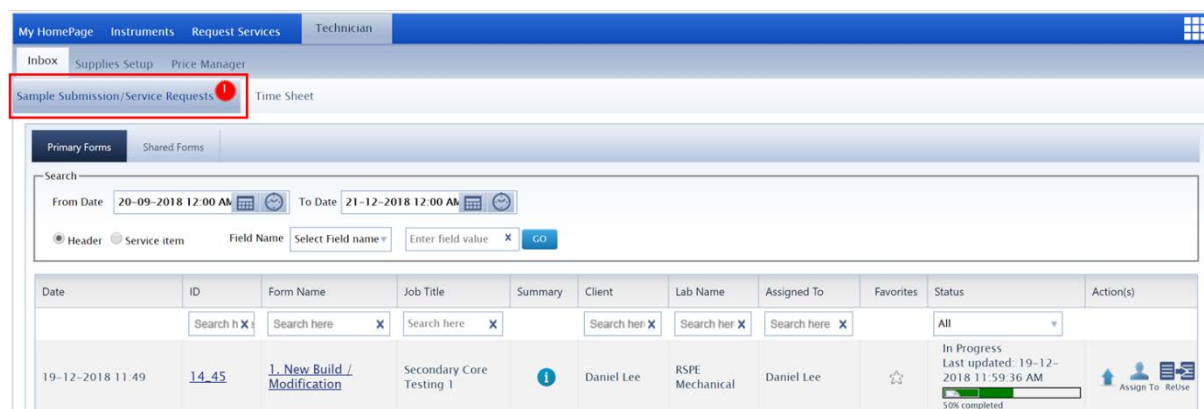
This 'how-to guide' will provide you with step-by-step instructions on how a technician can assign either themselves, or one of their colleagues to a job request in the Technical Workshops Work Management System. We have produced a series of 'how-to guides' that can be accessed from the System webpage, which can be found here: <https://services.anu.edu.au/information-technology/software-systems/technical-workshop-work-management-system>

Please see the workflow chart below for more information on the system workflow and the associated 'how-to guide' for each step.



Step 1:

Go to Technician > Inbox > Sample Submission/Service Requests. This will take you to the inbox of all requests submitted to the Technical Workshop.



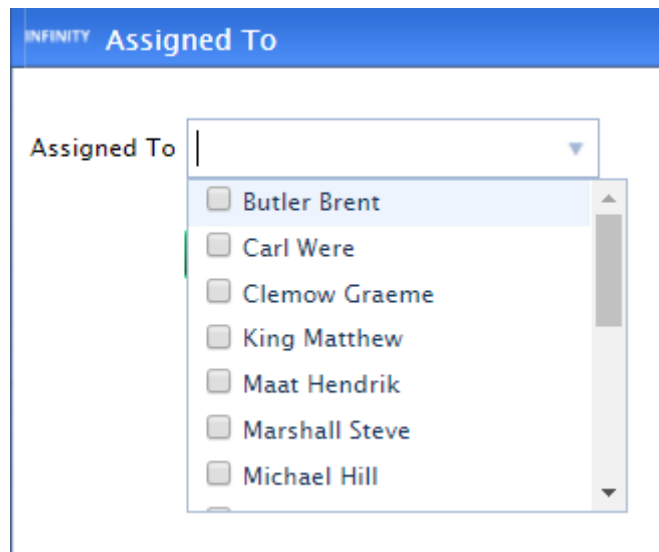
Step 2:

Under the “Actions” column click the ‘Assign To’ button for the job you want to be assigned



Step 3:

Select yourself or someone else. Multiple staff members can be assigned to the same job.



Once assigned, email notifications will be sent to those who have been assigned.

Step 4:

View who is assigned and search using the “Assigned To” column.

