



Comms/Design Work Orders

Last seen +13 Invite / 39 Activity + Add to board

Add board description

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New Item

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Person

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ALL NEW WORK ORDERS

	Assigned To	Due Date	Department	Project Type	Status
Museum Monday Oct. 18-Nov 1		Mon, Oct 18		Social Media	

+ Add

Click "Add" to start a new work order.

MAR/COMMS Work Orders

Work Orders currently being worked on by Comm

			Due Date	Department	Project Type	Status
EAP Printed Program			Fri, Oct 15	Communications	Print Design	
HQC Printed Program			Fri, Oct 15	Communications	Print Design	
USHJA Amateur Town Hall			Tue, Oct 12	Communications	Other	
SmartPak Social Media Share			Sat, Oct 9	Communications	Social Media	
SmartPak Breast Cancer social post				Communications	Social Media	
Compilation of Important 2022 Program/Spec Changes			Fri, Nov 5	Communications	Other	
October Zone eNews			Wed, Oct 20	Communications	Other	In Progress

+ Add

Work Orders currently being worked on by Design

DESIGN Work Orders

		Assigned To	Due Date	Department	Project Type	Status
Sponsor Jump Signage			Fri, Oct 8		Print Design	Delivered to Office
Credentialing Line Drawings- Conformation Course			Wed, Oct 27	Design	Digital Design	
Membership Form Updates			Fri, Oct 1		Print Design	Waiting on Approval

USM

Comms/Design Work Orders

Last seen +10 Invite / 39 Activity + Add to board

Add board description

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ALL NEW WORK ORDERS

Assigned To

Due Date

Department

Project Type

Status

File

Owner

In-House Print

Test Work Order

Oct 19, 2021

+ Add

0 / 1

Once you've named your work order, it will be added to the list. There's no need to assign it to anyone or select department. Select a due date, and be careful not to choose a weekend. Select a project type from the drop down. You can add a reference file by hovering over the empty file box. Click on the title of the work order to add updates.

USM

Comms/Design Work Orders

Add board description

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ALL NEW WORK ORDERS

Assigned To

Due Date

Department

Project Type

Test Work Order

+ Add

MAR/COMMS Work Orders

Assigned To

Due Date

Department

Project Type

EAP Printed Program

Fri, Oct 15

Communications

Print Design

HQC Printed Program

Fri, Oct 15

Communications

Print Design

USHJA Amateur Town Hall

EM

Tue, Oct 12

Communications

Other

SmartPak Social Media Share

Sat, Oct 9

Communications

Social Media

SmartPak Breast Cancer social post

Communications

Social Media

Compilation of Important 2022 Progra...

Fri, Nov 5

Communications

Other

October Zone eNews

Wed, Oct 20

Communications

Other

Museum Monday Oct. 18-Nov 1

Mon, Oct 18

Communications

Social Media

+ Add

DESIGN Work Orders

Assigned To

Due Date

Department

Project Type

×

Test Work Order

Updates

Files

Activity Log

Info Boxes

+ Add View

Write an update...

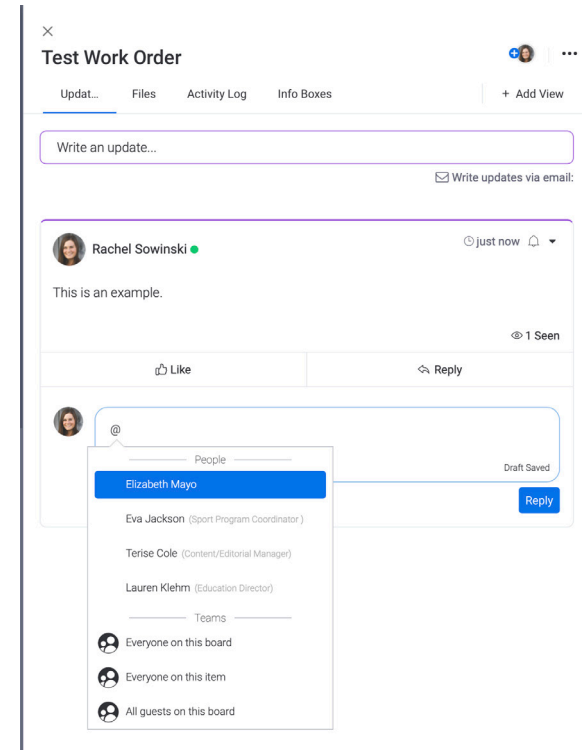
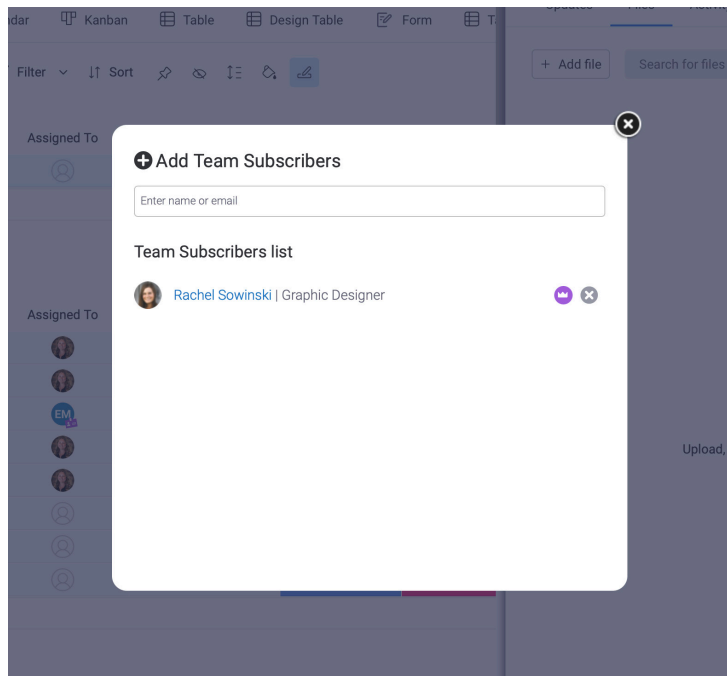
Write updates via email:

No updates yet...

In the updates section write a description of your work order. There's another opportunity to add files in the files tab, or you can also add it straight to the updates box under your description.

You'll see your photo or initials here. If you click the "+" sign, you can add a subscriber to this work order. They will receive a notification when any updates are made. (If a person is not subscribed and you want to send them a notification about one update, you can tag them using @ and their name.)


Subscribe someone who needs to receive notifications about all updates.




Tag to send someone a notification about one comment or update.


After your work order has been completed and you've approved it, save it for your records then click the box labeled "Status" and select Completed. This will archive the work order, and remove it from the work order board.


Test Work Order





Design



 Oct 19, 2021

+ Add

Completed

Sent to Vibrant

In Progress

Ordered

Scheduled

On Hold

Queued to Print

At Mail House

Waiting on Appr...

Approved by Co...

Sent to USEF

Delivered to Office

0/20