

SOP 51 | Advanced administration

Set an effective staffing target

Record a property staffing target from an approved effective date.

For Web · Administrator

Before you start Property-administrator permission is required. Distinguish this target from the people needed in each recurring service window.

Open Property schedule > Set staffing target

Step 1 Open the target form

Open the portfolio/property schedule tools and locate Set staffing target.

Step 2 Choose property and headcount

Select Property and enter Required headcount. Confirm the target is for the selected property.

Step 3 Set the effective time and reason

Enter Effective from (property time) and the approved Reason. Check the property time zone.

Step 4 Save and verify

Select Save effective target, wait for confirmation and inspect the staffing summary after refresh.

Check your result A new effective target is recorded; it does not itself assign any worker.

If something goes wrong Use Service defaults to change individual recurring window requirements and Schedule to assign workers.

See the picture reference on the next page.

SOP 51 Picture reference

Set an effective staffing target

Set staffing target

Property-administrator only. This creates a new effective record and does not invent pay, attendance, or discipline rules.

Property

Lakeside Commons Showcase



Required headcount

Effective from (property time)

mm/dd/yyyy --:-- --



Reason

Save effective target

Step 3 · Set an effective property-local staffing target with a reason.

Application screenshot with training data.