

# Enterprise - How to Mass Update/End Assignments From the Order

Last Modified on 09/30/2022 10:13 am CDT

In TempWorks Enterprise there many assignments can be created from any given order.

But, what happens when:

- All assignments need to be updated at once?
- All of the assignments need to be ended?
- The estimated end dates need to be updated?
- Some assignments ending but not others?
- The assignments may be ending on different dates?
- Some employees may be asked not to return (yes, this never happens but IF it did...)?

TempWorks Enterprise has a quick and easy way to update all assignments at one time.

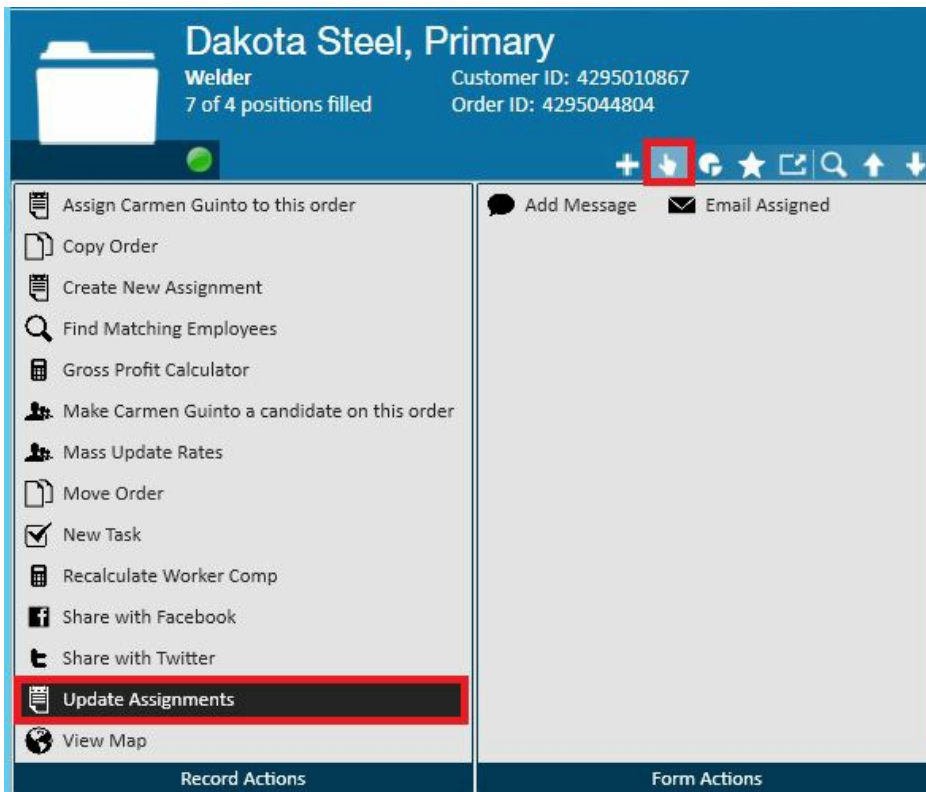
Viewing the visifile of the order, the assignments are listed at the bottom of the form:

The screenshot displays the TempWorks Enterprise interface for an order. The top navigation bar includes a search bar and user information. The main content area is divided into several sections:

