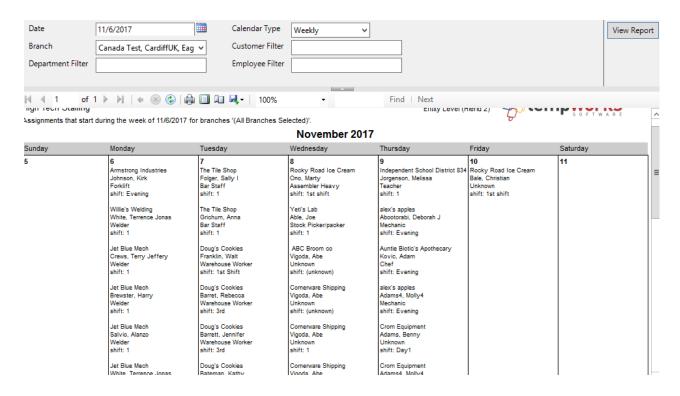
# **Assignment Calendar Report**

Last Modified on 05/22/2018 1:45 pm CDT

### **Assignment Calendar**

#### Purpose:

Is a visual representation of when assignments start. Allows you to view either entire the month or just one week.



#### Parameters:

- 1. Date: Either the month or the week you want to view depending on the selected 'Calendar Type' parameter.
- 2. Calendar Type: Choose between viewing the entire month or week of the date selected.
- 3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
- 4. Customer Filter: The customer name on the order that the assignment is tied to.

- 5. Department Filter: The department name on the order that the assignment is tied to.
- 6. Employee Filter: The employee name of the employee on the assignment. Filters in "Last Name, First Name Middle Initial" format. To filter for Joe Michael Smith you would enter "Smith, Joe Michael".

## **Related Articles**