

## Labour Scheduling

The Labour Scheduling extension is designed to extend EMIR's functionality into planning the staffing and necessary resources to complete the jobs at hand.

Labour Scheduling



The Labour Scheduling extension has many useful features to help deliver real benefits to your business:

### Calendar & Job Overviews

The heart of the Labour Scheduling extension are the Calendar and Job Overviews that give an immediate and updating picture of which staff are free and which are allocated to jobs or other tasks.

The Calendar Overview shows employees and resources down the left and days of the week along the top. Each cell [for a person and the date] has a colour shown to represent how busy that person is on the day. For example, white cells show the user is free, while red cells show the user is fully occupied for the day. Green and amber cells show the user is partly occupied. If the user has any activities, job wise or from manual bookings, then the details are shown in the cell and can be clicked on for more detail.

The Job Overview [EMIR Professional] shows the list of currently active jobs [in terms of those with labour scheduled] and colour-codes them differently for easy identification of site and service work [or both]. You can click into a cell for a job on any date and simply right-click to select any employees you wish to allocate and you can also copy and paste staff from one cell to another for super-fast allocation!

### Staff Allocation & Skills Required

Staff can be allocated to jobs by setting up the labour requirements against the job or simply by using 'Quick' scheduling to allocate staff to jobs without the need for specification of skills required. Any specific skill requirement can be set by skill set, or can be chosen from a created team of employees and allocated in one entry.

If a skill is required, then the system only shows those engineers who have the appropriate skill set and these are listed for the user to choose. Engineers can be allocated for multiple days in one go, and this can optionally include weekend working if necessary. The system will also show a planned cost of using the staff booked onto the job to help with quoting, etc.

### Resource Allocation

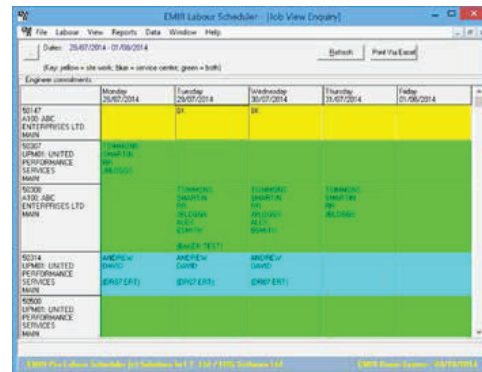
In addition to staff, resources can also be entered into the system and allocated to jobs as necessary.

### Site Based Functionality

Both resources and staff members are allocated to a site location and can be optionally restricted to jobs that belong to that site only. This can be relaxed if you want to choose from all staff and resources regardless of where they are based.

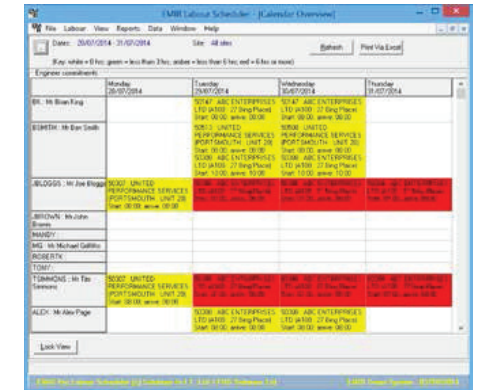
### Manual Bookings

If resources or staff are unavailable, such as a person off sick, or a vehicle in for service, then a manual entry can be created to show the staff or resource as unavailable. You can choose a different colour for each class of manual booking so all those of the same type can easily be seen.



- The Labour Scheduling system allows you to see, quickly and easily, who is busy and who is available amongst your staff. So you can see the whole activity picture without the need to leave your desk!
- Engineers can quickly find where they are working, including a detailed map, and which resources they require to do the job. They can even see which vehicle they require and who is going with them!
- Managers can see who is available should an urgent requirement occur, and for those using EMIR Professional, this can be used to check staff availability across all sites to see who has a necessary skill set to be able to perform the required task.
- When planning staff and resources onto a job, the system will calculate the cost of the staff and resources and therefore can be used to help plan pricing for Quotations, etc.
- Engineering 'teams' can also be created and allocated to a job in one step, which makes it very easy to allocate a team of people to a particular job.
- If a job is scheduled to take several days or weeks, then it is very simple to allocate the same engineers and resources to the job for each of those days. The Labour Scheduling system will warn you if any engineers or resources are unavailable for that period and then different/substitute engineers and resources can be allocated instead.
- The system will allow you to record manual bookings to essentially 'book-out' a staff member or resource so they are unavailable [because of sickness, training or other reason], meaning that you can always be sure that the calendar overview reflects the true picture of your staff and resource availability.

- As the Labour Scheduling system is a multi-user, networked application that is directly connected to EMIR, it can be updated by several users at any time, meaning that you do not need to rely on just one staff member to perform the labour and resource allocation.
- Like our entire EMIR software range, the Labour Scheduling system is constantly updated so you can be sure it will continue to grow and improve still further!



“At Knowlton and Newman, we have 100+ staff across 3 sites, the EMIR Labour Scheduling system has proved invaluable with planning and performing the work required for our customers. It gives us great visibility ensuring all staff and management have the information they need to get the job done.”

Mr Robert Knowlton, Managing Director,  
Knowlton and Newman, Hampshire