












## Complete Environmental Services Tasks

### Common Buttons & Icons

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

### Complete Environmental Services Tasks

#### Change the Priority of a Job

From the Custodial Services List gadget:

1. Within the appropriate row on the Custodial Services List, click the **Priority** field.
2. Select the appropriate priority from the drop-down list; then press [**Enter**].

#### Assign a Specific Technician to a Job

From the Custodial Services List gadget:

1. Within the appropriate row on the Custodial Services List, click the **Custodian** field.
2. Click the **Ellipses** icon.
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.

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

#### Update a Zone Assignment

From the Custodian Status List gadget:

1. Within the appropriate row on the Custodian Status List, click the **Assigned Zones** cell.
2. Click the **Ellipses** icon.

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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.

4. Click the **Add** button.

**Notes:**

- 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.

5. Click **OK**.