# CAPACITY MANAGEMENT DAILY ASSIGNMENTS (DESKTOP) TIP SHEET

**HOSPITAL INFORMATION SYSTEM (HIS)**

## EVS AND PORTER ROLES

This tip sheet provides an overview of how supervisors can to assign roles to EVS and Porter staff in Capacity Management.
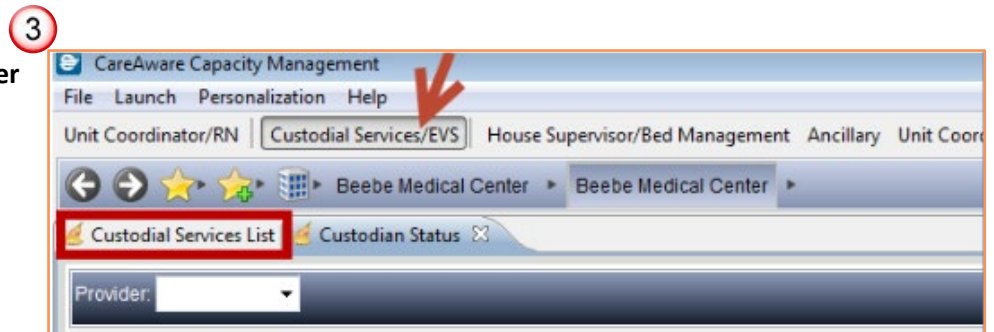
1. Log into **Capacity management**.
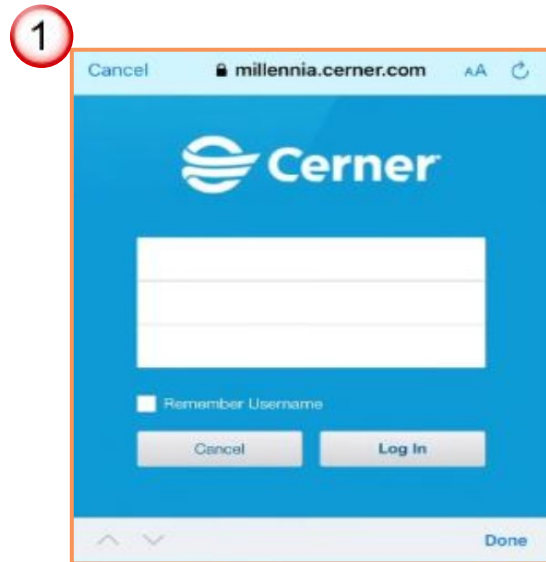


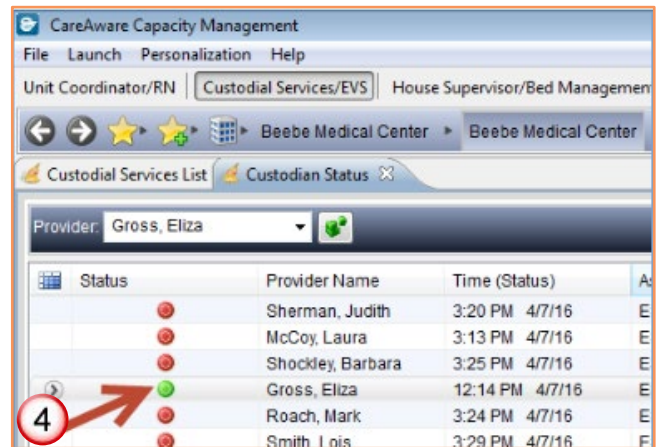2. Ensure that the appropriate **facility** is selected using **Location Tool Bar**.
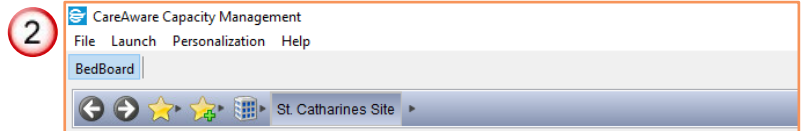


3. Navigate to **Custodian Status List** or **Transporter status List** Gadget.

4. Find a **Custodian** or **Transporter Name** and **double-click** on the **red dot** next to the name to change status to **available**.



Note: When the **Red dot** changes to **Green dot** this is indicating status as **Available**.
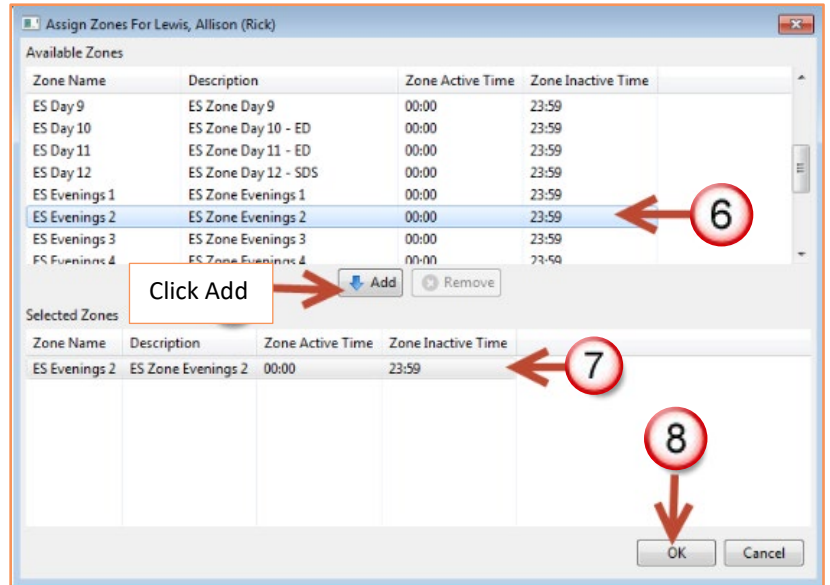
5. Click on the very first column on the left (**Hamburger Menu**) and select **Assign Zone.**

6. Select a zone and click **Add.**
7. Add more **Zones** if needed.
8. Click **OK** to save selected **Zones.**

**Note:** The Individual is now ready to receive jobs on their device.