This Quick Reference Guide (QRG) reviews how to complete Environmental Services Tasks in Capacity Management.

Common Buttons and Icons:

	Clean icon
	Manage Recurrence icon
	Table icon (**List Properties** icon)
	Ellipses icon
	Right Arrow icon
	Clock icon (On Break Status)
	Silverware icon (On Lunch Status)
	Green Circle icon (Available Status)
	Red Circle icon (Off Shift Status)
	Add button
	Remove button

Complete Environmental Services Tasks:

Change the Priority of a Job

➢ From the Custodial Services List gadget:

STEP 1:   Within the appropriate row on the **Custodial Services List,** click the **Priority field.**

STEP 2:   Select the appropriate priority from the drop-down list; then press **[Enter].**

Assign a Specific Tecnician to a Job

➢ From the Custodial Services List gadget:

STEP 1:   Within the appropriate row on the **Custodial Services List,** click the **Custodian field.**

STEP 2:   Click the **Ellipses** icon.

STEP 3:   Select the appropriate person's name from the **Available Personnel** pane.

NOTE: **Select the Filter Personnel by Zone Assignment(s) check box to sort the list of available personnel according to their assigned zones.**

STEP 4:   Click the **Right Arrow** icon to add the person's name to the **Selected Personnel** pane.

STEP 5:   Click **OK.**

Update a Zone Assignment

➤ **From the Custodian Status List gadget:**

STEP 1: Within the appropriate row on the **Custodian Status List,** click the **Assigned Zones** cell.

STEP 2: Click the **Ellipses** icon.

STEP 3: Select the appropriate zone within the **Available Zones** pane.

NOTE: **Zones from multiple facilities may display. Make sure you only select zones at your facility.**

STEP 4: Click the **Add** button.

NOTE:

- **You can select more than one zone if appropriate.**
- **To remove a selected zone, click the zone in the Selected Zones pane; then click the Remove button.**

STEP 5: Click **OK.**