Departments, Areas and Teams

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Departments

Departments are groups of areas and teams and through that, work centres and users, to perform work on the shop floor. Departments are used for reporting, to help align and collate results in line with areas of responsibility within a site.

Department results can be broken down into:

- Areas: A group of work centres used in asset/work centre reporting.
- Teams: A collection of users used in labour Reporting.

Most of the analytics and dashboard reports in MES-M have an option to filter results by department, area or team.

Setup a department

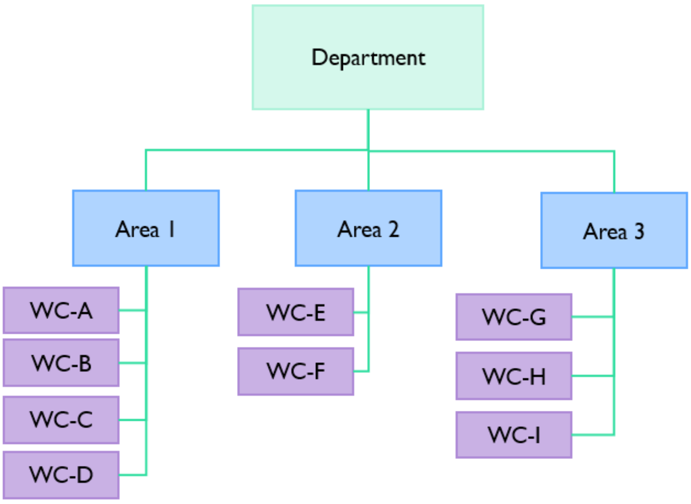
1. Navigate to the **Departments** screen and click **New**.

2. Provide a name and description, and click **Save**.

Areas

Areas are groups of work centres. These are generally work centres located together on a shopfloor or under the responsibility of a single supervisor.

Each work centre can only be in one area.



Areas can be set up from a selected department in the **Departments** page.

Set up an area

1. Navigate to the **Departments** screen and select a department.

2. Click the **Areas** button. Note that the popup shows the areas for the selected department if any had been set up before.

3. Click **New** and complete the form.

New/Edit Areas form

The **New/Edit Area** screen contains the following items:

Blue fields in the form are required and are flagged with an asterisk (*) in this document.

Department*: Select the department the area is in.

Name*: The area name.

Description*: A description of the area.

View assigned work centres

In the **Areas** popup, select an area from the list and click **Assigned Work Centres** to see the list of work centres assigned to the selected area.

Teams

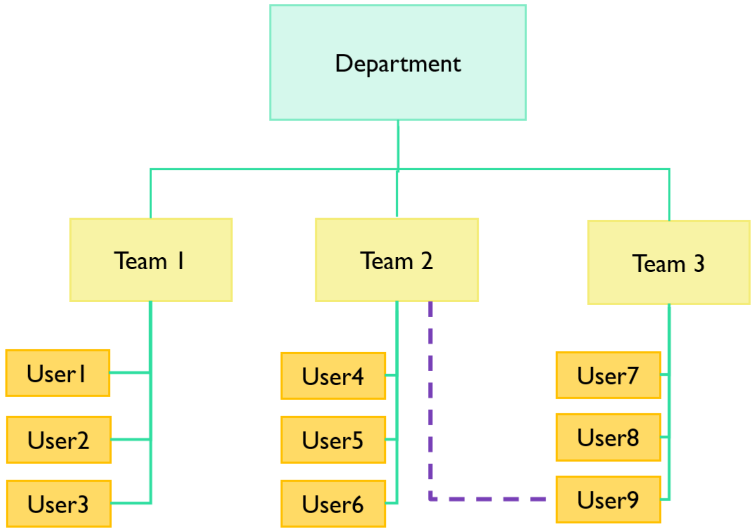
Teams allow supervisors to see performance data of the people working for them. The labour productivity results for a team are the collated results for anyone doing work whilst booked onto that team. You can structure the teams to see the performance data that is relevant to you.

For example, you have a North Shop and a South Shop. You have two crews that work across the two shops. The Blue Crew (works the early shift weeks 1 and 3, and late shift weeks 2 and 4) and the Red Crew (works late shift weeks 1 and 3, and early shift weeks 2 and 4). In this example, the following scenarios would define how you would structure your teams:

- Scenario 1: A supervisor is responsible for Blue Crew across both shops. The labour productivity for this team would relate to just the Blue Crew irrespective of the shop they worked in.
- Scenario 2: A supervisor is responsible for the performance of both the North Shop and the South Shop. The labour productivity for this would be for one team that would relate to the North Shop and the South Shop irrespective of the crews that worked in them.
- Scenario 3: One supervisor for the Blue Crew and another supervisor for the Red Crew. Two teams would be set up, one for each supervisor. The labour productivity would relate to each crew and the results would be relevant to the respective supervisors. This scenario is the only one that aligns with work patterns.

Every user will have a **default team**. This is the team that they will work in most of the time and the one suggested by default when they log onto a shift.

Some users may also have additional teams that they are assigned to as an alternative. A specific user is allowed to log into any team that has been assigned to them.



In the diagram above, User9 works in team 3 by default but also occasionally works in team 2. When they are working in team 3, their productivity data is part of team 3's performance. When they are working in team 2 their productivity data is part of team 2's performance.

Set up a Team

Navigate to the **Teams** page and click **New**.

1. Provide a team name, department and set the **Active** field to **Yes**.

2. Click **Save**.

Assign users to a team

You can assign users to a team from the Teams page from the Users page.

Assign from the Teams page

1. Navigate to the **Teams** page, select the team in the list, and click the **View Members** button to open the **Assign Team User** screen.

2. You can search by **User Group** to see users assigned to a specific **User Group**.

3. Highlight the user that you want to add to the team and click the **Assign** button that appears.

4. The **Assigned** column shows which users are assigned and which are unassigned.

5. Click an assigned user to display the **Unassign** and **Set as default** buttons.

6. Click the **Set as default** button to set this team as the user's default. Users can belong to several teams, but only one can be set as default.

7. Click the **Unassign** button to remove the user from the team.

Assign from the Users page

1. Navigate to the **Users** screen and select a user and click the **Teams** button to display the **Select Teams** screen.

2. Click the team you want to assign the user to, and click the **Assign** button. The **Assigned** column will display *Yes* next to

the team.

3. You can select any assigned team and click the **Set As Default** button to set it as the default team for the user. Note that a user will always have one default team. The default team is where the user spends most of their time and is the one suggested when logging onto a shift.