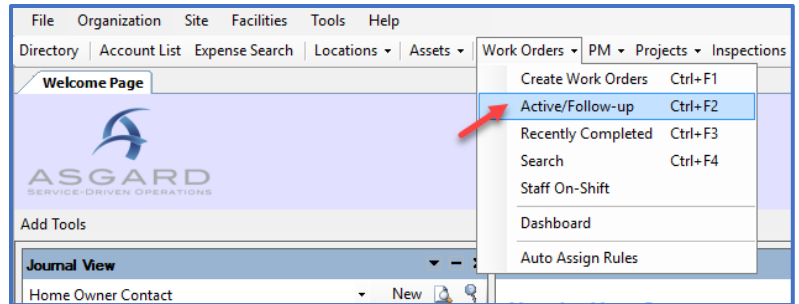


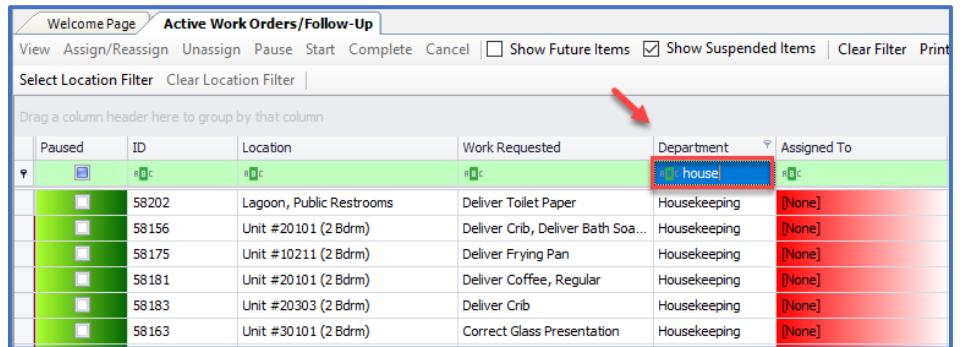
Mass Assigning / Re-assigning Standard Work Orders

Follow the steps below to assign or reassign more than one Standard Work Order at the same time. For assistance with managing work orders, please contact support@katanasoft.com.

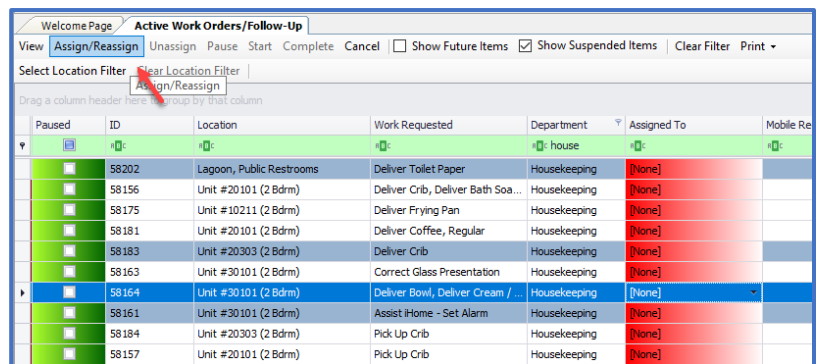
Step 1: From the Work Orders drop-down, open the **Active/Follow-up** screen.



Step 2: You can only Assign/Reassign one Department's work orders at a time. Use the green filter bar to filter the work orders.

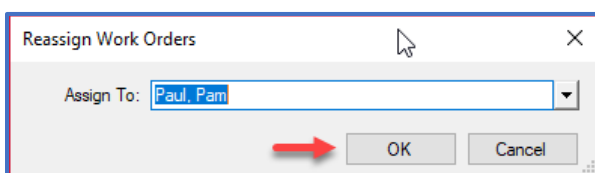


Step 3: Select the work orders that you want to assign by clicking and dragging your mouse to highlight the selected work orders or you can cherry pick by holding down the **Control** key while you use your mouse to select the work orders. Once selected click the **Assign/Reassign** button.



Note: You can only Mass Assign/Reassign 25 work orders at a time.

Step 4: The "Reassign Work Orders" box will only include team members who are on-shift in Staff On-Shift for that department. Select an Assignee from the drop-down and click **OK**.



If the assignee is assigned a mobile device, the work orders will immediately be dispatched.