Production Job Scheduling Guide

Overview

Managers can use SOP to schedule upcoming job shifts to communicate job targets and start schedules with plant operators. Users can also schedule trucks to set up time report starts and share schedule PDFs with brokers and drivers.

Scheduled jobs will appear on the dashboard for managers and foreman, and plant users can view their scheduled jobs on the plant dashboard.

Upcoming Jobs   SCHEDULE A JOB

Job	Schedule	Load	Deliver	
341121	ⓘ **4/22/2021 08:00 am** 1 Truck Download	Plant 7 - A0635 727-499-2168 View Map	9th St South St Petersburg, FL View Map	VIEW
393820	ⓘ **4/23/2021 07:00 am** 1 Truck Download	Plant 7 - A0635 727-499-2168 View Map	9th St South St Petersburg, FL View Map	VIEW
261521 Material Haul	4/26/2021 07:15 am 10 Trucks Download	Brennan Dr and City Gate South Naples, FL View Map	Plant 4 - A0760 239-489-3320 View Map	VIEW
199820	4/26/2021 07:30 am 4 Trucks Download	Plant 1 - A0708 941-486-3420 View Map	T0RTUGA PH#1(WALLY C.) US41 & River Road NORTH PORT, FL View Map	VIEW

Schedule a Job

To create a new scheduled job, click on 'Schedule a Job' on the dashboard, at the top of the Upcoming Jobs list. Follow the steps below to create a new scheduled job.

Job Details

The Job Details panel will allow you to select the Job Type and Job Number. Select 'Production' job type and start typing the job number in the Job Number field. When you see the job number in the list, click on the job to validate your selection.

1. Job Details

Job Type
Select Job Type

Job Number   (Add New Job)
Start typing to select a job

>

Job Number   (Add New Job)
1856
185618 (201032-2-52-01)
185618A (FPN 201032 T1709)

More Details

After selecting a Job Type, additional detail options will appear. Users can select a Cost Code and enter a Mix Type to add to the Scheduled Job. The Cost Code and mix type will appear on Scheduled Jobs list and the Schedule PDF. Cost codes and mix types are not used for matching job shifts from the scale system. Users can also add a job note to view on the Job Shift Summary view later.

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1. Job Details

Job Type
Production

Job Number   (Reset)
185618 (201032-2-52-01)

Cost Code
Select Cost Code

Mix Type
Enter Mix Type

SHOW ADVANCED OPTIONS

ADD JOB NOTE

When paving in echelon, or multiple pavers working on the same job, you can click on 'Advanced Options' to add a Destination. This can be used to match the paver or foreman field from the scale system. To use the Destination feature, please contact support@soppaving to confirm it's enabled on your SOP account.

Job Schedule

This panel allows you to enter the start date and start time of the job. The date and time will default to the next day at 7:30am. Jobs can be scheduled multiple days in advance.

The Target Tons and Target Hours fields allow you to set the progress and time goals for the day. This will automatically be used for the loaded and paved progress bars and report. The Tons Per Hour will be automatically calculated and used to compare the current Unload TPH progress in real-time during the shift. The Target TPH is also shown on the TPH chart on the activity report to review the Load and Unload TPH performance throughout the day.

Add a schedule note for your truck scheduler to see on the Truck Schedule page.

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2. Job Schedule

Start Date
04/27/2021

Start Time
7 : 30 AM

Target Tons
Enter Target

Target Hours
Enter Hours

Tons Per Hour
Calculated

ADD SCHEDULE NOTE

Load Location

A plant is required for the load location of production job types. To select a Plant, click on 'Select Plant' in the Plant field and choose the appropriate plant. Contractors linked to one or more producers will see the name of the producer before the plant name.

3. Load Location

Plant

Select Plant

ADD LOAD NOTE

Deliver Location

For the deliver location, most users will want to select Address and Map GPS. Users scheduling from a deliver location in the field can select Field GPS and press the 'Use My Location' button.

4. Deliver Location

Location Type

✓ Select Location Type
Address and Map GPS
Field GPS (Device Location)

ADD DELIVER NOTE

After selecting Address and Map GPS, enter at least 2 address fields and click on 'Show Map' to search for a location. After the map appears, you can use the plus and minus controls to zoom in on the map and click and drag the map image to pan to find the exact deliver location. After your deliver location is found on the map, click the map to set the location icon to the exact deliver location.

1. Enter an address and click Find Address

Description

Enter Description (highway, intersection, etc)

Address

123 Main St

City   **State**   **Zip**

Miami   FL   Enter Zip

FIND ADDRESS

2. Click the map to refine the location

Settings

In the Settings panel, you can set a Plant Operator and Job Foreman to include their name and contact phone number on the job summary. The Schedule Contact name and phone will be included on the Schedule PDF. Click Show All Users to expand the user lists to include more user roles.

5. Settings

Plant Operator	Job Foreman	Schedule Contact
Select Name	Select Name	Tom Donchez

SHOW ALL USERS

First Load Start Adjustment	Deliver Adjustment	Return Adjustment
Disabled	Disabled	Disabled

To save the schedule job, click 'Save Job' at the bottom of the page.

SAVE JOB   CANCEL