1. **Purpose**
   1. The purpose of this procedure is to provide guidance to assure a schedule is available to the technicians prior to the start of the day.
2. **References**
   1. **NA**
3. **Precautions**
   1. **NA**
4. **Frequency**
   1. A Schedule should be made everyday before the EOD for the following day.
5. **Responsibility**
   1. The coordinators are responsible for making a schedule and updating it as needed.
   2. Department Managers are to act as backup to the coordinators.
6. Making a Schedule
   1. Log-in to InspectAll
   2. Shape, logo

      Description automatically generatedEnter the job number of the job that needs to be scheduled. Graphical user interface, text, application

      Description automatically generated
   3. Click on the job report
   4. Shape, logo

      Description automatically generatedClick the Calendar buttonGraphical user interface, application

      Description automatically generated
   5. Shape, logo

      Description automatically generatedClick AddGraphical user interface, text, application

      Description automatically generated
   6. Select the user, start & end time, and any notes they might need.Graphical user interface, application

      Description automatically generated
   7. Click Create Schedule.
   8. Repeat steps 6.2 – 6.7 for all technicians.
7. **Revision Changes**

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| --- | --- | --- | --- | --- |
| **REVISION #** | **DCO #** | **EFF. DATE** | **Location of Changes** | **SUMMARY OF CHANGES** |
| **0** |  | 07/05/2022 |  | New Instruction |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |