

## Manage Assignments

*The intent of this job aid is to highlight key steps involved in managing assignments. Assignment Management is a 'generic' term used to describe transactions in the application that track information about non-3M workers' work details. Assignments hold all non-contractual terms of the work order and the supplier has the ability to edit general information as well as the on boarding checklist.*

In order to login to the N3M Workforce System web-based application, see 'Login to the N3M Workforce System' job aid for instructions.

### Manage Assignments (Fields with a red asterisk\* are required):

1 Under the **Work Order/Assignments** tab choose the **Work Orders** sub-menu link

2 From the Work Order Actions drop-down menu on the right side, choose the **view assignment** action and select the **blue go arrow** button.

Work Order / Amend #	Effective	Amend In Process #	Position Title	Job ID	Resource	Supplier Organization	Buyer Organization	Dept / Division	Regular Bill Rate	Start Date	End Date	Work Order Status	Work Order Actions
520714	1		Legal - Administrative Assistant (832-846)	211815	Poxson, Joe (496094)	Adecco	3M US	HR	60.00	1/1/08	12/31/08	Effective	view assignment →
521224	1		IT - Architect - Workflows Data Architect (832-1100)	212567	Brannigan, Zap (495524)	Genesis10	3M US	721004	80.00	1/1/08	12/31/08	Effective	view assignment →
521409 / 1	2		Senior DBA	212891	Shevart, P. (496843)	Adecco	3M US		750.00	1/1/08	12/1/09	Effective	view assignment →
522506	1		HR - Analyst - Analyst (846-846)	213876	Carney, Jessica (498056)	Adecco	3M US		45.00	10/1/08	1/9/09	Effective	view assignment →
522607	1		HR - Analyst - Analyst (846-846)	212727	The Hut, Jabe (498056)	Cornlys	3M US		45.00	8/6/08	8/5/09	Effective	view assignment →
522640	1		HR - Specialist - EAP Professional (832-846)	213914	Daou, Michelle (498106)	Adecco	3M US		30.00	10/6/08	5/6/09	Effective	view assignment →
522729	1		HR - Coordinator - Recruiter (832-846)	214022	Smith, Stan (498206)	Adecco	3M US		30.00	10/1/08	9/30/09	Effective	view assignment →

3 Choose the **General Supplier Organization** tab to edit supplier information.

4 The Managing Supplier Agent and/or the Supplier Accounting Representative fields can be edited. A resource identifier can also be added and can track a supplier's unique identifier for reporting purposes.

Supplier Organization Name: (832-846) (496094)

Managing Supplier Agent: Supplier Manager

Supplier Accounting Representative: Suppliers, Ent.

Name: Poxson, Joe

Supplier Organization Resource ID: [text input]

Resource Email: [text input]

Supplier Organization Detail

Corporate Contact Information: TBD  
Mpls, MN 55413  
United States

Company Invoicing Site: TBD  
TBD, MN 55413  
United States

5 Choose the **On Boarding Checklist** tab to edit information regarding the non-3M worker.

6 The non-3M worker's email address may be added to the assignment.

Contractor Email Address: joe@suppliers.com

Drug Test Complete:  yes  no

Drug Test Results: [text area]

Fingerprinting:  yes  no

Background Check:  yes  no

Background Test Results: [text area]

## Manage Assignments

- 7 After making any changes to the assignment, click on the **Assignment Management Summary** tab.
- 8 Click the **Save** button to save any changes.

The screenshot displays the 'Assignment Management' page for Joe Poxson (496094) on Work Order # 520714. The page is powered by IQNavigator and includes a top navigation bar with tabs for 'General Buyer Organization', 'Cost Codes', 'General Supplier Organization', 'On Boarding Checklist', 'Assets', and 'Assignment Management Summary'. The 'Assignment Management Summary' tab is highlighted with a red box. Below the navigation bar, there is a section for 'Buyer Organization Information' with fields for Job Title, Invoice Details, and Customer Defined Fields. A red box highlights the '8 Actions' bar, which contains 'save' and 'cancel' buttons. The 'save' button is highlighted with a red box.