

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

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[Mass Updating Assignments and Rates from TempWorks Software on Vimeo.](#)

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:

Search for Employees, Customers, Orders, etc. DWOOD: High Tech Staffing

**Dakota Steel, Primary**  
 Welder 7 of 4 positions filled Customer ID: 4295010867 Order ID: 4295044804

Ellyn/Blyss Cosmetics/check in re... Jim / Bigelow - call - f/u to our cold...  
 Lowes/Research/Get Worker Comp... Fred/QRS - take donuts  
 Sally/Kenner - call - f/u cold call

tasks appointments social email

**order snapshot**

Customer	Dakota Steel	Title	Welder	Pay Rate	\$17.00	Status	Filled
Department	Primary	Description	AWESOME JOB	Bill Rate	\$24.99	Date Opened	9/29/2015 3:31:00 PM
Order ID	4295044804	Branch	Memphis SE			Duration	Indef
Supervisor	Danger, Betty	Office Phone	563-456-5233				

**order status**

9/29/2015 LMTC Checking in on some questions I had on order  
 lindsey.schneider Danger, Betty (Da... 4295044

**assignments**

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
Sheckler, 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:

# Dakota Steel, Primary

Welder  
7 of 4 positions filled

Customer ID: 4295010867  
Order ID: 4295044804

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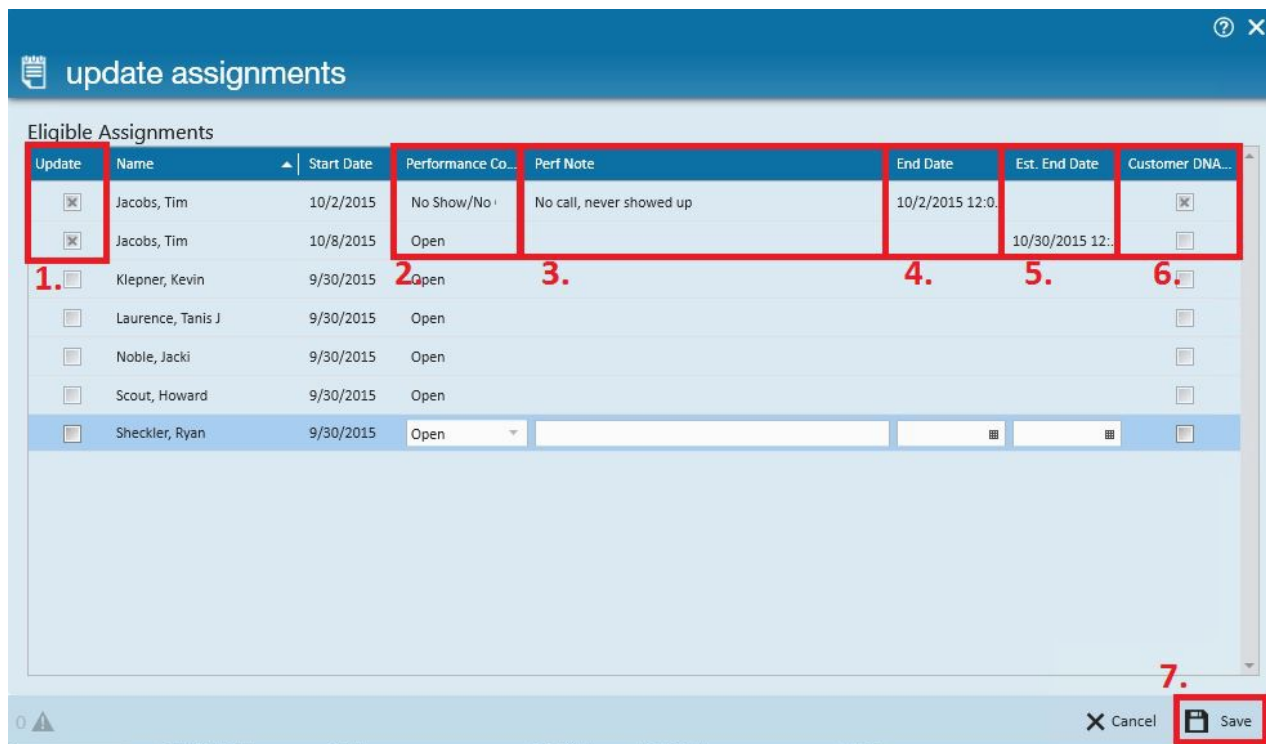
- Assign Carmen Guinto to this order
- Copy Order
- Create New Assignment
- Find Matching Employees
- Gross Profit Calculator
- Make Carmen Guinto a candidate on this order
- Mass Update Rates
- Move Order
- New Task
- Recalculate Worker Comp
- Share with Facebook
- Share with Twitter
- Update Assignments**
- View Map