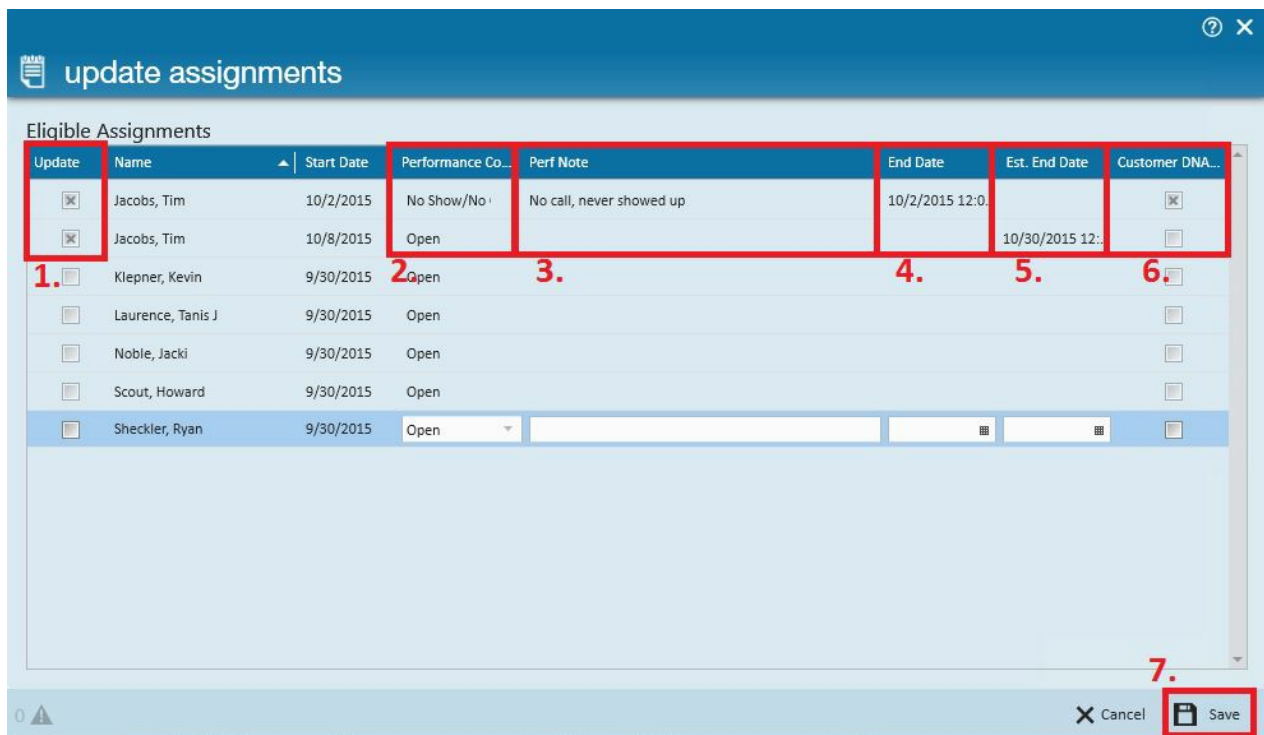
- order snapshot:** A form with fields for Customer (Dakota Steel), Department (Primary), Order ID (4295044804), Supervisor (Danger, Betty), Title (Welder), Description (AWESOME JOB), Branch (Memphis SE), Office Phone (563-456-5233), Pay Rate (\$17.00), and Bill Rate (\$24.99).
- order status:** A form with fields for Status (Filled), Date Opened (9/29/2015 3:31:00 PM), and Duration (Indef).
- messages:** A table with columns for Date, Action, Message, Rep, Contact, and Order. One message is visible: 9/29/2015, LMTC, Checking in on some questions I had on order, lindsay.schneider, Danger, Betty (Da...), 4295044.
- assignments:** A table with columns for Employee, Perf Code, Description, Orig. Start, Start, End, Pay, and Bill. The table is highlighted with a red border.

Employee	Perf Code	Description	Orig. Start	Start	End	Pay	Bill
Jacobs, Tim	Open		9/30/2015	10/2/2015		\$17.00	\$24.99
Laurence, Tanis J	Open		9/30/2015	9/30/2015		\$17.00	\$24.99
Klepner, Kevin	Open		9/30/2015	9/30/2015		\$17.00	\$24.99
Scheckler, Ryan	Open		9/30/2015	9/30/2015		\$17.00	\$24.99
Scout, Howard	Open		9/30/2015	9/30/2015		\$17.00	\$24.99
Jacobs, Tim	Open		9/30/2015	10/8/2015		\$17.00	\$24.99

To update all or some of the assignments, navigate to the actions menu and select update assignments:



This will open the Update Assignments form on which all Assignments can be updated at one time, instead of individually:



- To update an Assignment click to enter an "x" into the Update column of the Assignment to be updated (1.).
- To end an Assignment enter a Performance Code (2.), End Date (4.), and, if desired, a Performance Note (3.).
- To change the Estimated End Date simply change that date in the column (5.).
- If an Employee is not welcome back at this Customer (Department) click to place an "x" in the Customer DNA Employee field (6.).

**\*Note\*** This will only be effective for that specific Department of the Customer. If the Employee is not welcome back at the entire Customer, navigate to the Customer/Primary to place the DNA (Assignment Restriction).

Once all desired Assignments have been updated click Save (7.).

To update all assignments on the order with the same end date/performance code, you can enter in the same end date/performance code en masse via the Mass Update Options button.

From here, you can specify what the performance code should be, message action, and end date (as well as performance note and expected end date if you so choose). Once selecting the assignments these updates should apply by checking the box on the left hand side of eligible assignments, you can select "Apply to Selected Assignments" to apply these changes.

The screenshot shows a software interface for managing assignments. A modal window titled "update assignments" is open, displaying "Mass Update Options". The options include:

- Performance Code: Excellent
- Message Action: Accepted
- End Date: 11/1/2016
- Performance Note: (empty)
- Expected End Date: (empty)
- Is Customer DNA:

Below the options is a table of "Eligible Assignments":

Up...	Name	Start Date	Performance Co...	Message Action	Perf Note	End Date	Est. End Date
<input checked="" type="checkbox"/>	Brown, Jennifer	11/1/2016	Excellent	Accepted		11/1/2016 12:00...	
<input type="checkbox"/>	Colston, Sydney	11/1/2016	Open	Ended			
<input checked="" type="checkbox"/>	Conners, Phil	11/1/2016	Excellent	Accepted		11/1/2016	
<input type="checkbox"/>	Denne, Deb	11/1/2016	Open	Ended			

The "Apply to Selected Assignments" button is highlighted in the dialog. The background shows a sidebar with navigation options like "visifile", "candidates", "documents", "integrations", "messages", "tasks", "search", "employee", "customer", "order", "assignment", "contact", "pay / bill", "calendar", "reports", and "all options".

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