🗨 Add Message    ✉ Email Assigned

Record Actions

Form Actions

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.).

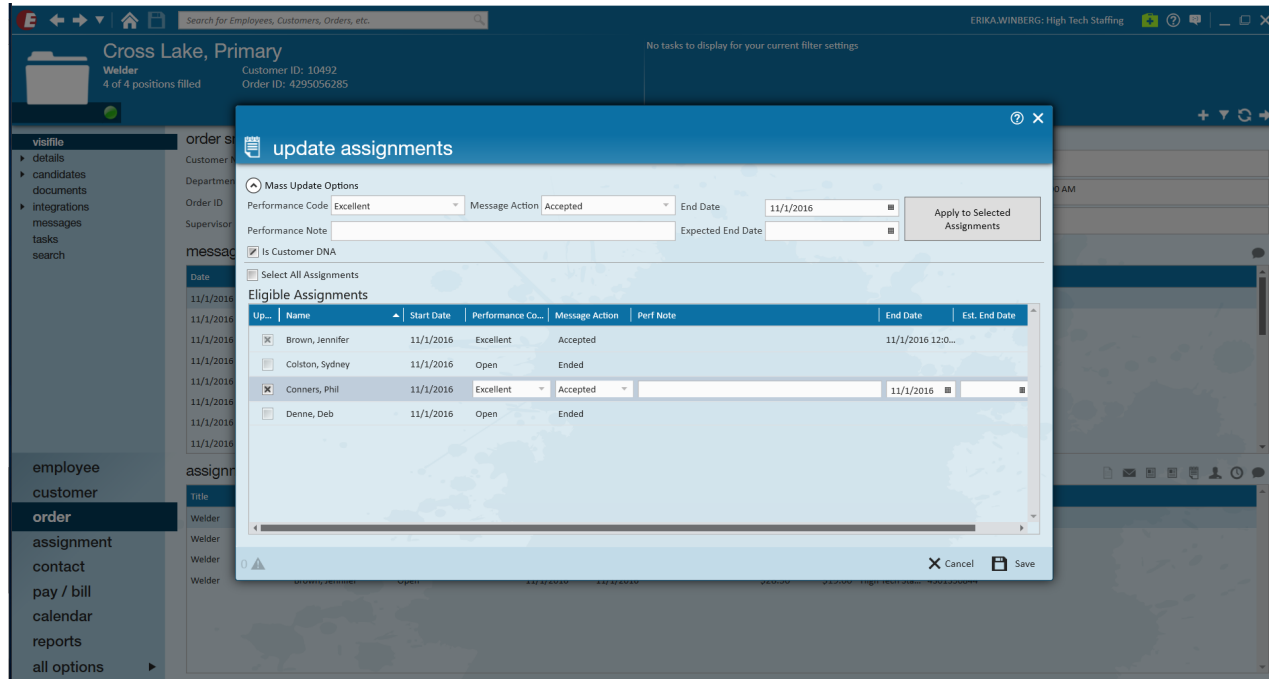
**\*Note \*** This will only be effective for that specific Department of the Customer. If the Employee is not welcome back at the entire Customer, navigate to the Customer/Primary to place the DNA (Assignment Restriction).

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.



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